

Electronic Plan Review Required Documents for 1 & 2 Family Dwellings

- Building Permit application [https://imageserv11.team-logic.com/mediaLibrary/2023/2013_APPLICATION_FOR_BLDG_PERMIT2 - SQ_FTG_Fillable.pdf](https://imageserv11.team-logic.com/mediaLibrary/2023/2013_APPLICATION_FOR_BLDG_PERMIT2_-_SQ_FTG_Fillable.pdf)
- Summary page showing permit was filed using DSPS website per 2015 State of Wisconsin Act 211 <https://verification.dsp.wi.gov/buildingpermit/application/Directions.aspx>
- Building plans:** – Full set including HVAC, braced walls, elevations, floor plans & room use
- Original survey (red stamp) showing proposed building location, setbacks, elevations & easements
- Signed surveyors statement indicating that grading proposal is in accordance with approved grading plans
- Proposed erosion control measures and locations
- Heat calculations (ResChek or RemRate)
- Water use calculations (calculated by plumber & submitted prior to installation of water lateral
- This checklist completed showing that everything that is required has been submitted.

Only submit 1 copy of each document and all documents should be in PDF format.

NOTE: The Plat of Survey will not be accepted electronically by the Engineering Department for the required permit application for sidewalk, driveway approach, curb cut and curb & gutter. Please contact the Engineering Department for more information at (262) 335-5130.

Internal links:

Certificate of Building/Grading Plan: <N:\Inspection\Forms-Handouts\Cert-PropElev.doc>

Square Footage Form: <N:\Inspection\Forms-Handouts\PERMITS\2 Family Application internal NEW.doc>

Grading Plan Certification Form: <N:\Inspection\Forms-Handouts\Grading Certification.doc>