



**APPLICATION PACKET  
FOR WHEELCHAIR RAMP PERMIT  
COVER PAGE**

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

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

1. \_\_\_\_\_ Wheelchair Ramp permit application
2. \_\_\_\_\_ One (1) set of plans, size 8 1/2" x 11" or 11" x 17", drawn at 1/4" scale  
**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)

Describe proposed work:

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**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.**

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



<b>FOR OFFICE USE ONLY</b>	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

**APPLICATION FOR WHEELCHAIR RAMP PERMIT**  
**Form #DCI135 (rev. 02/20)**

**Total Permit Fee:**

Residential: \$120.00 (\$60.00 Building Fee and \$60.00 Building Plan Review Fee)

Commercial: \$180.00 (\$120.00 Building Fee and \$60.00 Building Plan Review Fee)

**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**

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

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

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

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

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

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

Contractor e-mail \_\_\_\_\_

➔ **Estimated Cost** \_\_\_\_\_ **Project Name (if Commercial):** \_\_\_\_\_

Corner Lot: Yes \_\_\_\_\_ No \_\_\_\_\_

Wheelchair Ramp Size: \_\_\_\_\_ by \_\_\_\_\_

LOCATION: Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

CHECK ONE: One-family \_\_\_\_\_ Two-family \_\_\_\_\_ Multi-family \_\_\_\_\_ Commercial \_\_\_\_\_

Comments \_\_\_\_\_

**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 \_\_\_\_\_
- 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.*

**Contractor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**\*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.

