



## Department of Building and Code Enforcement

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# 1 & 2 Family Building Permit Application Process

## This is what is needed to complete your permit application:

- ✓ An approved Zoning Permit Application (issued from the Planning Department)
- ✓ Complete Building Permit Application. (**All** shaded areas including contractor's names, addresses, phone numbers, estimated cost, etc.)
- ✓ Submit the completed applications along with **items 1 thru 7** listed below to our office. Once documents have been reviewed we'll fax you an invoice of the permit fees.
- ✓ No excavation may start until our office receives payment.
- ✓ Early Start Permit can be issued once a Zoning Permit is approved, items 1 thru 6 have been submitted and a site plan review has been done.

## **Items 1 thru 6 must be submitted at the same time as Permit Application.**

- 1. 2 sets of house plans (**no larger than 11x17, double-sided, if possible**), 1 signed by the developer, which shall include: wall bracing details complying with SPS 321.25(8), HVAC duct distribution layout (with duct sizes and projected CFM at registers) & a detailed wall cross section.
- 2. 3 copies of site plans, which shall include:
  - Property corner grade elevations OR foundation elevations approved by the Developer's Engineer.
  - Top of foundation wall elevations at lowest point (Depict with an ⊗ ).
  - Directional arrows of perimeter drainage per approved plat.
  - Easements, floodplains or other requirements that pertain to this lot per the approved plat.
  - Setbacks of the structure.
- 3. Completed Site Pre-Construction Inspection form.
- 4. Erosion control plan. (Include site plan with erosion control plan drawn on it)
- 5. Driveway permit, verify page 4 is signed. (Please include all pages)
- 6. Energy loss worksheet (example: RES check form, version 4.1 or newer).
- 7. Water calculation worksheet. <http://www.commerce.state.wi.us/SB/SB-DivForms.html>

## **Items 8 thru 11 must be submitted prior to final inspection.**

- 8. Insulation Compliance Statement (completed by Insulation Contractor).
- 9. Certified Foundation Survey.
- 10. Erosion transfer form, where applicable.
- 11. Air Admittance valves (when used) shall have a signed affidavit of testing and location.