

Project Address _____

The following items must be completed and submitted as a packet:

1. _____ Footing / Foundation permit application. Please note that this permit is for early start on construction only
2. _____ Erosion Control permit application (signed by property owner), along with the following
_____ Water Resources Application for Project Permits (WRAPP) from the Department of Natural Resources (one or more acre)
_____ One (1) set of erosion control plans (civil drawings).
(Please contact the Soil Erosion Specialist at 262.653.4247 with questions)
3. _____ State Licensing (required for residential projects, if a contractor is listed); or, Cautionary Statement (required if the property owner is listed as the general contractor)
4. _____ **Required Plans:**
All plans must be drawn at 1/4" scale.
For commercial projects, all plans must be designed and stamped by an architect or designer.
_____ One (1) full size set of plans
_____ One (1) 11" x 17" size set of plans
_____ One (1) additional set of plans – any size
Note: A set of plans in pdf format may be required.

Required Inspections:

1. Footing – before pouring
2. Foundation and rebar – prior to pouring
3. Drain tile, foundation insulation and backfill – prior to backfilling

If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances.

If at any time during or after the approval process, you do not intend to proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional \$100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.



FOR OFFICE USE ONLY

Date _____
 Permit # _____
 Needs Approval _____
 IP _____
 Fee'd _____

APPLICATION FOR FOOTING/FOUNDATION PERMIT*

*This permit is for early start on construction only
 Form #DCI112 (rev. 01/24)

Note: You will be notified when your permit is ready; please do not submit payment with permit application.

Project Address _____ Lot Number (if new construction) _____
 Property Owner _____ **Contractor** _____
 Mailing Address _____ Mailing Address _____
 City _____ State _____ Zip _____ City _____ State _____ Zip _____
 Phone (_____) _____ Phone (_____) _____
 Contractor e-mail _____

Estimated Cost _____ **Project Name (if Commercial):** _____

Description of Work/Comments _____

CHECK ONE: One-family _____ Two-family _____ Multi-family _____ Commercial _____

CHECK ONE: Project: New _____ Addition _____ State Approval # _____

Zoning (office use only) _____ Zoning Review/Approval _____

Any general contractor* that performs work on a one- or two-family dwelling must possess the following two licenses (Licensing is not required for commercial projects):

- 1) Dwelling Contractor Certification number _____ Expiration: _____
- 2) Dwelling Contractor Qualifier Certification number _____ Expiration: _____

Licenses are available through the Department of Safety and Professional Services (DSPS) at: <http://dsps.wi.gov>

***Note to Property Owners:** If the owner of the property is listed as the general contractor, a license is not required; however, the attached "Cautionary Statement" must be signed by the property owner.

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. If I am the property owner applying for an erosion control or construction permit, I have read and signed the attached cautionary statement. 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 certify that in regard to the property that is the subject of this permit I either (1) have permission from the owner to apply for this permit on the owner's behalf, or (2) I am the owner.

Contractor's Signature _____ **Date** _____

Please Print Name _____

DESCRIPTION	FEE*	QTY	PLAN REVIEW (S.F.)	FEE	QTY
PLAN REVIEW – Residential	\$180.00 Ea.	_____	1,001-2,500	\$300.00	_____
FOOTING/FOUNDATION for			2,501-5,000	\$420.00	_____
One- or Two-family <u>New Home</u>	\$180.00 EA.	_____	5,001-10,000	\$540.00	_____
FOOTING/FOUNDATION for			10,001-20,000	\$670.00	_____
Commercial Projects	\$240.00 EA.	_____	20,001-30,000	\$780.00	_____
			30,001-40,000	\$900.00	_____
			40,001-50,000	\$1,020.00	_____
			50,001-75,000	\$1,140.00	_____
			75,001-100,000	\$1,260.00	_____
PLAN REVIEW (S.F.)	FEE	QTY	100,001-200,000	\$1,380.00	_____
0-1,000	\$180.00	_____	Over 200,000	\$1,800.00	_____

* \$60.00 minimum

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 BUILDINGS BUILT BEFORE 1978

If this project is in a dwelling or child-occupied facility, built before 1978, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. For details of how to be in compliance, go to <http://dhs.wisconsin.gov/lead/renovationrules.htm>.



I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. If I am the property owner applying for an erosion control or construction permit, I have read and signed the above cautionary statement. 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 (of a single-family or two-family dwelling) without a Dwelling Contractor Certification and have read this Cautionary Statement regarding contractor responsibility. (**Note:** This form is not required for general contractors of multi-family or commercial buildings).

Project Address _____

Property Owner's Signature _____ Date _____

Please Print Name _____



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

APPLICATION FOR EROSION CONTROL PERMIT (RESIDENTIAL)
Form #DCI132 (rev 01/20)

IMPORTANT: After erosion control measures are installed according to the approved plan, you are required to call the Soil Erosion Specialist at 262.653.4247 to schedule an inspection.

Project Address _____	Lot # (for new buildings) _____
Property Owner _____	Contractor _____
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone (_____) _____	Phone (_____) _____
Property Owner E-mail Address _____	Contractor E-mail Address _____

Project Contact Person _____
Phone (_____) _____ E-mail _____

Total Area to Be Disturbed (square feet) _____

Description of Land Disturbing Activity: Excavating: Cubic Yards _____ OR Filling: Cubic Yards _____

Trenching: Linear Feet _____ Grading or Site Stripping: Square Feet _____

Anticipated Completion Date: _____

DESCRIPTION	FEE	QUANTITY
PLAN REVIEW - Residential	\$ 100.00	_____
BASE FEE	\$ 200.00	_____

If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances



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(S) OF SOIL

I understand that this project is subject to Ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. 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.

→ **Property Owner's Signature** _____ **Date** _____

Please Print Name _____



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

APPLICATION FOR EROSION CONTROL PERMIT (COMMERCIAL)
Form #DC1142 (rev. 01/20)

IMPORTANT: After erosion control measures are installed according to the approved plan, you are required to call the Soil Erosion Specialist at 262.653.4247 to schedule an inspection.

Reminder: Erosion Control Plans that meet the requirements of Chapter 33.11 of the Code of General Ordinances are required to be submitted with this application

Project Address _____	Project Name _____
Property Owner _____	Contractor _____
Mailing Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone (_____) _____	Phone(_____) _____
Property Owner E-mail Address _____	Contractor E-mail Address _____

Project Contact Person _____
Phone _____ E-mail Address _____

Total Area to Be Disturbed (square feet) _____

Description of Land Disturbing Activity: Excavating: Cubic Yards _____ **OR** Filling: Cubic Yards _____

Trenching: Linear Feet _____ Grading or Site Stripping: Square Feet _____

Shoreland/Wetland Affected _____ Anticipated Completion Date: _____

DESCRIPTION	FEE	QUANTITY
PLAN REVIEW - Commercial	\$ 200.00	_____
BASE FEE	\$ 200.00	_____
SQUARE FOOT CHARGE	\$5.00 per 1,000 Sq. Ft. (\$2,000.00 max.)	_____
ESCROW (More than one acre)	\$5,000.00	_____

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→ **Property Owner's Signature** _____ **Date** _____

Please Print Name _____