Adams County
Planning and Zoning Department

REQUEST FOR PROPOSALS
FOR
DEVELOPMENT OF PLANNING AND ZONING SOFTWARE

Deadline:
One Original and Two copies due September 25, 2006 at 4:30 P.M. CST

Correspondence Shall Be Addressed to:

Adams County
Planning and Zoning Department
Attn: Phil McLaughlin,
Planning and Zoning Administrator
P.O. Box 187
Friendship, WI 53934

Phone: (608) 339-4222
Fax: (608) 339-4504

E-Mail: pmclaughlin@co.adams.wi.us

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I. Introduction

A. Overview

Adams County, Wisconsin is soliciting proposals from qualified firms for the provision of a complete multi-user software solution for the county's building, planning, zoning and inspection software for the Planning and Zoning Department that integrates with existing property assessment, Register of Deeds, property tax, geographic information systems (GIS) and existing document imaging software. The selected solution shall track and report on all kinds of permit, parcel, owner, contractor, inspection, fee, receipt, license, and code enforcement records.

The County seeks to hire a single firm to assist with the creation and implementation of this software. The County currently uses software modules from GCS Software for property assessment, property tax and Register of Deeds business processes, and data is stored in MS SQL. GIS services are provided by MSA Professional Services, Inc. utilizing ArcGIS and ArcIMS software. Paper Clip from ImageTek, Inc. is the county-wide document imaging software. The final delivery data structure requirements will be based on a database design, data integration, and conversion methodology agreed upon collectively by the County and the successful Respondent. Preliminary data specifications are outlined in this RFP to help indicate the level of rigor and experience the County is seeking.

The County requires that the implementation of the chosen solution:

1. Be implemented in a phased approach due to current workload and staffing limitations of the Department;
2. Be integrated with the current manual work-flow of the Department and the County's GCS Software so as to provide continuity of business processes;
3. Completely preclude redundant data storage between the chosen solution and existing county systems.

The County will make available a number of information sources necessary for the creation of this solution. Necessary research in the data design and methodology of GCS software, the Register of Deeds and the Treasurer's office is the vendor's responsibility, as is completion of business work flow processes in the Planning and Zoning Department.

B. Background

The Adams County Planning and Zoning Department is a full service Department responsible for issuing, tracking and reporting on various types of permits, inspections including Uniform Dwelling Code, fees, receipts, licenses, zoning and code enforcement. Department work-flow procedures are primarily manual using Microsoft Office software. Currently, accessing and integrating pertinent information contained in the GCS Software database is totally manual, as is integrating information in the County's enterprise GIS. Tasks such as scheduling, time tracking, plan review, integration of data with GIS and other functions are manual.

There are approximately 37,000 tax parcels within Adams County.

II. INSTRUCTIONS TO RESPONDENTS

A. Submission of Proposals

It is intended that each Respondent furnish all information requested in this document. Unless specifically requested, promotional literature is not desired and will not be considered to meet any of the requirements.

Each Respondent is required to include the following items in their proposal. These items should be used as the format around which the proposal is organized. Exclusion of any of these items could be grounds for proposal rejection by the Adams County Planning and Zoning Committee.

1. **Transmittal Letter**. A letter of transmittal, not to exceed two pages in length, shall bear the signature of an authorized representative of the Respondent and designate by name not more than two individuals authorized to negotiate and sign an agreement with the County on behalf of the Respondent.

2. **Organizational Description.** Provide a description of your organization, including qualifications addressing why your organization is suited to provide the services requested. Describe the technology that will be used for the conversion work in this project. Also, include a description of your staffing commitments to assure your ability to meet the County's time frame. Please describe your understanding of the County's needs in the proposed project and describe past client projects you have completed that are similar in nature to that proposed in this RFP. This must also include a description of additional subcontractors and associations with other firms you wish to utilize in the performance of proposed work under this project, including the intended working relationships and responsibilities of each.

