

Instructions for Obtaining Building Permit from Building Inspector For One and Two Family Dwellings

Fill out the Wisconsin Building Permit Application. All lines must be filled in for new homes.

Turn in heat loss calculations from Rescheck Software Ver. 4.6.2 (make sure Rescheck is signed)

Turn in two sets of plans (one set will be returned when permit is issued) with your application.

Be sure to include a plot plan. Show location of house in relation to property line.

Please fill out erosion control plan in your packet. (Erosion diagram can be used as plot pan)

Obtain your sanitary permit and zoning permit (if required) from the Township, a building permit may not be issued until a sanitary and zoning permit is obtained.

Obtain your driveway permit from the Township if entering on Town Road or County driveway permit if entering on County Highway or State Highway permit if entering on a State Highway. You must also have this before a building permit can be issued.

Check List for New Construction Permits

County/City/Village Use Permit

Street Opening/Driveway Permit

Wisconsin Uniform Building Permit Application

Plot Drawing

2 Sets of House Plans, Including Wall Bracing

Energy Worksheet

Erosion Control (This is now mandatory for every construction project.)

Permit Fees (Payable to Weber Inspections)

**Beginning construction or excavation prior to obtaining
a permit will result in fines and an order to stop construction!!!**

Fines may exceed \$10,000 per day.

Turn in your application packet to Weber Inspections when complete. We will call when the permit is ready and let you know the fee. The state allows up to 10 days for review once we receive the application.

If you have any questions, please contact Fred Weber - Weber Inspections 715-556-0066.

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="margin:0; font-size: small;">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.
---	--	-----------------------------------

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.

1. PROJECT	3. OCCUPANCY	6. ELECTRIC	9. HVAC EQUIP.	12. ENERGY SOURCE																								
<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:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<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:	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Fuel</td> <td style="width:10%;">Nat Gas</td> <td style="width:10%;">LP</td> <td style="width:10%;">Oil</td> <td style="width:10%;">Elec</td> <td style="width:10%;">Solid</td> <td style="width:10%;">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"/>			
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"/>																						
2. AREA INVOLVED (sq ft)	4. CONST. TYPE	7. WALLS	10. SEWER	13. HEAT LOSS																								
<table style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;"></th> <th style="width:15%;">Unit 1</th> <th style="width:15%;">Unit 2</th> <th style="width:15%;">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				<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD 5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Basement	<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)
	Unit 1	Unit 2	Total																									
Unfin. Bsmt																												
Living Area																												
Garage																												
Deck/Porch																												
Totals																												
		8. USE	11. WATER	14. EST. BUILDING COST w/o LAND																								
		<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	\$ _____																								

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.

ISSUING JURISDICTION	<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
-----------------------------	---	--	--	--

FEES:	PERMIT(S) ISSUED	WIS PERMIT SEAL #	PERMIT ISSUED BY:
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____ Total \$ _____	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control	_____	Name _____ Date _____ Tel. _____ Cert No. _____ Email: _____

Residential Application
One & Two Family

Weber Inspections
2921 Ingalls Road
Menomonie, WI 54751

Date _____

Owner: _____ Email _____

Project Address: _____

Building Cost: \$ _____ HVAC Cost: \$ _____

Electrical Cost: \$ _____ Plumbing Cost: \$ _____ Footing and Foundation only \$ _____

Description of Project _____

General Contractor: _____ Telephone: _____

Mailing Address _____

FAX # _____ E-Mail Address _____

Electrical Contractor: _____ Telephone: _____

FAX # _____ E-Mail Address _____

HVAC Contractor: _____ Telephone: _____

FAX # _____ E-Mail Address _____

Plumbing Contractor: _____ Telephone: _____

FAX # _____ E-Mail Address _____

Foundation

_____ Poured
_____ Block
_____ Wood

Fireplace

_____ Wood
_____ Natural Gas

Electrical Service

_____ Overhead _____ amp
_____ Underground _____ amp

Sewer

_____ Municipal
_____ Sanitary Permit #

Natural Gas

Electric

LP Gas

Size of LP tank _____

Water Heater	_____	_____	_____	Above ground tank _____
Dryer	_____	_____	_____	Underground tank _____
Range	_____	_____	_____	
Forced Air Furnace	_____	_____	_____	

Central Air Unit
_____ yes _____ no

Deck Size _____ Basement Finished Area _____ Sq. Ft. _____

Plan Submittal Requirements for New One & Two Family Construction

Complete set of plans Which include the following information required by the Inspection Department
Allow ten days review time on all plans.

