

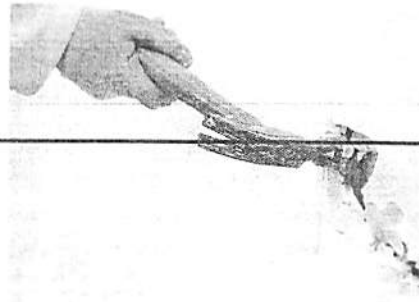
RESIDENTIAL ALTERATIONS/ADDITIONS

Do I Need A Permit for My Project?

Each municipality varies by price and type of project as far as what is required for permitting, but you can assume that any project that changes occupancy, area, structural strength, fire protection, exits, light or ventilation is going to need a building permit.

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To be certain, we encourage you to email our office with the details of your project, the cost associated with it (RS Means), and your address. That way, you will not find yourself in a non-compliant building situation and at risk of fines.



I Need a Permit...Now What?

Please follow the steps below to obtain the necessary documents to submit for your residential alteration/addition.

Residential Building Permit Application

- Filled out in its entirety, signed, and dated.

Subcontractor List

- Please include this if you need more room than what the application allows for

Cautionary Statement

- We must have this for homeowners doing their own work or hiring a contractor that does not have a valid Dwelling Contractor Qualifier License in the State of WI.

Copy of your plans

- They can be hand drawn but please include room sizes, door sizes, and window sizes.

Copy of a Sanitary Permit or Occupancy Affidavit

- If you are adding a bedroom, you will also need to provide us with a copy of your sanitary permit showing how many bedrooms your septic is rated for.
- If adding a bedroom puts you over your septic rating, you will need to obtain an Occupancy affidavit and provide us with a copy of that. You can obtain either from County in which the work is being done.

Site Plan

- If you are adding on to your house or adding anything on your property where nothing existed, (i.e. changing the footprint) we need a detailed site plan showing setbacks, etc.

Land Use From County

- Pierce County-must obtain a Land Use from the county (with the exception of the Town of River Falls, the Village of Elmwood, the Village of Spring Valley, or the Town of Ellsworth ETZ zone) if you are adding anything outside of the walls of your home
- St. Croix County-needed if you are near wetlands, drainage easement, etc. If it is questionable, we require documentation stating that it is not required.

Printable Checklist for Residential Alteration/Addition

Did you know?

RS Means is a division of Reed Business Information that provides cost information to the construction industry so contractors in the industry can provide accurate estimates and projections for their project costs. There are other free websites that can also help you evaluate the cost of your job.

Examples of Residential Alterations or Additions

- Electrical Service Upgrade
- Basement Finish
- Attached Garage
- Enlarging Windows and/or Doors
- Adding a Fireplace
- Solar PV
- Screen/4 Season Porch
- Kitchen Remodel
- Bath Remodel
- ETC.



CHECKLIST FOR RESIDENTIAL ALTERATIONS AND ADDITIONS

- Residential Building Permit Application
- Subcontractor List
- Cautionary Statement
- Copy of your plans
- Copy of a Sanitary Permit or Occupancy Affidavit
- Site Plan
- Land Use From County



1810 CREST VIEW DRIVE #1C
 HUDSON, WI 54016
 OFFICE@ALLCROIX.COM
 715.377.2152

RESIDENTIAL BUILDING PERMIT APPLICATION

Instructions: Print all information in ink. Completely fill out. Applications with missing information are considered incomplete and cannot be accepted. Please allow 10 business days for permit processing.

PROJECT LOCATION	BRIEF DESCRIPTION OF WORK
Street Address:	
City: State: Zip:	
Municipality:	
OWNER INFORMATION	
Name:	
Mailing Address:	
City: State: Zip:	
Phone: Phone 2:	
Email:	
CONTRACTOR INFORMATION	
Name :	
Street Address:	
City: State: Zip:	
Email:	
Phone: Phone 2:	
Dwelling Contractor License: EXP:	
Contractor Qualifier License: EXP:	
TYPE OF PERMIT REQUESTED	
Check All That Apply EXAMPLE: Pole Shed with working lights <input checked="" type="checkbox"/> Construction <input checked="" type="checkbox"/> Electricity <input type="checkbox"/> Construction <input type="checkbox"/> Electrical <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other _____	
PROJECT TYPE	
<input type="checkbox"/> Addition _____ SF <input type="checkbox"/> Alteration _____ SF <input type="checkbox"/> Accessory Building (Choose One:) <input type="checkbox"/> Detached Garage _____ SF <input type="checkbox"/> Pole Shed _____ SF <input type="checkbox"/> Garden/Utility Shed _____ SF <input type="checkbox"/> Basement Finish (Check All that Apply) <input type="checkbox"/> Bathroom <input type="checkbox"/> Bedroom <input type="checkbox"/> Living Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Other _____	<input type="checkbox"/> Deck _____ SF <input type="checkbox"/> Electrical Service Upgrade <input type="checkbox"/> Attached Garage <input type="checkbox"/> New Foundation under Existing Structure <input type="checkbox"/> Fireplace (Type) _____ <input type="checkbox"/> Re-Roof <input type="checkbox"/> Re- Side <input type="checkbox"/> Pool (Check One:) <input type="checkbox"/> Above <input type="checkbox"/> In-Ground <input type="checkbox"/> Windows/Doors (Check All that Apply) <input type="checkbox"/> Same size, # _____ <input type="checkbox"/> Enlarge, # _____ <input type="checkbox"/> Decrease, # _____ <input type="checkbox"/> Other _____
	SETBACKS (REQ'D IF CHANGING FOOTPRINT)
	Front: Rear: Left: Right:
	COST OF PROJECT
	\$ _____
	APPLICANT'S STATEMENT
	<p>I acknowledge that work under this permit is subject to inspection and shall cooperate with building inspector or an authorized agent to permit any such inspections during reasonable hours. Building Inspectors or their agents will have proper ID.</p> <p>I am the property owner of the above described property and certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable codes and ordinances of the municipality in which the project is located and the State of Wisconsin and any conditions attached hereto.</p> <p style="text-align: center;">_____ Date</p> <p style="text-align: center;">Property Owner Signature</p>
	<p>I am the contractor for the above described project and certify that I have entered into an agreement with the property owner to perform such work and that all information provided is accurate. I hereby agree to comply with all applicable codes and ordinances of the municipality in which the property is located and the state of Wisconsin and any conditions attached hereto.</p> <p style="text-align: center;">_____ Date</p> <p style="text-align: center;">Contractor Signature</p>