3. **Project Approach.** Describe how you will approach completion of the project and delivery of products requested in this RFP from both a technical and project management perspective. This must include technical procedures to be used and quality control/quality assurance procedures that will be observed. Describe the proposed project team and the level of commitment for key individuals that can be provided to this project. Provide resumes for the project manager and other key staff.

Involvement by subcontractors or other firms that will work on the project must also be clarified. This component should also include a statement indicating the mechanisms intended to be used to coordinate the proposed work with the County. The specifications contained in Section III should be used as a baseline for defining the technical approach to the project including data conversion and database creation.

4. **Project Schedule.** Include a schedule for completing the work specified in this RFP, including a project reporting schedule.

5. **County Obligations**. Provide a list of all items to be provided by the County to assist you in completing the requested work. This should include any manual records or digital data and/or proposed use of County staff, office space, and any equipment or materials/supplies that will be expected from the County. An initial list of information identified by the County is described under Scope of Work.

6. **Conflict of Interest.** The proposal must include a statement that you have no conflict of interest with past, present, or known future policies, plans, or programs of the County.

7. **References.** Each proposal must give the names, addresses and phone numbers of three (3) individuals from organizations that have procured services to act as references for the Respondent. The individuals identified must at least hold a position of project management or other contract authority. Please provide the size of each reference project in terms of type of conversion methodology employed, period of contract, and the amount ($) of the Contract.

8. **Pricing Information.** The Respondent is required to submit a cost for each project component as outlined in the RFP Scope of Work as well as a total project cost. One (1) original proposal must be signed in ink by an authorized representative, and two copies will be submitted in a sealed envelope that clearly states on the outside "RFP FOR PLANNING AND ZONING SOFTWARE." In addition, the outside envelope must bear the name of the firm and contact person. Proposals will be opened publicly and reviewed. The Adams County Planning and Zoning Committee will consider the proposals at the monthly meeting.

Three copies of each proposal are due to be received by Adams County no later than 4:30p.m. CST, September 23, 2006. Faxed or emailed proposals will not be accepted. All proposals are to be addressed to:

Adams County
Planning and Zoning Dept.
Attn: Phil McLaughlin, Planning and Zoning Administrator
P.O. Box 187
Friendship, WI 53934

B. Requests for Clarification

Any requests for clarification or additional information deemed necessary by any Respondent to present a proper proposal shall be submitted in writing via letter mail, or e-mail (pmclaughlin@co.adams.wi.us) to the Adams County Planning and Zoning Dept. by September 15, 2006. Adams County will respond by September 18, 2006.

C. Late Proposals and Modification or Withdrawals

Proposals received after the date and time indicated on the cover sheet shall not be considered and shall be returned unopened, if the Respondent is identified on the proposal envelope. Proposals may be withdrawn and modified in writing prior to the proposal submission deadline. Request for withdrawal must be in writing by the contract person(s) named on the outside of the envelope. Proposals that are resubmitted or modified must be sealed and submitted to the Adams County Planning and Zoning Dept. prior to the proposal submission deadline. Each respondent may submit only one (1) proposal.

D. Rights Reserved

Adams County reserves the right to accept or reject any or all proposals in part or in total, as deemed to be the best interest of Adams County. Adams County also reserves the right to waive any minor informality or irregularity in any proposal. The RFP does not commit the County to award a contract to any Respondent or to pay any cost incurred in preparation of a proposal submitted in response to this request. The County reserves the right to negotiate with any qualified Respondent or to cancel in part, or in its entirety, this RFP, if it is deemed to be in the best interests of the County.

E. Late Completion

Should the contractor selected of this RFP fail to perform within the period of time stipulated in the contract, the contractor shall pay Adams County $200 per calendar day from the day of default, unless written extensions of time granted by Adams County specifically provide for the waiving of the late completion charges. Adams County shall have the right to deduct the late completion charges from any monies in its hands, otherwise due, or to become due, to the contractor, or to sue for and recover compensation of damages for nonperformance of the contract within the stipulated time.

F. Time Line

The following is a tentative schedule for the project. The actual schedule will be established in the contract negotiated with the successful Respondent.