Note: **All plans listed below shall be fully dimensioned and drawn to scale**

- Site Plan: Include size and location of buildings, driveway, walks, and utility locations. Include the legal description of the lot. Property corners are to be staked. Proposed finish floor elevations shall be indicated on plan. Site drawing shall include the required erosion control details.
- Foundation: Plan shall include size and location of all footings and foundation walls, pier pads, beam pockets, etc.
- Floor Plan: Size and locations of all rooms, doors, windows, etc. Size, species and grade of all structural components, headers, joists, beams, rafters, drawings and specifications of all roof trusses.
- Section & Detail Drawing: Vertical section through an exterior wall showing size, materials, fastening and structural support systems.
- Elevation: Show front, rear, and sides (window & door heights and sizes). Location of meter socket, gas utilities, etc.
- Heat Loss Calculations: DILHR approved heat loss calculation form to be used.

Uniform Dwelling Code Inspections Required During Construction

1. Footings: When footings are formed and ready to be poured.
2. Rough Framing: When all framing is complete.
3. Plumbing:
 - (a) Underground DWV and water distribution (pressure or water test)
 - (b) Sewer and water laterals (leave all plumbing exposed for inspection – pressure or water test)
 - (c) Above ground DWV and water distribution (pressure or water test) before piping is covered.
4. Electrical:
 - (a) Electrical service inspection
 - (b) Rough wiring – all wiring must be inspected before insulation.
5. Mechanical:
 - (a) Rough in
 - (b) Pressure test of any gas lines
6. Insulation: Inspection required after insulation and vapor barrier are installed and **before** any sheetrock is hung
7. Occupancy: Upon completion, the house **shall** have a final inspection **before** the house is occupied.

The homeowner/contractor shall notify the inspection agency when they wish to have the inspections completed. Once the agency has been notified, the agency has 2 working days (48 hours) to complete the inspection.
NO WORK IS TO BE CONTINUED until the inspection is completed.

Provide a minimum **48 hour notice for inspections. 715-556-0066 Weber Inspections**

Standard Erosion Control Plan

for 1- & 2-Family Dwelling Construction Sites

According to Chapters Comm 20 & 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

Instructions:

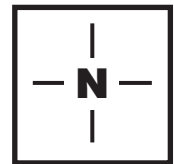
1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION _____

