

Town of Elba

Building Inspection Information

General Engineering Company
Mike Jacek, Building Inspector
916 Silver Lake Dr
PO Box 340
Portage, WI 53901

Cell - 608-617-9326, Texting is acceptable

Email - mjacek@generalengineering.net

Inspections scheduled Monday thru Thursday, minimum 24-hour notice

When do I need a permit? New construction of, remodeling of and additions to dwellings, commercial buildings or accessory buildings (sheds, detached garages, agriculture buildings) require a permit. Electrical alterations and services, decks and permanent pools also require a permit. This list is not all inclusive; please contact the building inspector to confirm permit requirements.

Permits not required for: Signs, fences, re-roofs, siding, same size window/doors replacements, water heaters, furnaces, air conditioning units, seasonal pools. This list is not all inclusive; please contact your building inspector if you are unsure if a permit is required.

NOTE: Town Ordinances still apply to all projects whether a building permit is required or not. Please see online ordinances or review them at the Town Hall.

Where do I get a building permit application? You can print one from the Town website or you can email the building inspector and he will send one to you.

Where do I send my building permit application? You can email your application and plans to the building inspector. U.S. Mail to the inspector is also an option. See address above. Fees are payable to General Engineering and can be mailed to General Engineering or deposited in the drop box at the Town Hall entrance. When mailing fees, please reference project address.

Land Use Permits. Building permits are NOT the same as Land Use permits. In many situations, you are required to have BOTH. Some projects that require a Land Use permit in ADDITION TO a building permit are: New construction of or an addition made to a house, building or accessory structure. Any addition to the footprint of any building, including decks, porches, patios, pergolas, fences etc. may also require a Land Use permit. It is **HIGHLY RECOMMENDED** that you check with Dodge County Land Use before you apply for a building permit. Their phone number is 920-386-3700, option #2.

Driveway Permits. Please contact the Town Clerk