



**APPLICATION FOR  
PORCH/DECK  
COVER SHEET**

**Project Address** \_\_\_\_\_

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

1. \_\_\_\_\_ Porch/Deck permit application
2. \_\_\_\_\_ One (1) set of plans (for new construction), size 8 1/2" x 11" **or** 11" x 17", drawn at 1/4" scale. Plans must include a framing plan showing deck layout, post size and spacing, beam size and thickness, joist size and spacing, railing height, spindle spacing, and decking materials. Porch roofs must show header size and spacing, rafter size and spacing, and post size and spacing.

For Information regarding porch/deck requirements and codes, please reference the Wisconsin Department of Safety and Professional Services, Chapters SPS 320-325, Appendix B, New Deck Code. This information is also available on the City's Website

**Note:** For commercial projects, plans must be designed and stamped by an architect or designer.

3. \_\_\_\_\_ Cautionary Statement (required if the property owner is listed as the contractor); OR State Licensing (required if a contractor is listed). State licensing is not required for commercial projects.

Comments:

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**For Information regarding current porch/deck/handrail requirements, go to the DSPS (Department of Safety and Professional Services) website's home page, then search for "Appendix B Commentary"**

- Inspections Required:** Call 262.653.4263 for:
- Post-hole inspection prior to installing posts.
  - Rough framing inspection.
  - Final inspection when project is complete.

*If at any time during or after the approval process you determine that you will not 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	_____
PORE	_____ PODE _____

**APPLICATION FOR PORCH/DECK PERMIT**  
**Form #DCI120 (rev. 01/20)**

**Permit Fees:**

- New Construction of an Open Porch, Deck, Jump Platform, or Stairs: **\$180.00**  
 (\$60.00 Building Permit Fee, \$60.00 Plan Review Fee, and \$60.00 Zoning Review Fee)
- Repair to Existing or installation of handrail(s) or guardrail(s): **\$60.00**

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

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

Project Address \_\_\_\_\_

Project Name (if commercial or multi-family property): \_\_\_\_\_

Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

➔ **Estimated Cost** \_\_\_\_\_ Contractor e-mail \_\_\_\_\_

CHECK ONE: One-family \_\_\_\_\_ Two-family \_\_\_\_\_ Multi-family \_\_\_\_\_ Commercial \_\_\_\_\_  
 Corner Lot: Yes \_\_\_\_\_ No \_\_\_\_\_ Comments \_\_\_\_\_  
**Indicate Type of Work:** Open Porch (consists of roof & floor) \_\_\_\_\_ Deck\* \_\_\_\_\_ Jump Platform \_\_\_\_\_ New  
 Stairs \_\_\_\_\_ Handrail \_\_\_\_\_ Guardrail \_\_\_\_\_ Repair only (no new construction) \_\_\_\_\_  
**Location:** Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

**Size of porch** \_\_\_\_\_ by \_\_\_\_\_ Height \_\_\_\_\_

Setbacks in feet from property lines: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

**\*NOTE:** A 15' rear yard setback and a 5' side yard setback is required for all rear yard decks.

**This Box for Office Use Only:** Zoning \_\_\_\_\_ Zoning Review/Approval \_\_\_\_\_

**Any contractor\* that performs work on a one- or two-family dwelling must possess the following 2 licenses:**  
 1) Dwelling Contractor Certification number \_\_\_\_\_  
 2) Dwelling Contractor Qualifier Certification number \_\_\_\_\_  
**Licenses are available through the Department of Safety and Professional Services (DSPS) at:** <http://dsps.wi.gov>

*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.*

**Dwelling Contractor Qualifier Licensee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_

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

## 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>.

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*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 \_\_\_\_\_

Print Name \_\_\_\_\_

# SITE PLAN

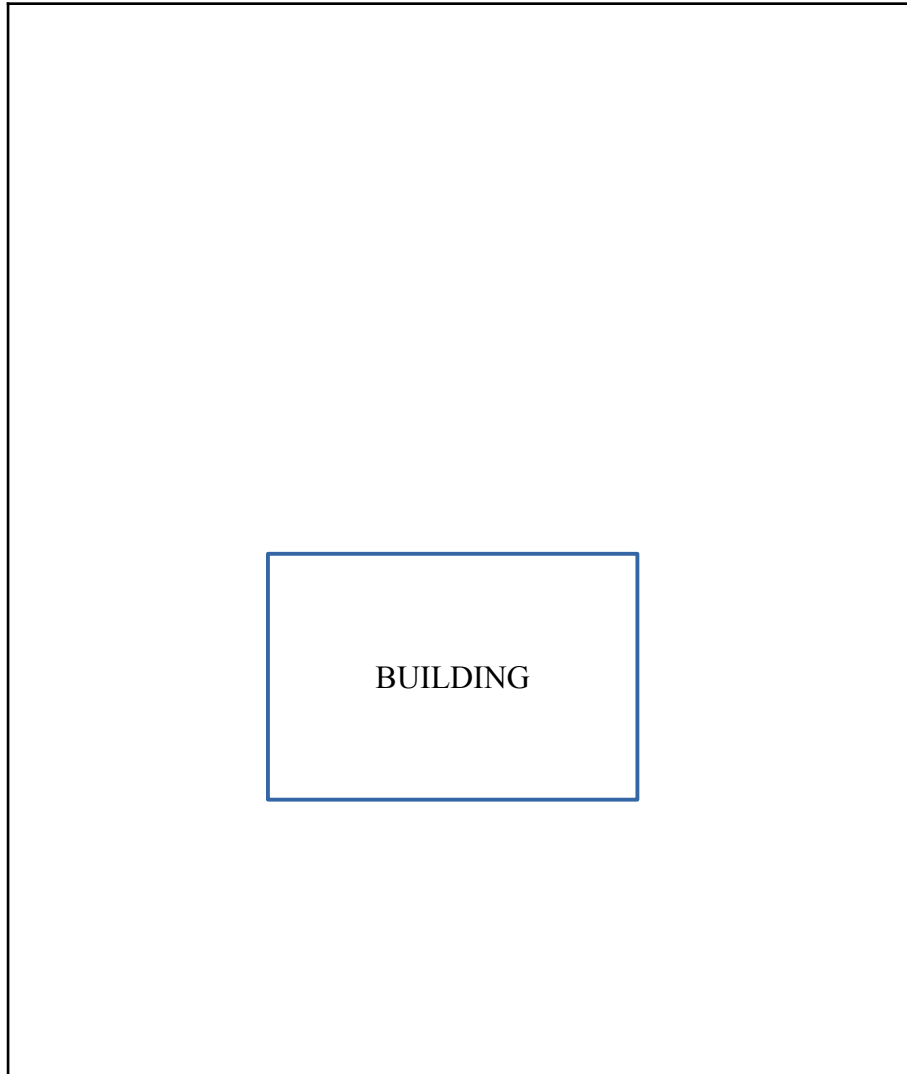
**Please indicate on the following site plan:**