BUILDER _____ OWNER _____

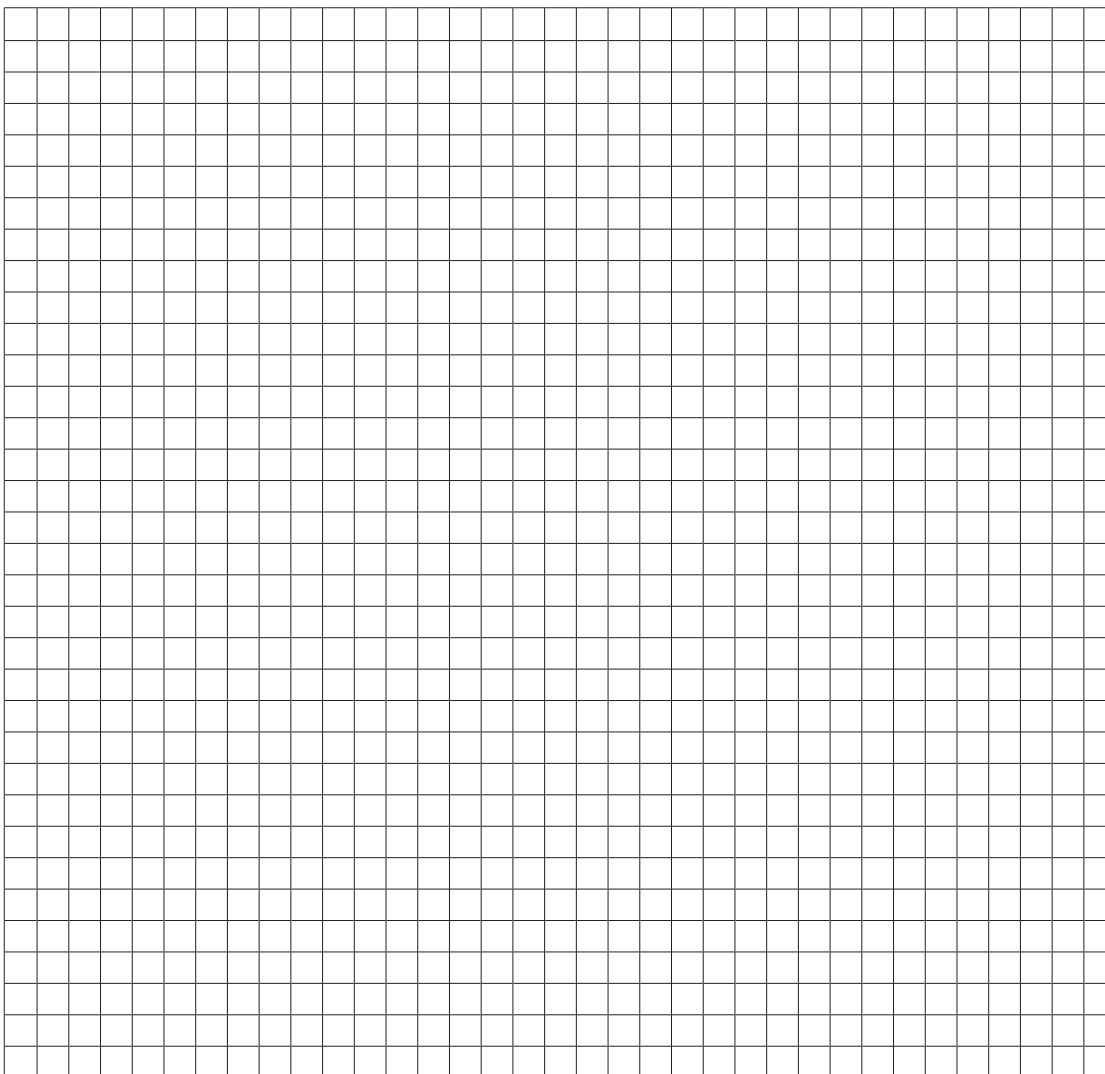
WORKSHEET COMPLETED BY _____ DATE _____

Please indicate north by completing the arrow.



SITE DIAGRAM

Scale: 1 inch = ____ feet



EROSION CONTROL PLAN LEGEND

--- PROPERTY LINE

—> EXISTING DRAINAGE

—> TD TEMPORARY DIVERSION

—> FINISHED DRAINAGE

--- LIMITS OF GRADING

—■— SILT FENCE

—●— STRAW BALES

GRAVEL

VEGETATION SPECIFICATION

TREE PRESERVATION

STOCKPILED SOIL

COMPLETED

NOT APPLICABLE

EROSION CONTROL PLAN CHECKLIST

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

Site Characteristics

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing drainageways, streams, rivers, lakes, wetlands or wells. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of storm sewer inlets. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed buildings and paved areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | The disturbed area on the lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate gradient and direction of slopes before grading operations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate gradient and direction of slopes after grading operations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Overland runoff (sheet flow) coming onto the site from adjacent areas. |

Erosion Control Practices

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Location of temporary soil storage piles.
Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of access drive(s).
Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of sediment controls (filter fabric fence, straw bale fence or 10-foot-wide vegetative strip) that will prevent eroded soil from leaving the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of sediment barriers around on-site storm sewer inlets. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of diversions.
Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).
Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of practices that will control erosion on areas of concentrated runoff flow.
Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of other planned practices not already noted. |

COMPLETED

NOT APPLICABLE

Indicate management strategy by checking (✓) the appropriate box.

Management Strategies

Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.

Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

- Indicate re-vegetation method: Seed Sod Other _____
- Expected date of permanent re-vegetation: _____
- Re-vegetation responsibility of: Builder Owner/Buyer
- Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? Yes No

Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

Trapping sediment during de-watering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.

Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height of the barrier.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

EROSION CONTROL REGULATIONS

Erosion control and stormwater regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 267-5113.

STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook*, and UW-Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

Erosion Control for Home Builders (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at <http://clean-water.uwex.edu/pubs/sheets>

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin-Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.



©1999 by the Board of Regents of the University of Wisconsin System. Send inquiries about copyright permission to: Cooperative Extension Publications, 432 North Lake Street, Madison, WI 53706. University of Wisconsin-Extension is an EEO/Affirmative Action employer and provides equal opportunities in employment and programming, including Title IX and ADA requirements.

GWQ001A Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites

DNR WT-458-96

R-03-02-2M-10-S

Editing and design by the Environmental Resources Center, University of Wisconsin-Extension.

