



CITY OF APPLETON

MEMORANDUM

Date: October 9, 2024
To: Community Development Committee
From: Kurt Craanen, Inspections Supervisor
Subject: Proposed Municipal Code Text Amendments – Chapter 4 Buildings: Sec. 4-66(a) and Sec. 4-66(b)

GENERAL INFORMATION

The Community Development Department staff collaborated with the City Attorney's Office on the following proposed draft Chapter 4 Buildings text amendments.

This item will appear at the November 6, 2024 Common Council meeting to coincide with other text amendments requiring a public hearing at City Plan Commission and Common Council.

PURPOSE OF MUNICIPAL CODE TEXT AMENDMENTS

Staff proposes to update language to Section 4-66(a) and Section 4-66(b) of the Municipal Code to clarify that structures, as well as buildings, require a building permit.

BACKGROUND

The reason for the proposed changes is to clarify what types of projects require a permit. Structures, along with buildings, should require a permit before they are constructed so staff can review the proposed location and to ensure the standards in the building and zoning codes are met.

PROPOSED DRAFT TEXT AMENDMENTS

The text recommended to be added is underlined.

DIVISION 3. PERMITS

Sec. 4-66. Required; exception.

(a) No person shall excavate for a structure or building; construct, enlarge, alter, remove or demolish or change the occupancy of a building from one use to another requiring greater strength, exit or sanitary provisions or change to a prohibited use; or install or alter any wiring equipment or electrical, plumbing, heating and ventilating facilities for which provision is made or the installation of which is regulated by this chapter without first filing an application with the Inspection Supervisor on the form provided in writing and obtaining the required permit therefore, except that ordinary repairs which do not involve any violation of this chapter shall be exempt from this provision.

(b) Ordinary repairs to structures or buildings may be made without application or notice to the Inspection Supervisor; but such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or bearing support or the removal or change of any required means of egress or rearrangement of parts of a structure affecting the exit requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring, or mechanical or other work affecting public health or general safety.

RECOMMENDATION

Staff recommends the proposed text amendments to Chapter 4 Buildings of the Municipal Code, **BE APPROVED** for Sec. 4-66 (a) and (b) to clarify that structures, as well as buildings, require a permit before construction.