

## **Wisconsin Uniform Building Permit Requirements Site constructed one or two family dwelling**

The following items are required to obtain a Wisconsin Uniform Building Permit:

1. Any required county permits
2. Any required town or village permits
3. A completed Wisconsin Uniform Building Permit Application
4. 2 complete sets of building plans which include:
  1. Floor plan for all floors
  2. Section view
  3. Building Elevations
  4. Wall bracing
  5. Tall wall design
5. A site plan (2 copies) showing:
  1. Lot lines
  2. Location of proposed structure
  3. Location of all structures on the subject property
  4. Location of well and septic or sewer/water laterals as applicable
6. 2 copies of the Energy Analysis calculations, ResCheck (2009 IECC and WUDC 2009).
7. Erosion control plan. (May be shown on the site plan.)
8. Builders/Contractors applying for a building permit must supply their **Dwelling Contractor Credential** number with expiration date and their **Dwelling Contractor Qualifier Credential** number with expiration date.
9. The plumber for the project must supply their **Plumbing Contractor Credential** number with expiration date and their supervising **Master Plumber Credential** number with expiration date.
10. The electrician for the project must supply their **Electrical Contractor Credential** number with expiration date and their supervising **Master Electrician Credential** number with expiration date.
11. The HVAC contractor for the project must provide their **HVAC Contractor Credential** number with expiration date.
12. Homeowners applying for a building permit must sign the **Cautionary Statement to Owners** in accordance with s 101.65 (1r), Stats.
13. The **Conditions of Approval** and **Erosion Control Conditions of Approval** must be signed by the person applying for the permit.

### **IMPORTANT NOTICE**

**The work you are doing under this permit must be inspected!**

Inspections for the following must be made prior to proceeding to the next phase:

1. Footings (forms in place, **prior** to pouring concrete).
2. Foundation (drain tile and stone in place, **prior** to backfill).
3. Underfloor plumbing (piping installed and on test).
4. Basement floor (vapor barrier, drain tile, and sump crock in place **prior** to pouring concrete).
5. Rough construction, electrical, plumbing with test and HVAC (work completed **prior** insulation).
6. Electrical service.
7. Insulation (insulation and vapor barrier installed, before drywall).
8. Final Inspection (all phases and trades completed, prior to occupancy).

**Any questions or to schedule an inspection, please call or text Rodney at (608) 617-9253 or  
Email to [rschoepke@generalengineering.net](mailto:rschoepke@generalengineering.net)**

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2> <p style="font-size: small; margin: 0;">Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]</p>	Application No. _____  Parcel No. _____
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**PERMIT REQUESTED**     Constr.     HVAC     Electric     Plumbing     Erosion Control     Other:

Owner's Name	Mailing Address	Tel.
Contractor Name & Type	Lic/Cert#	Exp Date
Dwelling Contractor (Constr.)		
Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.)		
HVAC		
Electrical Contractor		
Electrical Master Electrician		
Plumbing		

**PROJECT LOCATION**    Lot area \_\_\_\_\_ Sq. ft.     One acre or more of soil will be disturbed     Town  Village  City of \_\_\_\_\_    \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, of Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E/W

Building Address \_\_\_\_\_    County \_\_\_\_\_    Subdivision Name \_\_\_\_\_    Lot No. \_\_\_\_\_    Block No. \_\_\_\_\_

Zoning District(s) \_\_\_\_\_    Zoning Permit No. \_\_\_\_\_    Setbacks:    Front \_\_\_\_\_ ft.    Rear \_\_\_\_\_ ft.    Left \_\_\_\_\_ ft.    Right \_\_\_\_\_ ft.

<b>1. PROJECT</b> <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: _____	<b>3. OCCUPANCY</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____	<b>6. ELECTRIC</b> Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead <b>7. WALLS</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____	<b>9. HVAC EQUIP.</b> <input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____	<b>12. ENERGY SOURCE</b> <table style="width:100%; font-size: x-small;"> <tr> <td>Fuel</td> <td>Nat Gas</td> <td>LP</td> <td>Oil</td> <td>Elec</td> <td>Solid</td> <td>Solar Geo</td> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
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<b>2. AREA INVOLVED (sq ft)</b> <table style="width:100%; font-size: x-small;"> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck/ Porch</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </table>		Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck/ Porch				Totals				<b>4. CONST. TYPE</b> <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD <b>5. STORIES</b> <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: _____ <input type="checkbox"/> Basement	<b>8. USE</b> <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____	<b>10. SEWER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	<b>11. WATER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	<b>13. HEAT LOSS</b> _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)	<b>14. EST. BUILDING COST w/o LAND</b> \$ _____
	Unit 1	Unit 2	Total																											
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Garage																														
Deck/ Porch																														
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I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

I vouch that I am or will be an owner occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the second page of this form.

