

Building A New Home?

Please follow the steps below to obtain the following documents to submit with your building application.

1

Obtain a Driveway Permit

All new homes need either a driveway application or a copy of an approved driveway permit (from the municipality) turned in with the new house building application. If you are building in the towns of Clifton, Hammond, Oak Grove, or the Village of Baldwin, you will obtain a driveway permit from us. If you are building in any other municipality you will get your driveway permit from them.

[Click Here for Driveway Apps & More Info](#)

2

Obtain a Sanitary Permit

Your licensed plumber will apply to the county in which you are building in unless you are connecting to village or city sewer. In that case, you will contact the Village/City Administrator

3

Obtain a Land Use Permit

(Note: A Land Use permit is NOT the same as a building permit.)

If you are in Pierce County (with the exception of the City of Prescott, the Town of River Falls, the Village of Elmwood, the Village of Spring Valley, or the Village of Ellsworth (ETZ)) you will get your Land Use permit from Pierce County Land Use and Zoning

If you are in the Village of Ellsworth (ETZ) which includes portions of the Town of Ellsworth and the Town of Trimbelle, you will get your land use permit from the Village of Ellsworth. [Click Here for the ETZ Land Use Application](#)

If you are in St. Croix County and near a lake, river, or drainage easement, you will obtain a Land Use permit from St. Croix County Community Development.

4

Braced Wall Detail

Fill out the UDC Chart. (This also applies to a house that is a slab on grade.) We need to see that you've calculated the amount of braced walls needed and the amount provided. If you are intending to use SIPS, please have a copy of the engineering. If you are building a 'shouse' with posts in the ground, the braced wall detail is not needed.

[Click Here For W UDC Wall Bracing App](#)

5

2 Sets of Building Plans

Required information listed on SPS 320.09 (includes site plan, floor plan (including braced wall detail) and floor elevations.

6

Certified Survey Map (CSM) or Plat

This should show lot dimensions, easements (public & private), location of dwelling and any other buildings, Standard Erosion Control, (this may be included on your Plans or on this Separate Form), storm water measures if over 1 acre disturbed, location of wells and disposal systems (septic) on the property and all property lines. Include proposed driveway location and % of driveway slope

7

Variances

If you were issued any variances by the State, County, Village, City, or Town, please submit a copy with your building application and other necessary documents.

8

RESCheck Compliance Documentation

Complete the RESCheck Compliance documentation to submit with your building application and other documents. You will need to supply a copy of the IECC report AND a copy of the Heating Equipment Sizing Summary. Note: Pierce and St Croix Counties are located in Zone 6

[Start RESCheck Now](#) 

[Click Here to Access Heating Equipment Sizing Summary](#)

9

Cautionary Statement to Owners Obtaining Building Permits

Complete the Cautionary Statement if you are an owner acting as your own general contractor or if your builder does not have a Dwelling Contractor Qualifier License (not to be confused with a regular Dwelling Contractor License) valid in the state of WI

New Residential Dwelling Application/Document Checklist

***APPLICATION WILL NOT BE ACCEPTED IF MISSING ANY OF FOLLOWING:**

On the Permit Application Itself:

- Signed and Dated
- Res Check Calculation Filled In
- Setbacks Filled In
- Subs and Licenses
- Project Cost

Driveway Permit

- Copy of Issued Permit
- OR application in Towns of Clifton, Hammond, Oak Grove, or Richmond

Sanitary Permit *not our job to get a copy to your file!

- Copy of Issued Permit

Land Use Permit *not our job to get a copy to your file!

Please check one:

- Copy of Issued Permit from Pierce County OR
- Copy of Issued Permit from River Falls, OR
- Copy of Issued Permit from Ellsworth EZT, OR
- Copy of Issued Permit from St. Croix County if near water, OR
- Not Needed because property is in St. Croix County and not near a lake, river, or drainage easement, OR
- Not needed because property is in the Village of Elmwood, OR
- Not needed because property is in the City of Prescott, OR
- Not needed because property is in the Village of Spring Valley

Braced Wall Detail

- Must have the UDC Chart

ResCheck Paperwork

- UDC 2009
- IECC 2009

Building Plans

- 2 Copies of Plans

Site Plans

- Site Plan Drawing (Site Plan Checklist)
- Certified Survey Plan may be required (get from County)

Erosion Control Plan

- Erosion control plan showing where dirt is going to be put and controlled, OR
- Indicated on site plan

Note: We do not "HOLD" Incomplete Applications

Applicant Signature: _____ Date: _____

Date Received/Time/Initials: _____



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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

Contractor Lead CERT LIC #: _____

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.

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 storm water management and will comply with those standards.

Owner's Signature: _____ Date: _____

Wisconsin Division of Safety and Buildings Wisconsin Stats. 101.63, 101.73		WISCONSIN UNIFORM BUILDING PERMIT APPLICATION				Application No. _____																											
		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))]				Parcel No. _____																											
PERMIT REQUESTED		<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other:																															
Owner's Name _____		Mailing Address _____				Tel. _____																											
Contractor Name & Type _____		Lic/Cert# _____		Mailing Address _____		Tel. & Fax _____																											
Dwelling Contractor (Constr.) _____																																	
Dwelling Contr. Qualifier _____		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.																															
HVAC _____																																	
Electrical _____																																	
Plumbing _____																																	
PROJECT LOCATION		Lot area Sq.ft. _____		<input type="checkbox"/> One acre or more of soil will be disturbed <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of _____		_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W																											
Building Address _____		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 7. WALLS <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF Timber/Pole Other: _____		<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basehd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC Fireplace <input type="checkbox"/> Other: _____		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Fuel</th> <th>Nat Gas</th> <th>LP</th> <th>Oil</th> <th>Elec</th> <th>Solid</th> <th>Solar</th> </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	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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2. AREA INVOLVED (sq ft)		4. CONST. TYPE		8. USE		10. SEWER		13. HEAT LOSS																									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> </thead> <tbody> <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</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck				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"/> Plus Basement		<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <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)	
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						11. WATER		14. EST. BUILDING COST w/o LAND																									
						<input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well		\$ _____																									
<p>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.</p> <p><input type="checkbox"/> 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 reverse side of the last ply of this form.</p>																																	
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. <input type="checkbox"/> 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. _____																											

INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site).
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
 - Basements - include unfinished area only
 - Living area - include any finished area including finished areas in basements
 - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE - Sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Safety & Buildings Division
P O Box 2509
Madison, WI 53701-2509

(Part of Ply 4 for Applicants)

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