

Home Repair Program Permitting Requirements - Quick Guide

****ALL PROPER BUILDING/ZONING/DPW PERMITS MUST BE PULLED & PAID FOR BEFORE ANY WORK COMMENCING****

*All building permit fees will be the responsibility of the applicant/property owners. Applicants will not be able to utilize the assistance program to cover or be reimbursed for the building permit fees.

*Property/residence must be **owner-occupied** for owners to do their own work (Master Electrician required for all electrical work in the City of Waupaca)

*A Certificate of Appropriateness is required from the Historic Preservation Committee for any property designated as historic.

1. Eligible Projects

a. Grading to address stormwater runoff issues-

- i. An owner or licensed contractor can do the work
- ii. No building permit required
- iii. No application. Plans should be submitted to the Department of Public Works for review before the project is started

b. Painting- No permit required

c. Foundation repair- Permit required

- i. An owner or licensed contractor can do the work
- ii. [WaupacaBldgPermit5823 \(cityofwaupaca.org\)](http://cityofwaupaca.org/WaupacaBldgPermit5823)

d. Front porch and stairs- Permit required

- i. An owner or licensed contractor can do the work
- ii. [Deck-Permit-Application-with-Guide.pdf \(cityofwaupaca.org\)](http://cityofwaupaca.org/Deck-Permit-Application-with-Guide.pdf)

e. Gutters- No permit required

f. Garage doors- Permit required

- i. An owner or licensed contractor can do the work
- ii. [Roofing Siding Windows/Doors Permit Application \(cityofwaupaca.org\)](http://cityofwaupaca.org/RoofingSidingWindowsDoorsPermitApplication)

g. Driveways (asphalt or concrete)-

- i. Permits are required if work is being completed in the right-of-way. Licensed contractors are required for this work.
- ii. Work outside of the right-of-way can be self-performed.
- iii. Plans should be submitted either way to the Department of Public Works for review. A Zoning Site Plan permit is required for any expansions.
- iv. [Site Plan Permit \(cityofwaupaca.org\)](http://cityofwaupaca.org/SitePlanPermit)

h. Fence repair-

- i. An owner or licensed contractor can do the work.
- ii. Minor maintenance and repair do not require a permit.
- iii. Substantial maintenance, repair, or replacement will require a Zoning Site Plan permit.
- iv. It is encouraged that the property lines are located and it is verified that all portions of the fence are located within the property lines.
- v. [Fence Site Plan Permit \(cityofwaupaca.org\)](http://cityofwaupaca.org/FenceSitePlanPermit)

i. Windows- Permit required

- i. An owner or licensed contractor can do the work
- ii. [Roofing Siding Windows/Doors Permit Application \(cityofwaupaca.org\)](http://cityofwaupaca.org/RoofingSidingWindowsDoorsPermitApplication)

j. Siding- Permit required

- i. An owner or licensed contractor can do the work
- ii. [Roofing Siding Windows/Doors Permit Application \(cityofwaupaca.org\)](http://cityofwaupaca.org/RoofingSidingWindowsDoorsPermitApplication)

k. Roof- Permit required

- i. An owner or licensed contractor can do the work
- ii. [Roofing Siding Windows/Doors Permit Application \(cityofwaupaca.org\)](http://cityofwaupaca.org/RoofingSidingWindowsDoorsPermitApplication)

2. Licensed contractor requirements-

- a. Construction- Owner-occupied residence, an owner can do their own work
- b. Electrical- Master Electrician required
- c. Plumbing- Owner-occupied residence, an owner can do their own work
- d. HVAC- Owner-occupied residence, an owner can do their own work

It is the responsibility of the applicant/property owner to obtain all necessary permits in relation to their project. This includes any project that is not specifically outlined in the above list