

NEW HOME BUILDING PERMIT APPLICATION PACKET

Town of Polk, Washington County
3680 State HWY 60, Slinger, WI 53086
www.townofpolk-wi.gov

CONTACTS: ZONING AND BUILDING INSPECTION

| | | |
|--------------------------------------|------------------------|--|
| Zoning Secretary, Kelly Eschenfelder | (262) 677-2123, Ext. 4 | zoning@townofpolk-wi.gov |
| Zoning Administrator, Dean Kelley | (262) 677-2123, Ext. 3 | dean.kelley@townofpolk-wi.gov |
| Building Inspector, Paul Launer | (262) 825-8820 | inspector.lci@gmail.com |

BUILDING PERMIT CHECKLIST

- _____ **Complete the online ESLA permitting process with the Department of Safety & Professional Services (DPS).**
<https://esla.wi.gov/PortalCommunityLogin>. Hard copy does not need to be provided to Town.
- _____ **Complete the Wisconsin Uniform Building Permit Application.**
- _____ **Submit two (2) Plats of Survey.**
- Plats must indicate the location of all proposed and existing buildings, including full lot dimensions.
 - Plats must indicate all required setbacks from lot lines, existing buildings, and any right-of-way areas.
 - Plats must show the location and description of all erosion control measures.
 - Plats must show any easements (public & private) impacting the parcel.
 - Plats must show environmental corridors.
- _____ **Submit two (2) sets of the Building Plans.**
- Plans shall include scaled floor plans and elevations, dimensions of the building including rooms, doors, windows, etc.
 - Plans must show the proposed elevation of all structures and the finish grade of the site, wall cross sections, and footing and foundation.
 - Plans shall include wind bracing.
 - Engineering specifications for all beams, girders, columns, footings (point loads), as well as manufactured floor and roof truss calculations and approvals must be provided at Inspections.
- _____ **Submit one (1) set of Heat Loss Calculations, signed and dated.**
- _____ **Submit Washington County Shoreland Permit (if applicable).**
- _____ **Submit Washington County Sanitary Permit.**
- _____ **Submit completed Access/Culvert Permit application (if a new access is from a Town of Polk Road).**
- _____ **Deliver or Mail paper copies of the NEW HOME PERMIT APPLICATION materials to Town Hall.**
There is a slot in the front door for after hour submittals. **Incomplete submittals will not be processed** and may be returned to the Applicant.
- Note:** Please be note it is the responsibility of the property owner to be aware of deed restrictions/covenants associated with their parcel (i.e., architectural restrictions). The property owner should obtain appropriate approvals where required.

APPLICATION PROCESS - May take up to 30 days, but typically two weeks.

1. Zoning staff reviews submittal for completeness.
2. Complete submittals are reviewed for a Zoning Permit.
3. Zoning Permitted submittals forwarded to Building Inspector for Building Permit Review.
4. Applicants will usually be notified by EMAIL of permit fees and requests for additional information.
5. Permits distributed after Step 4 is complete. Permits may be picked up at Town Hall or mailed at Applicant's request.

CONSTRUCTION INSPECTIONS

1. **Footings** – before pouring concrete, all forms are set and bleeders installed.
2. **Foundation Rebar**
3. **Foundation**
 - Inspection of drain tile, prior to stoning
 - Inspection of waterproofing of exterior
 - Inspection of exterior insulation of foundation walls
4. **Under Floor Plumbing**
5. **Floor/Slab Inspection**
6. **Rough Inspections** (To be made before covering up work)
 - General construction, including framing
 - Rough electrical
 - Rough plumbing and pressure test according to SPS 382.21
 - Rough heating, ventilating and air conditioning
7. **Insulation Inspection**
8. **Final inspection must be complete PRIOR to occupancy. Additional inspections may be necessary.**

All work must be inspected, rough and final, by the Building Inspection Department. Failure to call for required inspections could result in removal of covering materials to allow the required inspections to be performed. Also, a fee could be assessed for failure to call for required inspections.

The builder or contractor will be responsible for notifying the Building Inspection Department and making sure the inspection is complete. This does not prohibit the right of the Inspection Department to make the inspection within 48 hours as allowed under the State Building Code. When calling for a required inspection, all work must be completed or a re-inspection fee will be charged to the contractor and would be required to be paid to the Town of Polk prior to the inspection being performed.

Plumbing: All Plumbing installation must be completed by a Plumber with a valid State of WI issued Plumbing license.

Electrical: All electrical work must be completed by an Electrical Contractor with a valid State of WI issued Electrical license.

SCHEDULING INSPECTIONS

To schedule an inspection, call the Building Inspector, Paul Launer, at (262) 825-8820. You will need to provide:

- Project Address
- Type of Inspection
- Phone number and when project is ready for inspection

Minimum 24 hour notice requested.