Milestone	Date
RFP Released	September 8, 2006
Written Questions Submitted	September 15, 2006
Written Answers Distributed	September 18, 2006
Proposal Due Date	September 25, 2006
Oral Presentations (optional)	October 2, 2006
Contractor Selection	October 9, 2006
Contract Completion and Notice to Proceed	October 16, 2006
Project Kick-off Meeting	October 23, 2006
Procedures Manual and Data Base Completion	January 15, 2006
Implementation Begins	February 1, 2007

Any time during the course of this project should the Contractor encounter difficulty in meeting an incremental or final delivery date, they must notify the County immediately of such cause and the extent of delay.

G. Basis of Award

The award resulting from this RFP will be made to the vender that submits the response that, in the County's opinion best serves the overall interests of the County. Some of the factors that will be considered in the evaluation include:

- Completeness of response to this RFP
- Proven ability of vendor to provide similar products within established guidelines.
- Evaluation of references responses.
- A demonstrated clear understanding of Adams County's needs and an ability to accomplish the work specified.

- Qualifications of project personnel and respondent's ability to commit capable staff to support the proposed project.
- Ability to deliver products within the specified time frame.
- Cost of services/products.

Adams County will negotiate a professional services agreement with the successful Respondent. All Respondents are responsible for the costs incurred in responding to this proposal. Appendix 2 contains the legal, insurance, and purchasing policies for the County. Payment schedule and retention amount will be agreed upon as part of final contract negotiations.

III. SCOPE OF WORK

A. Project Components

The proposed Planning & Zoning software development project should involve three basic components, including:

1. Project Initiation including Work Flow analysis, database design, procedure to integrate existing data sources and Project Phases
2. Phased implementation which integrates with existing manual processes so as to not interrupt the business processes of the Department
3. Phased implementation of the agreed upon software solution

Component 1 – Project Initiation including Work Flow analysis, database design, procedure to integrate existing data sources and Project Phases.

Component 1 involves initiation of the project upon written notice to proceed and agreement on administrative and communication procedures. Initiation should involve an on-site coordination or kick-off meeting at which work-plan level detail for completing the project are clarified including Contractor and County staff roles and responsibilities.

The selected Contractor is expected to use this aspect of the project to clarify all requirements of a phased implementation, database creation including priorities for data conversion, conversion procedures, decision rules, source data needs, County expectations for product accuracy, structure, and format, etc.

This project phase is expected to yield a Project Plan and a Procedures Manual which details both the technical and administrative procedures and specifications developed with County staff input. These documents are expected to guide remaining project phases. The Project Plan should outline conversion procedures, decision rules, and quality control/quality assurance methods to be employed. The Procedures Manual should reflect consensus specifications and work-flow processes for final deliverables.

The County will review and approve these documents from this project component and it is expected that these documents will be updated based on lessons learned in the phased implementation component. During the course of the project, the Contractor will be responsible for updates to the Procedures Manual.

Component 2 – Phased implementation which integrates with existing manual processes so as to not interrupt the business processes of the Department

Component 2 involves the actual implementation of the software solution. Implementation must be in phases agreed upon by the chosen contractor and the County's Planning and Zoning Administrator. The most logical and least disruptive approach to implementing the software solution must be taken in order to avoid any disruption of services provided by the Department.

Component 3 – Continued Phased implementation of the agreed upon software solution
The modules are to be implemented according to the Project Plan and a Procedures Manual determined in Phase I. This Phase includes training of staff as modules are implemented, testing and correction of modules and updates to the Procedures manual must be completed during this phase.

B. Product Requirements

1. Summary Requirements

Final delivery will include, but not be limited to, the following functions:

Project Plan
The Project Plan is expected to guide remaining project phases. The Project Plan should outline conversion procedures, decision rules, and quality control/quality assurance methods to be employed.