**APPLICANT (Print:)** \_\_\_\_\_    **Sign:** \_\_\_\_\_    **DATE** \_\_\_\_\_

**APPROVAL CONDITIONS**    This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.     See attached for conditions of approval.

<b>ISSUING JURISDICTION</b>	<input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____	<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____	State-Contracted Inspection Agency#: _____ Municipality Number of Dwelling Location: _____
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<b>FEES:</b>	<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>
Plan Review \$ _____	<input type="checkbox"/> Construction		Name _____
Inspection \$ _____	<input type="checkbox"/> HVAC		Date _____ Tel. _____
Wis. Permit Seal \$ _____	<input type="checkbox"/> Electrical		Cert No. _____
Other \$ _____	<input type="checkbox"/> Plumbing		Email: _____
Total \$ _____	<input type="checkbox"/> Erosion Control		

# NOTICE TO PERMIT APPLICANTS

## Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

## Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> for details of how to be in compliance

## Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

Wetlands Identification web page: <http://dnr.wi.gov/wetlands/locating.html>

DNR Waterway & Wetland Permits web page: <http://dnr.wi.gov/waterways/>

WI Dept. of Natural Resources Service Center Link: <http://dnr.wi.gov/org/caer/cs/servicecenter/ssbycity.htm#milwaukee>

## Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

*Signature below indicates receipt and acknowledgement of the contents of this document.*

Applicant/Property Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parcel Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fire Number and Street Address of Project: \_\_\_\_\_

File Copy

Applicant/Owner Copy

## **Building a One or Two-Family Home in Wisconsin**

- If applicable, you will need to obtain a **sanitary permit**, a **driveway permit**, and a **zoning permit** as required by your local municipality or county before a building permit can be issued; a copy of these permits will need to be submitted to the building inspector **prior** to a building permit being issued.
- Complete the latest version (R.6/10) of the **Wisconsin Uniform Building Permit Application** (attached) and return to the building inspector.
- Submit an **Erosion Control Plan** showing the locations of erosion control measures to be taken for sediment control, the location of the tracking pad for driveway access, and the locations of temporary soil storage piles. A copy of the Site Plan with the additional erosion control information may be used for the Erosion Control Plan.
- Submit your **Energy Calculations** to the building inspector; you may use the latest version (4.4.3) of the **RES Check Software** to calculate this number. This software can be downloaded for free at [www.energycodes.gov](http://www.energycodes.gov). If you are uncertain how to obtain this calculation, please refer to your HVAC contractor.

### **Plan Submittal (Two Sets)**

At least **two** sets of plans for all one and two-family dwellings need to be submitted to the building inspector for examination and approval at the time the **Wisconsin Uniform Building Permit** application is submitted. The required building plans must be legible and drawn to scale or dimensioned and must include **ALL** of the following:

**Site Plan** must show all of the following:

- The location of the dwelling and other buildings, wells, surface waters and dispersal systems on the site with respect to property lines and surface waters adjacent to the site.
- The areas of land-disturbing construction activity and the location of all erosion and sediment control measures to be employed in order to comply with SPS 321.125.
- The pre-construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.

**Floor Plan** must be provided for each floor and must show all of the following:

- The size and location of all rooms, doors, windows, structural features, exit passageways and stairs.
- The use of each room.
- The location of plumbing fixtures, chimneys, heating and cooling appliances and a heating distribution layout.
- The location and construction details of the braced wall lines.

**Elevations** must show all of the following:

- The exterior appearance of the building, including the type of exterior materials.
- The location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls.

**Storm Water Management Plan:**

- Must be prepared for a site where one acre or more of land will be disturbed.
- Must delineate and describe the post-construction storm water management practices to be employed to comply with SPS 321.126.

**All above Listed Materials MUST be Submitted PRIOR to the Issuance of a Building Permit**

*Conditions of Approval*

Based on the Uniform Dwelling Code SPS 320-325 your building plans have been **CONDITIONALLY APPROVED** and subject to the following conditions and all notes on plans and survey. **This list is not to be considered all-inclusive.** The complete code is available online at: <http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC/UDC-Admin-Code/>

- POST BUILDING PERMIT CARD IN A CONSPICUOUS PLACE AT THE BUILDING SITE
- POST ADDRESS NUMBERS IN A CONSPICUOUS PLACE AND PER LOCAL ORDINANCE
- PROVIDE CONTRACTOR WITH THE APPROVED PLAN AND THESE CONDITIONS OF APPROVAL.
- 48-HOUR INSPECTION NOTICE IS REQUESTED PER SPS 320.10 (1) (a) 3.
- **PLEASE CANCEL/RESCHEDULE INSPECTION WHEN NOT READY TO AVOID REINSPECTION FEE.**

Foundation insulation shall be R-\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and window R-values shall be \_\_\_\_\_ per the thermal performance data submitted with plans.

