Purpose. The purpose of property record maintenance is to provide for compliance with Wisconsin Statute 70.32(1) which requires that all properties that are issued building permits within the Village of Saukville are field reviewed, described, and valued by "actual view". Each building permit requires assessment division personnel to initially process existing records or create new records, physically review onsite, the purpose of each building permit to document all property description additions and/or alterations, and process the information gathered in the field to determine an assessed value.

Definitions. For the purpose of property record maintenance, the following terms and words shall be interpreted as having the following meanings:

A. "Residential" means used by occupants as a home, abode, domicile, or dwelling that has housekeeping and cooking facilities for the occupants only. A residential property may have multiple dwelling units.

B. "Dwelling Unit" means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, cooking, and sanitation.

C. "Residential Condominium" means a multiple dwelling or development containing individually owned dwelling units and jointly owned and shared areas and facilities.

D. "Multi-Family Residential Building" means a single building or structure containing more than one dwelling unit under single ownership and in which the owner rents or leases the right to occupy any of the dwelling units to a tenant(s).

E. "Commercial or Industrial Building" means a building or structure that houses a business or industrial use, enterprise, or activity at a greater scale than home occupation or involving the manufacturing of, distribution of, retail or wholesale marketing of, goods or services.

Required Property Record Maintenance Fees. Every person receiving an approved building permit from the Village in which said permit requires the Village Assessor to physically view onsite or process records of any descriptive property change in an effort to maintain the property record, shall pay a property maintenance fee.

Schedule of Fees

Residential:

Residential (one and two family)	
New	$250.00
Residential additions	$ 80.00
Alterations	$ 15.00
Accessory structures	$ 15.00
Swimming Pools, Decks, Fireplace, other	$ 15.00
Demolition	$ 15.00
Condominiums: (3 or more units) New	$400.00 + $75/unit
Residential additions	$ 80.00
Alterations	$ 15.00/unit
Accessory structures	$ 30.00
Swimming Pools, Fireplace	$ 15.00
Other	$ 30.00
Demolition	$ 15.00
Multi-Family (3 or more units) New	$450.00 + $75/unit
Residential additions	$ 80.00
Alterations	$ 15.00/unit
Accessory structures	$ 30.00
Swimming Pools, Fireplace	$ 15.00
Other	$ 30.00
Demolition	$ 15.00
Commercial/Industrial/Institutional	
New – Base fee up to 5,000 sf gross	$500.00
- over 5,000 sf gross – Max $5,000	.05/ sf
Additions- Base fee up to 2,500 sf gross	$200.00
- over 2,500 sf gross – Max $2,500	.025/ sf
Alterations	$110.00
Accessory structures	$ 50.00
Swimming Pools, Fireplace	$ 20.00
Other	$ 30.00
Demolition	$ 15.00

Exceptions: Permits for the replacement of siding, roofing, hvac, electrical, and plumbing.

VILLAGE
of
SAUKVILLE

PROPERTY
RECORD
MAINTENANCE