Procedures Manual

- **Major Processes -** This section outlines the major processes performed in the Planning & Zoning Department at Adams County**.**
- **Data Entities and Attributes -** This section lists the attributes and possible values for each entity that must be managed in the new system.
- **Data Flowchart -** These flowcharts capture the nature of the relationship between the Planning and Zoning Department of Adams County and various external agencies. That is, the flow of information to and from each department at Adams County site and external agencies is documented.
- **Business Timelines -** This section discusses the major events and timelines of the Department in the context of business functions.
- **Major Events Diagram -** This diagram depicts the major data entities that must be managed in the new system. The diagram identifies all things or objects of significance to the business, about which the business must collect and maintain data, or about which information needs to be known or held.
- **Business Rules** - This list defines acceptable behavior in response to business events. They grant authority to act while imposing limits and conditions on how staff interacts within the business environment. From an information system perspective, the rules define which processes, data, constraints and performance criteria are acceptable. Properly expressed, they are a set of formal business requirements.
- **Issues and Recommendations List -** This list represents the important barriers or problems that may inhibit the delivery of service, both from a production perspective and a quality

assurance perspective. It also recommends future enhancements which are not in the scope of the selected software solution.

Permits

- Display all steps involved in the permit process including inspections, Board Meetings, outside agency certifications, and fee payments.
- Allow for the scheduling of multiple inspections and display the results.
- Display a parcel's complete history including past complaints, variances and permits.
- Track contractors' license and insurance info and display anomalies...
- Prints fully customizable permits, COs and CCs.

Variances

- Display all of a parcel's setbacks and zoning regulations.
- Print denial letters listing all the zoning violations and the date that the Board of Adjustment meeting that will rule on the variance request.
- Track the decision process of the Board of Adjustment and assign a variance number.
- Print a granted or final denial letter to the homeowner informing them whether their variance was granted, partially granted, or denied.

Inspections, including Uniform Dwelling Code

- Allow for all staff to schedule an inspection for any inspector with safeguards to ensure there are no time conflicts.
- Print daily detailed inspection sheets for each inspector.
- Easy entry of results.
- Automatically reschedule appropriate inspections.
- Display the status of all inspections.

Complaints

- Allow for the entry and tracking of multiple violations for each complaint.
- Print a fully customizable initial notice, affidavit, memorandum of violation, final notice, summons, and rescind notice.
- Schedule and document all inspections from the initial inspection until completion.
- Attachment of all relevant pictures and documents

Fees

- Automatically calculate fees.
- Entry of multiple fees and the printing of receipts.
- Daily, weekly and monthly fee accounting reports.

Reports

- Construction cost reports.
- General ledger reports.
- Department activity reports.
- User-defined permit, CO, CC, complaint and inspection reports.

Easy Access to Historical Records

- Instant access to a full selection of related historical documents including permits, inspections, titles, deeds and other documents specifically related to building, inspections, variances, zoning codes, etc.

2. Integration Methods

The final delivery data structure requirements will be based on a database design, data integration, and conversion methodology agreed upon collectively by the County and the successful Respondent. This must include integration with data in GCS Software for property assessment, property tax and Register of Deeds business processes, ArcGIS and ArcIMS, and Paper Clip imaging software. Data conversion methods will be worked out in Phase 1 as needed.

3. Inspection Process

The inspections listed with each permit type will be auto-populated for that permit, but may be deleted or added to if necessary. The

Type of Permit	Inspections
Electrical	Electrical Final Electrical Grounding Electrical Service Electrical Rough Electrical Temporary Service Electrical Pool Bonding Electrical Re-inspection Air Sealing Inspection Electrical Underground
Mechanical	Mechanical Final Mechanical Rough
Plumbing	Plumbing Final Plumbing Rough – Air Test Plumbing Sewer Only Plumbing Sewer Replacement Plumbing Sewer Plumbing Under-Slab Plumbing Under Floor Air Test Plumbing Water Only Wastewater Final Wastewater Inspections
Residential Building Permit – New One Family Dwelling	Building Final Building Footings/Structural Slab Building Framing
Residential Building Permit – Residential Addition & Repair-Remodel	Building Final Building Footings/Structural Slab/Foundation Building Framing
Residential Building Permit – Residential Demolition	Wastewater Sewer