| | | | | | | | |
|---|----------|--|----------------|--|--|---|--|
| Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73 | | Wisconsin Uniform Building Permit Application | | | Application No. _____ 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# _____ | Exp Date _____ | Mailing Address _____ | Telephone & Email _____ | | |
| Dwelling Contractor (Constr.) _____ | | _____ | _____ | _____ | _____ | | |
| Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.) _____ | | _____ | _____ | _____ | _____ | | |
| HVAC _____ | | _____ | _____ | _____ | _____ | | |
| Electrical Contractor _____ | | _____ | _____ | _____ | _____ | | |
| Electrical Master Electrician _____ | | _____ | _____ | _____ | _____ | | |
| 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 _____ | | County _____ | | Subdivision Name _____ | | Lot No. _____ | |
| Zoning District(s) _____ | | Zoning Permit No. _____ | | Setbacks: _____ | Front _____ ft. | Rear _____ ft. | |
| | | | | | Left _____ ft. | Right _____ ft. | |
| 1. PROJECT <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: _____ | | 3. OCCUPANCY <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____ | | 6. ELECTRIC Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead | | 9. HVAC EQUIP. <input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____ | |
| 2. AREA INVOLVED (sq ft) | | 4. CONST. TYPE | | 7. WALLS | | 12. ENERGY SOURCE | |
| | Unit 1 | Unit 2 | Total | <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD | <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____ | Fuel _____ Nat Gas _____ LP _____ Oil _____ Elec _____ Solid _____ Solar Geo _____ Space Htg _____ Water Htg _____ | |
| Unfin. Bsmt | | | | 5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: _____ <input type="checkbox"/> Basement | 8. USE <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____ | 10. SEWER <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____ | 13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report) |
| Living Area | | | | | | 11. WATER <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well | 14. EST. BUILDING COST w/o LAND \$ _____ |
| Totals | | | | | | | |
| 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. <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 second page of this form. | | | | | | | |
| 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"/> County of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> State _____ <input type="checkbox"/> City of _____ | | State-Contracted Inspection Agency#: _____ | | Municipality Number of Dwelling Location _____ | |
| FEES: | | PERMIT(S) ISSUED | | WIS PERMIT SEAL # | | PERMIT ISSUED BY: | |
| Plan Review | \$ _____ | <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. _____ Email: _____ | | | |
| Inspection | \$ _____ | | | | | | |
| Wis. Permit Seal | \$ _____ | | | | | | |
| Other | \$ _____ | | | | | | |
| Total | \$ _____ | | | | | | |

WISCONSIN UNIFORM BUILDING PERMIT APPLICATION 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 jurisdiction, which is usually your municipality or county. 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. Sewage - Indicate if the dwelling will be served by municipal sewer or privately owned treatment system. If a private system is used, include the Sanitary Permit number. Note: A building permit cannot be issued for a new dwelling that utilizes a privately owned wastewater treatment system until a sanitary permit has been issued. This applies to any new or existing private onsite wastewater treatment system that will be used by the dwelling.
13. Heat Loss - Provide heat loss summation data (BTUs/HR) derived from the ResCheck report or the "Heating System Sizing Summary Calculator" available on the Division's website: <http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC>.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE - The owner or the contractor's authorized agent shall 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.

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 the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

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 stormwater management standards, and will comply with those standards.

Owner's Signature: _____ Date: _____

TOWN OF POLK

3680 STATE HWY. 60, SLINGER, WI 53086

T: 262.677-2123 E: polk.zoning@att.net F: 262.677.2423

APPLICATION FOR ROADWAY ACCESS AND CULVERT INSTALLATION

Property Owner: _____

Property Owner Address: _____

Telephone Number: _____ Tax Key #: _____ Zoning: _____

Location of Property Requiring Permit: _____

PLEASE REVIEW THE REQUIREMENTS AND GUIDELINES ON THE REVERSE SIDE OF THIS APPLICATION

Purpose of Permit: (Check all that apply)

____ Roadway access

____ Culvert Installation

____ Any Other Alterations

____ Excavation or Fill

____ Repair or Replace Existing Culvert

Please provide the following information:

A. Culvert Size: _____ inches X _____ feet*

** Your notations on a copy of the parcel survey is preferred*

B. Location of Road Access and/or Culvert. Indicate location of stake(s) from the lot line or specific marker.

_____ feet _____ inches from N S E W lot line (circle one)

C. Describe any alteration or excavation projects below.

The information provided with this application is correct to the best of my knowledge. I have reviewed and understand the **Requirements and Guidelines** described on the reverse side of this Road Access and Culvert application.

Signature of Applicant: _____ Date: _____

OFFICE USE:

Date filed: _____ Application Fee \$50.00 Paid _____ Received by: _____

Inspected by: _____ Date: _____ Approved _____ Denied _____

Instructions to Applicant:

Town of Polk Road Access and Culvert REQUIREMENTS AND GUIDELINES

Culvert Requirements: No culvert shall be less than 28 feet or more than 35 feet in length. Minimum diameter will be 18 inches. Material shall be galvanized and of the size and type as approved by the Town Board. No plastic or aluminum shall be allowed. No used culverts may be used.

Driveway: No concrete may be placed in the driveway on road right of way.

Installation:

- The driveway within the area of the public right of way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion onto the public road.
- The ditch shall be properly prepared to accept the placement of the culvert, the end of which shall be set at a minimum of six feet from the abutting property line.
- No object or obstruction may be placed on the road right of way without Town Board Approval.
- Any grading within 33 feet from the center of the road requires Town Board Approval.
- Diggers Hotline shall be notified by Applicant before digging commences.

Road Damage: The Applicant shall be liable to the Town for all damages which occur during the progress of said work as a result thereof. All debris carried onto any Town highway shall be removed by the responsible party immediately or be subject to the provisions of Section 86.07, Stats. If highway damage results, the highway may be restored to its former condition by the Town and the cost of materials, labor, and equipment incurred by the Town shall be billed to the Applicant property owner. If not paid within thirty (30) days, such amount shall be a special charge under Section 66.60 (16), Stats and shall be extended upon tax roll as a delinquent tax against the real estate. Applicant is responsible for any and all damage to underground utilities and assumes all liability for any work performed.

Penalties: Any person, firm, or corporation who fails to comply with the provisions of this Ordinance shall, upon conviction thereof, forfeit not more than One hundred Dollars (\$100), and costs of prosecution for each violation. Each day a violation exists, or continues shall give rise to a separate offense.