

REQUIREMENTS FOR 1 AND 2 FAMILY DWELLING PERMITS

We will assume that you are the owner of a legally recorded parcel of land that conforms to Chapter 18 of the Municipal Code. Park fees in the amount of \$1979.00 per unit will need to have been paid.

We need the following in order to process your building permit application:

1. A parcel survey (original with surveyor's signature & stamp + 2 copies)
2. Certification Statement of Proposed Building Elevation and Yard Grades (with surveyor's signature)
3. Building plans (4 sets)
4. Energy calculations
5. Soil erosion control agreement signed (completed in our office)
6. DCQ Certification (from Wisconsin Department of Commerce)
7. (Plumbing) Water Calculations required.

Survey showing:

1. Location and dimensions of all existing and proposed buildings
2. Lot dimensions and lot corner elevations using U.S.G.S. Datum
3. Building setbacks
4. Location and elevation using U.S.G.S. Datum of driveway and driveway approach (including the flare) (Municipal Code. 17.38(6)(a) & (7))
5. The elevation of the proposed structure using U.S.G.S. Datum (**must be in accordance with the approved grading plan**)
6. Elevation of the lot in relation to sidewalk, street, etc. using U.S.G.S. Datum
7. Elevation and setback of adjacent buildings using U.S.G.S. Datum
8. Type of monuments at lot corners (i.e., I.P.)
9. Water courses, easements and drainage pattern
10. Seal and signature of surveyor
11. Erosion control measures and tracking pad

Note: U.S.G.S. bench mark datum must be obtained from the City Engineering Department

Plans drawn to scale showing:

1. Four exterior elevations
2. Floor plans of all levels
3. Cross section (footing through ridge)
4. Garage plans and fireplace details
5. Use of each room

Energy calculations calculating the heat loss of the dwelling compared to the allowable by code and specifying the manufacturer, model and size of furnace.

Soil erosion control agreement must specify the method to be used to protect parcel's downslope as well as City streets from erosion or tracking of soil.

We will also need the following information to finalize your permit application:

1. Name, address and phone number of general, electrical, plumbing and heating contractors
2. Cost of construction
3. Size of electrical service
4. Type of heating system and air conditioning (if any)

State code allows a maximum of 10 days to either approve or deny your application. City Code requires construction to commence within 4 months and be completed within 18 months of obtaining building permit. Soil erosion control measures must be in place at the time of the footing inspection.

Permit fees are as follows:

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| State seal | \$40.00 |
| Plan examination | 200.00 |
| Building | .35 per square foot |
| Occupancy | 60.00 per unit |
| Zoning | 75.00 |
| Erosion Control | 200.00 |
| HVAC | 60.00/unit up to 150,000 BTU <u>plus</u> \$2.00/100 sq. ft. for distribution (\$60.00 minimum for distribution) |

Permits for mechanicals, such as electrical and plumbing, are issued to the contractor responsible for the work. Electricians must be City licensed and plumbers must be State licensed.

Inspections of all phases of construction shall be called for and work can not be covered until approved. The following inspections need to be called for:

1. Erosion control
2. Footing (prior to pouring)
3. Foundation
4. Rough carpentry, electrical, plumbing and heating
5. Interior drain tile
6. Electrical service
7. Insulation
8. Occupancy

State Code allows 48 hours to make inspections. If not made, construction may continue. Upon completion of the building, a final inspection shall be arranged for prior to occupancy. A \$75.00 reinspection fee will be charged for each inspection over 15 for single family homes and for two family homes to be used as rental property and for each inspection over 20 for two family condos. Work done without permits will be charged double fees. An occupancy permit will be issued and will state the use of the building.

A permit must be obtained from the Engineering Department prior to any curb cut, driveway approach, or sidewalk work within the right-of way. For information contact the Engineering Department at (262)335-5130.

If we can be of any assistance to you in helping coordinate your building project, please feel free to contact us at (262)335-5140 between 8:00 a.m. and 4:30 p.m., Monday through Friday.