	Building Final
Residential Building Permit – Residential Moved Structure	None
Residential Building Permit –Manufactured Homes	Piers Decks, Landing & Stairs Building Footings Building Final
Residential Building Permit – Accessory Buildings	Building Final Building Footings/Structural Slab Building Framing
Non-Residential Building Permit – New	Building Energy Efficiency Building Final Building Footings/ Structural Slab Building Foundations/Walls Building Framing Building Shear Bracing Engineering Final Fire Final – Bldg. Fire Final – Onsite Planning Final Wastewater Final (sometimes)
Non-Residential Building Permit - Repair	Building Final Building Framing
Non-Residential Building Permit – Demolition	Building Final Engineering Final Wastewater Sewer
Non-Residential Building Permit – Addition	Building Final Building Footings/Structural Slab Building Foundations/Walls Building Framing Fire Final – Bldg. Planning Final
Non-Residential Building Permit – Misc./Fence	Building Final Building Footings/Structural Slab
Multi-Family/Condominium – New	Building Energy Efficiency Building Final Building Footings/Structural Slab Building Foundations/Walls Building Framing Building Shear Bracing Engineering Final Fire Final – Bldg. Fire Final – Onsite Planning Final
Multi-Family /Condominium – Remodel/Repair	Building Final Building Framing
Multi-Family/Other Building Permit – Demolition	Wastewater Sewer Building Final Engineering Final
Multi-Family/ Condominium – Addition	Building Final Building Footings/Structural Slab Building Foundations/Walls Building Framing Building Shear Bracing Fire Final – Bldg. Planning Final

Sign Permit	Planning Final Building Footings
Right of Way Permit	Curb/Gutter/ Sidewalk/(DRIVE-APPROACH) DRIVEWAY ACCESS Utility (Default)

4. Type of Application/Permit, Required Documents/Plans, and Required Approvals

The required approvals listed with each permit type will be auto-populated for that permit, but may be deleted or added to if necessary.

Type of Application/Permit	Required Document/Plans	Required Approvals (Internal)	Other Approvals (*) (Not auto-populated by LDO)
1. Residential – New One or Two Family Dwelling	• Adams County Permit Application • Cautionary Statement (if homeowner, not contractor, applies) • UDC Application • Wisconsin Uniform Building Permit • Plumbers Affidavit • Blue Print or House cross-section (foundation, wall and roof) • Garage cross-section • Energy Worksheet • Erosion Control • Site Plan (if no blue print provided) • Floor Plan (with window & door size (if no blue print provided) • Septic	Zoning Flood Plane Shoreland	Local Gov't
2. Residential Additions	• Adams County Permit Application • Cautionary Statement (if homeowner, not contractor, applies) • UDC Application • Wisconsin Uniform Building Permit • Plumbers Affidavit (post 12-1-78, only if occupant is performing plumbing) • Blue Print or House cross-section (foundation, wall and roof) • Garage cross-section • Energy Worksheet (post	Zoning Flood Plane Shoreland	Local Gov't

	12-1-78) • Erosion Control • Site Plan (if no blue print provided) • Floor Plan (with window & door size (if no blue print provided) • Septic		

3. Accessory Building	• Adams County Permit Application • Garage cross-section • Site Plan (if no blue print provided) • Erosion Control • Septic	Zoning Flood Plane Shoreland	Local Gov't
4. Residential Remodel/Repair	• Adams County Permit Application • Blue Print or House cross-section (foundation, wall and roof)	Zoning Flood Plane Shoreland	Local Gov't
5. Residential Demolition	• Adams County Permit Application	Zoning Flood Plane Shoreland	Local Gov't
6. Residential Move	• Adams County Permit Application • Cautionary Statement (if homeowner, not contractor, applies) • UDC Application • Wisconsin Uniform Building Permit • Plumbers Affidavit • Blue Print or House cross-section (foundation, wall and roof) • Garage cross-section • Energy Worksheet • Erosion Control • Site Plan (if no blue print provided) • Floor Plan (with window & door size (if no blue print provided) • Septic	Zoning Flood Plane Shoreland	Local Gov't
7. Manufactured Homes	• Adams County Permit Application • Septic • **Piers**: Manufactured Pier Diagram Site Plan (if no blue print provided) • **Basement** Basement Cross-Section	Zoning Flood Plane Shoreland	Local Gov't