- Please provide **safe** means (approved ladder, etc.) to access areas for which an inspection request is made.
- Footings shall comply with SPS 321.15 and verification shall be provided if requested.
- All footings, foundations and lintels shall be installed min. 48" below grade. SPS 321.16
- Drain tile installation is required per SPS 321.17
- Structures including garages shall be anchored to foundation per SPS 321.18.
- Foundation wall reinforcement shall be provided per SPS 321.18(2) & (3).
- Back fill for garage and basement floors shall be clean sand, gravel or crushed stone per SPS 321.20.
- Spans and loads shall be determined by structural analysis or the provisions of SPS 321.
- Provide make-up air for exhaust fans per SPS 323.02.
- Garage door headers shall be engineered components or per SPS 321.25.
- Do not stack shingles over 4 bundles high on trusses when loading. Do not drop.
- Bedroom windows shall conform to SPS 321.03, min. clear opening size of 20" x 24".
- Exterior wall shall be braced at the corners according to SPS 321.25.
- Joints in top plate shall be separated by 2 (two) stud spaces min. First top plate must join over studs. SPS 321.25(2).
- Smoke detectors/CO detectors shall be installed per SPS 321.09 & 321.097, hard wired, interconnected, with battery backup.
- Provide draft stop and fire blocking per SPS 321.08 and 321.085.
- Fans shall terminate at the exterior of the building per SPS 323.02.
- Stairs, ladders, and ramps shall comply with SPS 321.04, 321.042, and 321.045.
- Seal penetrations in top and bottom plates in wall **prior** to insulating. SPS 322.30
- Attic ventilation per SPS 321.05, 322.08, and 322.11.
- Provide attic scuttle per SPS 321.07 (with self-closing hardware in rated walls and ceilings SPS 321.08).
- Light and vent shall be provided per SPS 321.05.
- Notching and boring shall comply with SPS 321.25 and 321.28.
- Vapor retarder requirement per SPS 321.05 and 322.22.
- Fireplaces shall comply with subchapter SPS 321.29 and 321.32.
- The requirements of the thermal performance (heat calcs) data submitted shall be followed.
- Window and door (fenestration) rating and labeling per SPS 322.05. **DO NOT REMOVE LABELS**
- Doors used as exits (min 2'-8" door) shall have at minimum a 36" x 36" landing with no greater than an 8 inch riser(s).
- Sliding doors used as the required second exit shall have 2'-6" clear opening width.
- Air leakage and joint penetration sealing shall conform to SPS 322.30.
- Insulation installation and identification shall be applied according to SPS 322.03.
- Glazing shall consist of safety glass as required by SPS 321.05(5).
- Recessed lighting fixtures shall conform to SPS 322.32.
- Pipe and duct insulation shall be provided per SPS 322.17-322.19.
- LVL beams may not be bolted into the top or bottom (narrow face of the grain). Follow engineered specs.
- Provide a copy of manufacturer's specs/structural analysis on all trusses, engineered components, repairs and a copy of the thermal performance data on site at all times.
- Electrical Panel must be removed by responsible party before final inspection and then reinstalled after inspection.

Contractor/Homeowner \_\_\_\_\_

STANDARD CONDITIONS OF APPROVAL  
EROSION CONTROL

Permit Number \_\_\_\_\_

Project Address \_\_\_\_\_

The property owner/applicant is responsible for compliance with SPS 321.125 and Conditionally Approved Plan.