1. Indicate size, location, and distance from property lines of proposed porch/deck/platform/stairs.
2. Show existing structures (sheds, garages, detached decks, fences).
3. Indicate location of all driveways (yours and your neighbors).

**CHECK ONE:** Alley   
Neighbor

**CHECK ONE:**  
Street   
Neighbor

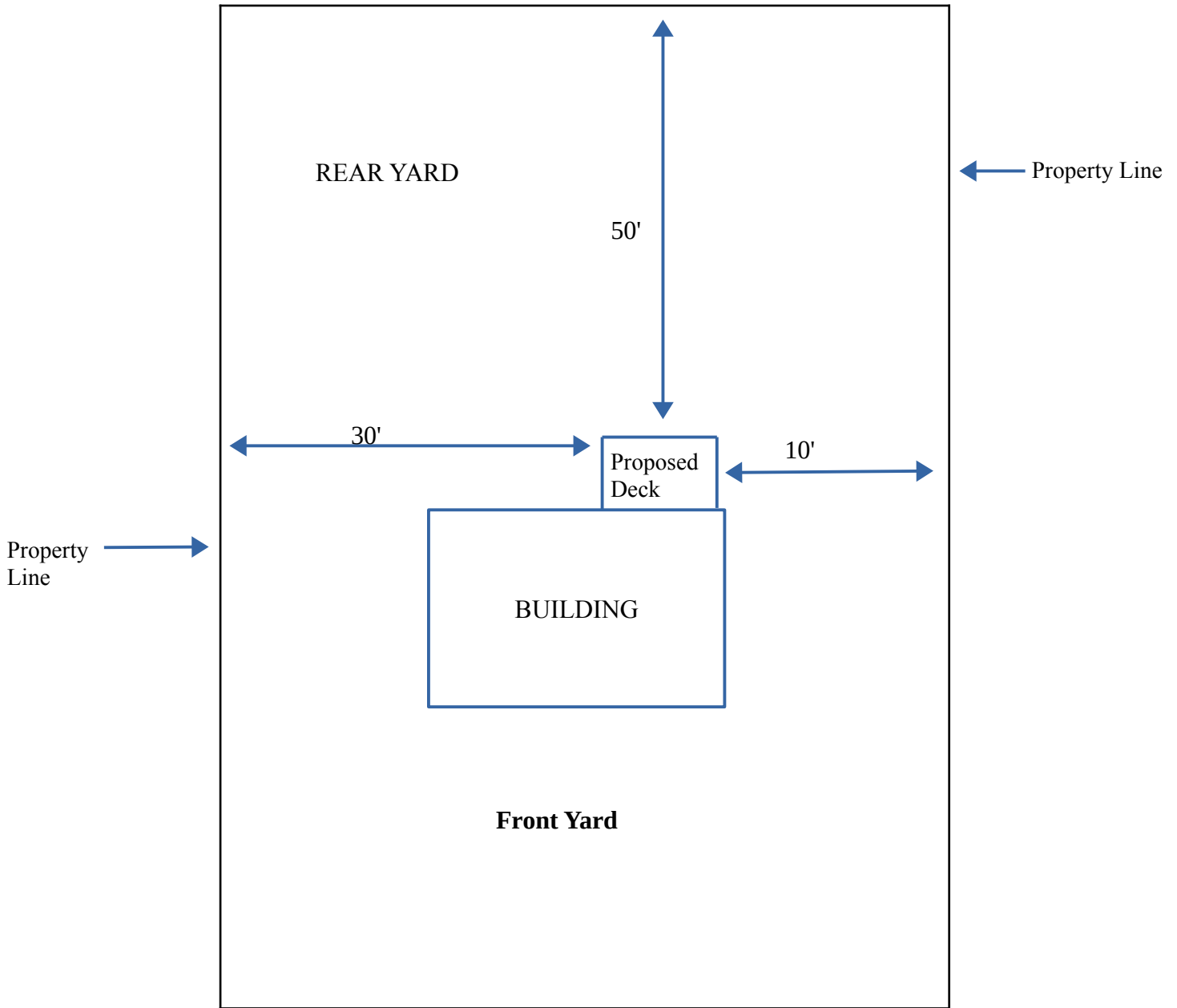
**CHECK ONE:**  
Street   
Neighbor



Street Name \_\_\_\_\_

**IMPORTANT: The narrowest width of the property which abuts the street is considered the front yard.**

**SAMPLE SITE PLAN (Please draw site plan of your property on previous page.)**



Street Name \_\_\_\_\_