	Manufacturers Foundation Plan Site Plan (if no blue print provided) Erosion Control Plumbers Affidavit		
8. Replacement Manufactured Homes	• Adams County Permit Application • Septic • **Piers**: Manufactured Pier Diagram Site Plan (if no blue print provided) • **Basement** Basement Cross-Section Manufacturers Foundation Plan Site Plan (if no blue print provided) Erosion Control • Plumbers Affidavit	Zoning Flood Plane Shoreland	Local Gov't
9. Misc./Fence/Sheds	• Adams County Permit Application • Site Plan (if no blue print provided)	Zoning Flood Plane Shoreland	Local Gov't
10. Non-Residential – New	• Adams County Permit Application • Site Plan (if no blue print provided) • Erosion Control • **Commercial Storage (50,000 cu ft +)** Copies of State Approved Plans • **Commercial Storage (Less than 50,000 cu ft)** Does Not Require Copies of State Approved Plans	Zoning Flood Plane Shoreland	Local Gov't • **Copies of State Approved Plans for Commercial Storage (50,000 cu ft +):** Cross-Sections Foundation Building Plumbing Electric Septic Fire
11. Non-Residential Repair	• Adams County Permit Application • Cross-Section of applicable area	Zoning Flood Plane Shoreland	Local Gov't **Copies of Applicable State Approved Plans**
12. Non-Residential Demolition	• Adams County Permit Application	Zoning Flood Plane Shoreland	Local Gov't
13. Non-Residential Additions	• Adams County Permit Application • Site Plan (if no blue print provided) • Erosion Control • **Commercial Storage (50,000 cu ft +)** Copies of State Approved	Zoning Flood Plane Shoreland	Local Gov't • **Copies of State Approved Plans for Commercial Storage (50,000 cu ft +):** Cross-Sections Foundation Building

	Plans • **Commercial Storage (Less than 50,000 cu ft)** • Does Not Require Copies of State Approved Plans		Plumbing Electric Septic Fire
14. Multi-Family/Condominium – New	• Adams County Permit Application • Cautionary Statement (if homeowner, not contractor, applies) • UDC Application • Wisconsin Uniform Building Permit • Plumbers Affidavit • Blue Print or House cross-section (foundation, wall and roof) • Garage cross-section • Energy Worksheet • Erosion Control • Site Plan (if no blue print provided) • Floor Plan (with window & door size (if no blue print provided) Septic	Zoning Flood Plane Shoreland	Local Gov't
15. Multi-Family /Condominium – Remodel/Repair	• Adams County Permit Application • Blue Print or House cross-section (foundation, wall and roof)	Zoning Flood Plane Shoreland	Local Gov't
16. Multi-Family /Condominium – Demolition	• Adams County Permit Application	Zoning Flood Plane Shoreland	Local Gov't
17. Multi-Family/Condominium – Additions	• Adams County Permit Application • Cautionary Statement (if homeowner, not contractor, applies) • UDC Application • Wisconsin Uniform Building Permit • Plumbers Affidavit (post 12-1-78, only if occupant is performing plumbing) • Blue Print or House cross-section (foundation, wall and roof) • Garage cross-section • Energy Worksheet (post 12-1-78) • Erosion Control • Site Plan (if no blue print provided)	Zoning Flood Plane Shoreland	Local Gov't

	• Floor Plan (with window & door size (if no blue print provided) • Septic		
18. Sign Permit	• Adams County Permit Application • Adams County Sign Application	Zoning Flood Plane Shoreland	Local Gov't
19. Electrical Permit	• Adams County Permit Application	Zoning Flood Plane Shoreland	Local Gov't State Approval may be required for commercial
20. Mechanical Permit	• Adams County Permit Application	Zoning Flood Plane Shoreland	Local Gov't State Approval may be required for commercial
21. Plumbing Permit	• Adams County Permit Application	Zoning Flood Plane Shoreland	Local Gov't State Approval may be required for commercial

Other internal approvals not listed above:

*** Other** approvals: Local Government approval is required for all permits. State permits are required for all non-residential permits.