- Perimeter erosion control measures shall be placed within 24 hours after beginning the excavating.
- Erosion control measures shall be placed along downslope areas as required to prevent or reduce erosion where erosion during construction will result in a loss of soil to:
  - waters of the state
  - public sewer inlets
  - off-site
- Slopes greater than or equal to 12% are not considered stabilized by seeding or mulching unless used in conjunction with tackifier, netting or matting.
- A non-tracking access roadway shall be installed prior to framing above the first floor decking. Use of aggregate stone with minimum 2" - 3" diameter is recommended for access drives, 6" depth, 50' length unless natural conditions such as sandy soils or solidly frozen soil already provide non-tracking access.
- Remove tracking (i.e. sediment) from street at the end of each work day. Maintain all road drainage systems and tracking provisions, storm water drainage systems and control measures
- Repair any erosion damage to adjoining surfaces and drainage ways resulting from land disturbing activities.
- All soil storage piles shall be located at least 25 feet from any downslope road, lake, stream, wetland, ditch, channel or other watercourse.
- Stock piles that are left for more than 7 days should be seeded, covered with a tarp or have erosion control silt fence/bales installed on down slope side of the stock pile.
- Inspect all Erosion Control devices after each rain of 0.5 inches or more and at least once each week and make needed repairs.
- Maintain Erosion Control devices until disturbed areas are stabilized. The owner is responsible for removing erosion control measures once the soil on the site is stabilized.
- Keep a copy of the Conditionally Approved Erosion Control Plan on site.
- Call for the following Inspections:
  - Permanent stabilization of disturbed area even after final occupancy of building
  - Corrections made regarding Notice of Non-Compliance issuance
- Additional silt fencing and other erosion control measures may be required upon site inspections.

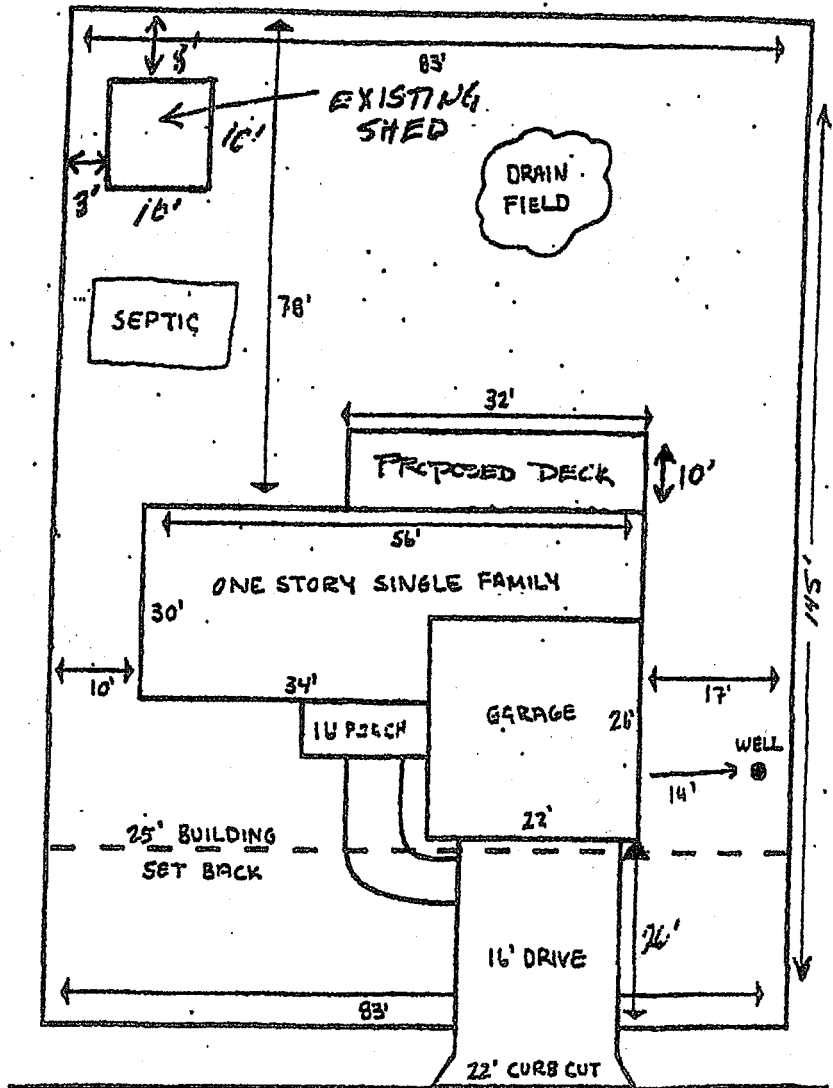
SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

# SAMPLE PLOT PLAN

Most work that requires permits also requires a plot plan. A plot plan is a scaled drawing of the construction site. Projects requiring a plot plan include new buildings, additions, major remodeling projects, decks, hot tubs, pools, fences, signs, etc.

This sample plot plan is provided to you to ensure that we receive the required information in order to process your application efficiently. Information required on plot plans includes:

- Location of proposed structure
- Location of all buildings on the property
- Wells
- Disposal systems
- Distance of all of the above from property lines
- Erosion control procedures when required
- Arrows indicating slopes and direction of drainage
- For new dwellings elevations are required per ordinance



123 E. ELM

SCALE: 1" = 20'