



Building Inspection Division
Department of Planning and Development

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ONE AND TWO FAMILY BUILDING PERMIT APPLICATION PROCESS

The following documents are required to complete your permit application:

- An approved Zoning Permit Application (issued from the Planning Department).
- Submit the completed applications along with **items 1 thru 7** listed below to OpenGov. No excavation may start until our office receives payment.
- An Early Start Permit can be issued once a Zoning Permit is approved, items 1 thru 7 have been submitted, the fee has been paid, and a site plan review has been done.

Items 1 thru 7 submit at the same time as the Permit Application:

- 1. One electronic house plan, 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. One site plan, 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: REScheck version 4.6.2 2009 IECC).
- 7. Water calculation worksheet: <https://dsps.wi.gov/Documents/Programs/Plumbing/SBD6479.pdf>

Items 8 thru 11 must to 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. HVAC Balance Report.