5. Fee Structure

The required fees listed with each application/permit type will be auto-populated for that permit, but may be deleted or added to if necessary.

Application/Permit Type	Fee Structure
LAND DIVISION	
Conventional Preliminary Plat	$350.00 + $10.00/lot
Condominium Preliminary Plat	$350.00 + $10.00/unit
Final Plat (not requiring Committee review)	$175.00 + $5.00/lot
Final Plat (requiring Committee review)	$350.00 + $5.00/lot
Certified Survey Maps (parcels 15 acres and less)	$25.00 + $2.50/lot
Certified Survey Maps (parcels over 15 acres)	$15.00
<u>Exception</u>: C.S.M.'s transferring property between husband & wife or parent and child	
Park Dedications*	$25.00 per lot
Park Dedications**	$25.00 per unit
* Applies to State or County Plats and Certified Survey Maps. If a house already exists on the lot, no fee is required. ** Applies to Condominium Plats	
MISCELLANEOUS	$10.00/parcel

Zoning or Floodplain Determination (map review) On-site investigations (other than sanitary)	$50.00
BUILDING CONSTRUCTION ORDINANCE Commercial or Public Buildings (and additions thereto) Commercial or Public Warehouse/Storage Type Buildings UDC One and Two Family Dwellings (and additions thereto) HUD Manufactured Homes (conventional basement) HUD Manufactured Homes (on piers or slab) HUD Manufactured Homes (additions) Garages and Accessory Building (frame constructed) Garages and Accessory Building (pole constructed) Decks HVAC Only ***Electric Only Plumbing Only Alterations (structural changes) Moving, Razing or Wrecking a Dwelling Re-inspection (one re-inspection at no additional charge-per permit) * There shall be a minimum fee of $50.00 for all building permits. Fee shall be price per square foot as shown or $50.00, whichever is greater. ** Decks consisting of a 5 ft. x 5 ft. or smaller landing plus minimum required steps shall require no fee, however, they shall be shown on the plans, constructed per code and inspected by the Department. **<u>** All other decks shall be price per square foot as shown or $20.00, whichever is greater.</u>** ***Installation of a generator requires a permit and inspection. If included in plans for a new dwelling, there is no extra fee, however, inspection is required. <u>NOTE</u>:	$.25 sq. ft.* $.15 sq. ft. $ .25 sq. ft.* $ .25 sq. ft. $.15 sq. ft $.25 sq. ft.* $ .15 sq. ft.* $ .10 sq. ft.* $ .10 sq. ft.** $ 50.00 $ 50.00 $ 50.00 $ 50.00 $ 50.00 $ 50.00

1.) In all cases a double fee will be charged if work is started prior to obtaining a permit. 2.) Cancelled and refunded permits are subject to a 10% surcharge	

Building Permit Fee

Valuation (based on living area)
- Under 2500 sq. ft. – See Appendix D
- Over 2500 sq. ft. – See Appendix D

Valuation	
$500 and less	$22.20
$501 to $2,000	$22.20 for the first $500 + $2.88 for each additional $100
$2,001 to $25,000	$65.40 for the first $2,000 plus $13.23 for each additional $1000
$25,001 to $50,000	$369.69 for the first $25,000 plus $9.55 for each additional $1000
$50,001 to $100,000	$608.44 for the first $50,000 plus $6.61 for each additional $1000
$100,001 to $500,000	$938.94 for the first $100,000 plus $5.29 for each additional $1000
$500,001 to $1,000,000	$3,054.94 for the first $500,000 plus $4.49 for each additional $1000
$1,000,000 and up	$5,299.94 for the first $1,000,000 plus $3.45 for each additional $1000

