

**BUILDING PERMIT INFORMATION  
TOWN OF MITCHELL**

**Contact for Building Permit:** Paul Birschbach (920) 849-9274

**Building Inspector:** Paul Birschbach  
Birschbach Service, LLC  
920-849-9274

**Web Site:** [www.townofmitchell.com](http://www.townofmitchell.com)

Building permits are required for new building or structure that is worth \$1000 or more. Altering or adding to existing building that costs are valued at \$1000 or more, for all electrical, plumbing, and HVAC changes or additions; and for re-roofing, new siding, or insulation of buildings. Moving any building or structure over roads. Moving any building or structure into the town. Placing a manufactured (mobile) home or other pre-existing residential structure on property in the town or razing or wrecking an existing building or structure.

Occupancy Permits are required before occupancy.

**Information needed:** Name, address and phone number of the contractor and home owner. Address and tax parcel number or legal description of the property to be worked on.

What you expect to be doing and the cost  
Set of plans showing your project.  
County Sanitary permit  
Moving - building dimensions and when moving  
Razing - who and how will it be done

**Fees required for permits:** Varies, schedule available from town clerk

**Processing time:** 1 – 2 days

**Additional Information:**

\*Permit applications can be obtained from Town Clerk at 920-528-7776; W8095 Parnell Rd., Cascade 53011-1250. Office hrs. – Please call **Town enforces UDC.**

\*Until adoption of Smart Growth Plan; all new construction must obtain Town Board & Planning Committee approval. Also, remodeling may require same action – call Town Clerk with specific project to see if required.