

**APPENDIX A - SCHEDULE OF PERMITS FEES AND PENALTIES**

DESCRIPTION		FEE
<b><i>IF A PERMIT IS NOT OBTAINED PRIOR TO CONSTRUCTION, PERMIT FEES WILL BE DOUBLE. CONTRACTOR WILL BE FINED \$50.00 PER DAY UNTIL PERMIT IS OBTAINED.</i></b>		
<b>Driveway Permit</b>	Must be approved by Town Chairman or his/her designee before permit is issued	\$60
<b>New Dwelling</b>	1200 sq. ft. or less (rounded up to next 100 sq. ft.)	\$100
	Each additional 100 sq. ft. (rounded up to next 100 sq. ft.)	\$20
<b>Additions to Dwelling</b>	Up to 300 sq. ft. (rounded up to next 100 sq. ft.)	\$40
	Each additional 100 sq. ft. (rounded up to next 100 sq. ft.)	\$10
<b>Use or Area Variance</b>	Non-refundable application fee	\$100
<b>Request to Rezone</b>	Non-refundable application fee	\$425
<b>Roof Replacement</b>	Changing from shingle to metal roof	\$40
<b>Replacement of Doors or Windows</b>	in existing rough openings	No Charge
<b>Porch or Deck</b>	Single deck	\$20
	Double Deck	\$30
<b>Any building greater than 8'x10' without living quarters</b>	Each 100 sq. ft. (rounded up to next 100 sq. ft.) Permanent or portable structure, including but not limited to: garage, shed, shipping container, pole shed, lean-to or carport.	\$20
<b>Boathouse</b>	Up 400 sq. ft.	\$65
<b>Agricultural Structure</b>	Farm use: 50% of yearly income must come from qualified production activities to be considered agricultural use	No Charge
<b>Manufactured Home</b>	Must be approved by Town Board if over ten years old. Each section	\$50
<b>Moving any structure</b>	Into town or to a different parcel in the town	\$50
<b>Commercial Building</b>	Up to \$100,000.00 (rounded up to next \$10,000)	\$500
	Over \$100,000.00, per each additional \$10,000 (rounded up to next \$10,000)	\$50
<b>Demolition Permit</b>		\$10
<b>Manufactured Home and Mobile Home Communities</b>	Annual license fee of not less than \$25.00 nor more than \$100.00 for each 50 spaces or fraction of 50 spaces within each community within its limits. If the community lies in more than one municipality the amount of the license fee shall be determined by multiplying the gross fee by a fraction the numerator of which is the number of spaces.	
<b>Mobile Home in a Manufactured and Mobile Home Community</b>	Fee to be determined by 66.0435(3)(c)1 Wisconsin Statute.	
<b>Junkyard Permit</b>	Initial Fee	\$50
<b>Fireworks</b>	Use Permit	\$10
	Sellers Permit	\$50
<b>Outdoor Music Festival</b>		\$50
<b>Dog and Kennel Licenses</b>	All dogs 5 months or older on January 1st must be licensed. Fees are determined by Rusk County, WI and payable to the Rusk County Clerk. Landowners may pay their fees with tax payment per the letter included in their tax bill.	
<b>Recycling and Refuse Center</b>	Per white garbage bag (double for non-resident)	\$2
	Per Contractor's black bag (double for non-resident)	\$4
	Additional fees apply for televisions, white goods (appliances, water heater, etc.) Fees are determined by Rusk County and may be estimated onsite or billed by mail.	

DESCRIPTION	FEE	
<b>Alcohol and Cigarettes</b>	Annual Class "A" license authorizes retail sales of fermented malt beverages for consumption off the premises – annual renewal.	\$50
	Annual Class "B" license authorizes retail sales of fermented malt beverages to be consumed either on the premises where sold or off the premises.	\$100
	Annual Retail "Class A" license: retail sale of intoxicating liquor for consumption off the premises where sold and in original packages and containers.	\$100
	Annual Retail "Class B" license: retail sale of intoxicating liquor for consumption on the premises where sold by the glass and not in the original package or container. In addition, wine may be sold in the original package or container in any quantity to be consumed off the premises where sold.	\$175
	Annual Retail "Class C" license: retail sale of wine by the glass or in an opened original container for consumption on the premises where sold.	\$100
	Annual Wholesaler's Fermented Malt Beverage License.	\$15
	Temporary Class B license allows retail fermented malt beverage and/or wine sales at temporary events. Only specified organizations qualify for such a license: bona fide clubs, fair associations, or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application, veterans' posts, chambers of commerce or similar civic or trade organizations organized under Chapter 181, WI Statutes	License \$10 Background Check \$10
	Annual Operators' License.	\$20
	Annual Cigarette Sales.	\$25
	Reserve "Class B" License Initial Issuance Fee.	\$10,000
<b>Tourist Rooming House</b>	Initial Fee	\$100
	Renewal Fee	\$50
<b>Campground License</b>	Initial Fee	\$100
	Renewal Fee	\$50

## RECORDS

The Town of Willard may charge the actual, necessary, and direct reproduction costs for a copy of a record. The Town Board has declared these costs to be as follows: Fifty Cents (\$.50) per page with a One Dollar (\$1.00) minimum. In addition to the copying cost charge, a fee for locating the record will be charged, if the cost to locate is more than fifty dollars (\$50.00), and may charge a fee for the actual necessary and direct mailing or shipping fees. ***The Town may require a prepayment of the fee if the total fees established by this subsection will exceed five dollars (\$5.00).***

## PENALTIES

Any person violating any provisions of the WI Stats, WI Administrative Code, State Building Code or other rules or laws which are incorporated by reference, shall upon conviction thereof, **forfeit not less than \$25.00 nor more than \$500.00** and the cost of prosecution, including reasonable attorney fees, and in default of payment of such forfeiture and the cost of prosecution, shall be imprisoned in the County Jail until payment of such forfeiture and costs of prosecution, but not exceeding 90 days for each violation. However, in no case shall a forfeiture be imposed under State Law for a violation of State Statutes, i.e. State action. Each day that a violation continues shall constitute a separate offense.

***Amended by the Willard Town Board November 17, 2025***