SANITARY ORDINANCE PERMIT FEES ♥Non-Pressurized In-Ground System (new or replacement <1,000 gpd)	$250.00
Non-Pressurized In-Ground System (field replacement only < 1,000 gpd)	$150.00
♥Mound, At Grade, Pressurized In-Ground & Sand Blanket Systems	$350.00
Mound, At Grade, Pressurized In-Ground Systems (field replacement <1,000 gpd)	$250.00
♥Sand Filters, ATU's Wetland & Other Pretreatment Components/New Technologies (plus Maintenance & Management recording fees to Register of Deeds office)	$400.00
Septic Tank or Dose Chamber Replacement (<1,000 gpd)	$150.00
Non-Plumbing Sanitation Systems (Systems and devices within the scope of ch. Comm. 91 Wisc. Adm. Code including but not limited to {♥vaulted privy}, composting or incinerating toilets).	$350.00

Reconnection (required if system is to be disconnected then reconnected or an additional connection is made)	$150.00
♥Holding Tank (including water meter)	$500.00
♥Systems >1,000 gallons per day	$600.00
Systems >1,000 gpd (field, tank or dose/lift chamber replacement)	$300.00
<u>SANITARY FEES NOT INCLUDED WITH PERMIT FEES</u>	
♥System Maintenance Management (M & M) Fee	$100.00
{M & M Fee and Recorded M & M Agreement required for the following only: <u>Any (pre or post 1992</u> complete system, new or replacement), holding tank and vaulted privy}	
{Recorded M & M Agreement required for the following only: Component replacement (tank, dose chamber, field) and reconnect}	
System Repair or Alteration (other than maintenance)	$50.00
Controlled Flowage Report	$50.00
Soil Saturation Determination (groundwater monitoring)	$100.00
Soil Saturation Determination (hydrograph method)	$25.00
Alternate Design Flow (does not include Register of Deeds filing fee) (plus recording fee to Register of Deeds office)	$25.00
Permit Transfer (<u>between owners only</u>), Renewal and Plan Revision (each)	$50.00
Re-Inspection (required by ordinance or order for correction)	$50.00
Wisconsin Fund Application Processing Fee	$150.00
♣Any sanitary system installation which requires more than five (5) field inspections (including preliminary on-sites) will incur a charge of $50.00 for each additional inspection. Recording fees with the Register of Deeds office are not included with permit fees.	
<u>NOTE</u>: 1.) In all cases a double fee will be charged if work is started prior to obtaining a permit. 2.) Cancelled and refunded permits are subject to a 10% surcharge	

SHORELAND-PROTECTION, FLOODPLAIN AND ZONING ORDINANCES	
Public Hearing Fees:	
Modification*	$200.00
Conditional Use*	$200.00
Special Exception Permit*	$200.00
Appeals*	$200.00
Variances*	$200.00
Rezoning or Ordinance Amendment Petition	$125.00
Special Hearing (As requested by petitioner)	$400.00
*After-the-fact hearing:	$400.00
Zoning Permit	$50.00
Sign Permit: (excluding residential):	
Signs up to 8 square feet	$10.00
Signs 8.1 to 32 square feet, inclusive	$20.00
Signs 32.1 to 150 square feet, inclusive	$50.00
Signs 150.1 to 1,200 square feet, inclusive	$250.00
Signs over 1,200 square feet	$500.00

IV. Project Deliverables

Component 1 – Project Initiation including Work Flow analysis, database design, procedures to integrate existing data sources and Project Phases

- Create/Update Project Plan
- Create/Update Procedures Manual

Component 2 –.Phased implementation which integrates with existing manual processes so as to not interrupt the business processes of the Department. Phased implementation will be performed according to the timelines and other requirements set forth in the Project Plan.

- Finalized Project Plan

- Revised Procedures Manual

Component 3 – Continued phased implementation which integrates with existing manual processes so as to not interrupt the business processes of the Department

- Continued phased implementation of the agreed upon software solution
- Final Procedures Manual

Appendix 1 - Organizational Chart