**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 \_\_\_\_\_

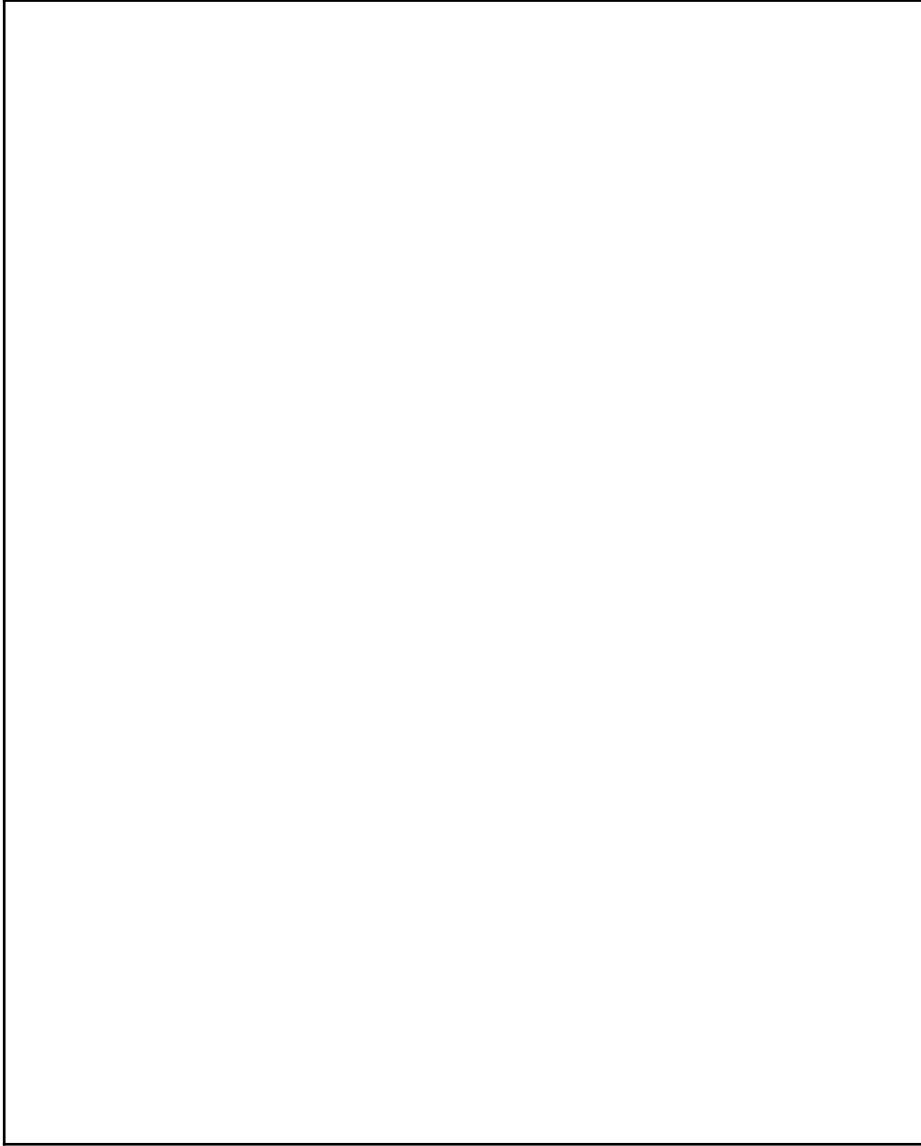
Please Print Name \_\_\_\_\_

# SITE PLAN

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

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

**CHECK ONE:** Alley   
Neighbor



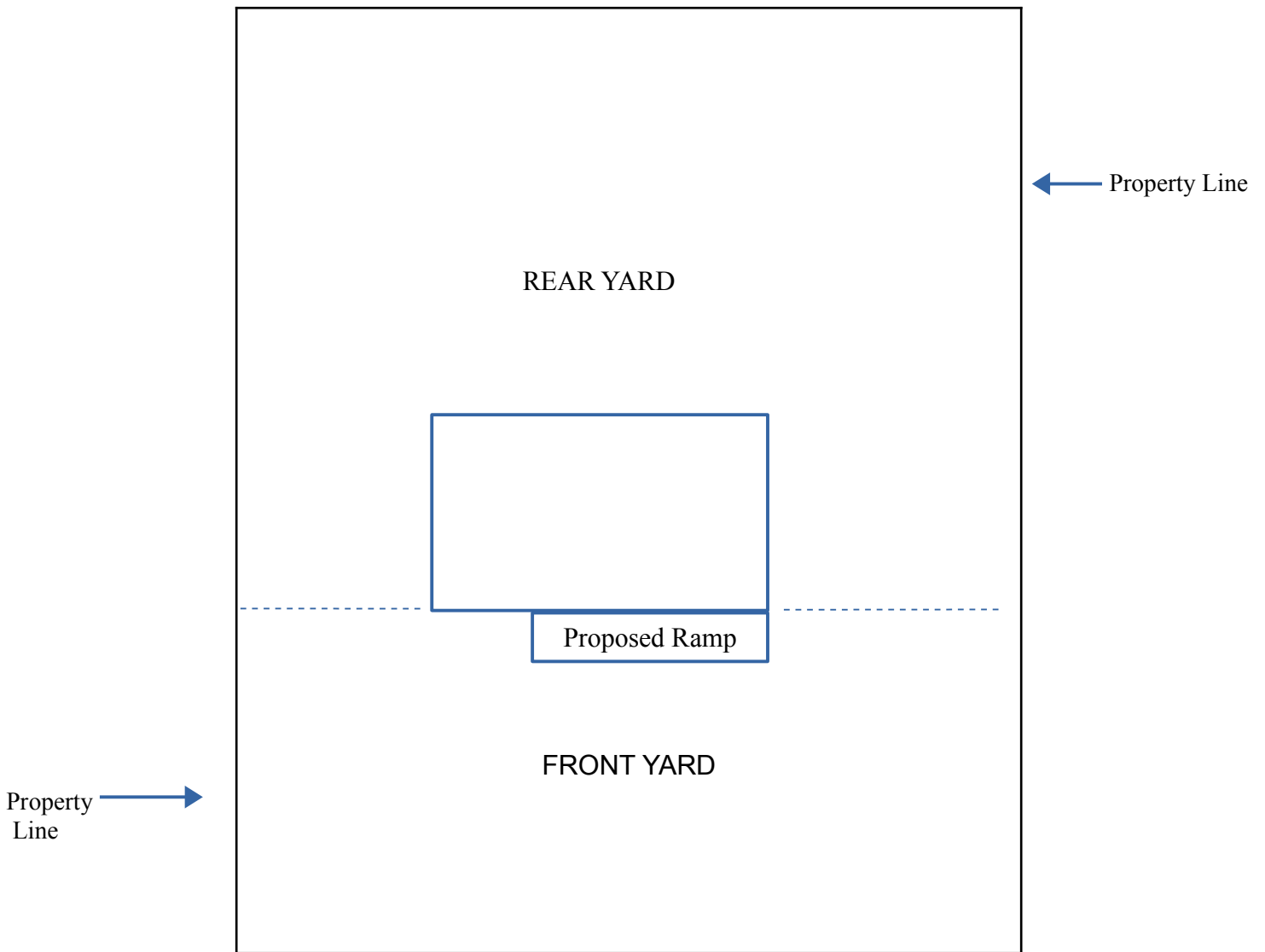
**CHECK ONE:**  
Street   
Neighbor

**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



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

## WHEELCHAIR RAMP INFORMATION

### Wisconsin Safety & Professional Services (DSPS) Chapter SPS 21.045 RAMPS.

Every exterior or interior ramp which leads to or from a required exit shall comply with the requirements of this section.

- (1) SLOPE. Ramps shall not have a gradient greater than 1 in 8 or one foot of rise in eight feet of run. Walkways with gradients less than 1 in 20 or one foot of rise in twenty feet of run are not considered to be ramps.
- (2) SURFACE AND WIDTH. Ramps shall have a slip-resistant surface and shall have a minimum width of 36 inches measured between handrails.
- (3) HANDRAILS. Every ramp which overcomes a change in elevation of more than 8 inches shall be provided with at least one handrail and with handrails on all open sides of ramps.
  - (a) Ramps which have a gradient greater than 8.33% or 1:12 or one foot rise in twelve feet of run and which overcome a change in elevation of more than 24 inches, shall be provided with handrails on both sides.
  - (b) Handrails shall be mounted so that the top of the handrail is located between 30 to 38 inches above the ramp surface.
  - (c) Open-sided ramps shall have the area below the handrail protected by intermediate rails or an ornamental pattern to prevent the passage of a sphere with a diameter of 4 inches or larger.
  - (d) The clear space between the handrail and any adjoining wall shall be at least 1 ½ inches.
- (4) LANDINGS. A level landing shall be provided at the top, at the foot, and at any change in direction of the ramp. The landing shall be at least as wide as the ramp and shall measure at least 3 feet in the direction of travel.

For handrail shapes (from the Wisconsin Department of Commerce, Safety and Buildings Division) please see the following website:

<http://www.dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC/UDC-Admin-Code/>

Under **Uniform Dwelling Code** SPS 320-325, click on SPS 320-325 Appendix.  
See page 51.