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SUBCONTRACTOR LIST

Instructions: Print all information in ink.

OWNER/PROJECT INFORMATION

Owner Name:

Project Location:

ELECTRICAL CONTRACTOR

Business Name:

Contact Name:

Street Address:

City:

State:

Zip:

Phone:

Phone2 :

Email:

Electrical Contractor LIC # :

EXP:

Master Electrician LIC #:

EXP:

HVAC CONTRACTOR

Business Name :

Contact Name:

Street Address:

City:

State:

Zip:

Email:

Phone:

Phone2:

HVAC LIC #

EXP:

PLUMBER

Business Name :

Contact Name:

Street Address:

City:

State:

Zip:

Email:

Phone:

Phone2:

Master Plumber LIC #

EXP:

EXCAVATOR

Business Name :

Contact Name:

Street Address:

City:

State:

Zip:

Email:

Phone:

Phone2:

MASONRY CONTRACTORS

Business Name:

Contact Name:

Street Address:

City:

State:

Zip:

Phone:

Phone2:

Email:

INSULATION CONTRACTORS

Business Name:

Contact Name:

Street Address:

City:

State:

Zip:

Phone:

Phone2:

Email:

ROOFING CONTRACTOR

Business Name:

Contact Name:

Street Address:

City:

State:

Zip:

Phone:

Phone2:

Email:

SIDING CONTRACTOR

Business Name:

Contact Name:

Street Address:

City:

State:

Zip:

Phone:

Phone2:

Email:

OTHER

Business Name:

Contact Name:

Street Address:

City:

State:

Zip:

Phone:

Phone2:

Email:



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

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: _____

Project Location: _____



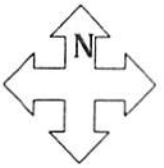
1810 Crest View Drive, Suite #1C
Hudson, WI 54016
715-377-2152

Site Plan Form

Name: _____

Property _____

Address: _____



Large empty rectangular box for drawing the site plan.

I certify that the above Site Plan is a true representation of this lot and accurately shows all dimensions, easements, and proposed and existing structures on said lot. Any deviation from this approved Site Plan may void the Permit.

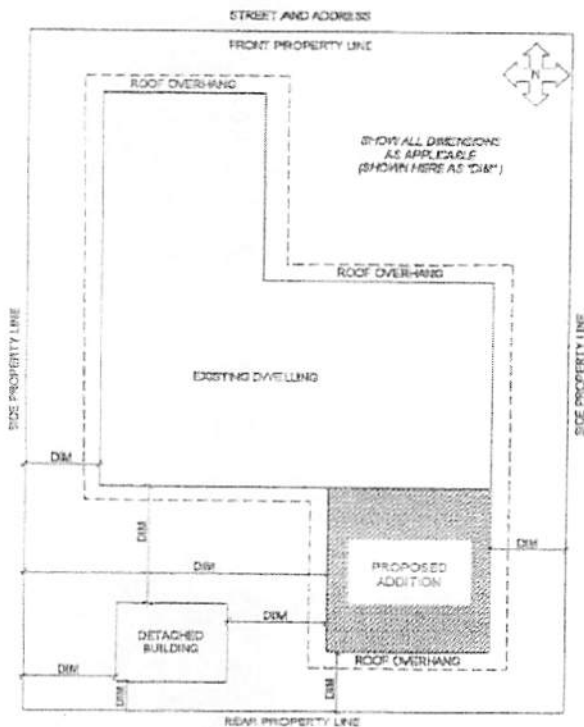
Signature of Owner/Builder or Contractor: _____ Date: _____

Site Plan Checklist

1. ___ Indicate all property lines with dimensions (front, sides, and rear).
2. ___ Indicate all streets and alleys.
3. ___ Indicate property address.
4. ___ Indicate all proposed structures and existing structures AND their dimensions.
5. ___ Indicate distances between structures AND distances between structures and property lines (setbacks - front, side and rear).
6. ___ Indicate any structures to be removed or demolished.
7. ___ Indicate driveways and off-street parking areas.
8. ___ Indicate properly oriented North arrow.
9. ___ Indicate scale of drawing (example 1" = 10').
10. ___ Indicate all easements and utility locations.
11. ___ Sign and date the Site Plan.
12. ___ Provide 2 sets of plans and 2 sets of engineering documents, truss calculations, etc. (if applicable)
13. ___ Indicate water, sewer, and electrical points of connection and service routes. Indicate location of septic tanks and drain field. Indicate location of well.

All items must be indicated on the Site Plan before a plan review will be performed.

Sample Site Plan



THIS IS ONLY AN EXAMPLE OF THE INFORMATION REQUIRED ON PERMIT APPLICATION DOCUMENTS. THIS IS NOT INTENDED TO BE A CONSTRUCTION DOCUMENT.