

UNIFORM DWELLING CODE PERMIT APPLICATION INFORMATION AND INSPECTIONS REQUIRED

Please call as soon as possible when planning a project. In most cases all the below information will not be required, and I can assist you in gathering information and explain the forms.

FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED FOR SINGLE/TWO-FAMILY NEW CONSTRUCTION FOR ISSUANCE OF A BUILDING PERMIT:

1. State of Wisconsin online permit filed on the Department of Safety and professional Services website*
2. One (1) set of building plans to remain on file with the inspector. Set to include wall-bracing and calculations. Additional set if you prefer a copy for your records.
3. One (1) copy of the plot plan showing building location on site, any other buildings, driveway, elevation of dwelling, ground floor and garage floor in relationship to centerline of the finished street.
4. One (1) copy of heat loss calculations (Res-Check).
5. One (1) copy of truss plans, if trusses are being used. (May be submitted prior to rough inspection.)
6. One (1) Erosion Control Form and drawings. Just a reminder, erosion control measures are required from the time the footing is installed until ground cover is provided. You should allow approximately one-week processing time from time of application submittal to permit issuance.
7. A wall-bracing plan.

THE FOLLOWING IS A CHECKLIST FOR SUBMITTING DRAWINGS & INFORMATION WHEN MAKING APPLICATION FOR A BUILDING PERMIT: Drawings must be legible and drawn to scale or dimensioned and include:

1. A plot plan showing the location of the dwelling and any other buildings, driveway, well, and disposal systems on the property with respect to property lines. Additional information as required by the Building Inspector.
2. Floor plan (including basement) that shows: The size and location of: Rooms, Doors, Windows, Room Use,
 - ☐ Structural features – size, species, and grade of lumber or other structural material for joists, beams, rafters, trusses, headers, studs, and columns; strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floor, and any other concrete work; height and thickness of concrete and/or masonry construction.
 - ☐ Exit passageways (hallways) and stairs (including all stair dimensions – riser height, tread width, stair width, headroom and handrail heights)
 - ☐ Plumbing fixtures (bathroom, kitchen, water heater, softener, etc.)
 - ☐ Chimney(s) – include the type of construction (masonry or factory built) and rating, if metal
 - ☐ Heating and air conditioning equipment
 - ☐ Attic and crawl space access
 - ☐ Fire separation between dwelling and garage
3. Elevation drawings that show:
 - ☐ Information on exterior appearance
 - ☐ Indicate the location, size, and configuration of doors, windows, roof, chimneys, and exterior grade level.
4. Cross-sectional drawing that show:
 - ☐ Exterior grade level
 - ☐ Footing & foundation wall sizes, drain tile system, and types of materials
 - ☐ Exterior wall construction identifying materials used (including insulation and vapor barrier)
 - ☐ Roof construction identifying materials used and spans (including insulation and vapor barrier)
 - ☐ Floor construction identifying materials used and spans (including insulation, if used)

5. Additional information to help determine compliance with the code, such as:

- ☐ Location of smoke detectors
- ☐ Size and location of ventilation openings for attic and crawlspaces
- ☐ Location of exhaust fans
- ☐ Location of sump pump
- ☐ Location of washer and dryer

6. Wall- Bracing drawing showing location of wall bracing, method used and calculations.

7. Payment of the permit fee. Fee will be calculated by the Village.

INSPECTIONS REQUIRED:

Footing Inspection:

Prior to pouring concrete, the forms and soil must be inspected and approved. The erosion control silt fence and stone drive should be installed at this time.

Foundation Inspection:

Prior to any backfilling, the foundation walls, tile, and bleeders, stone cover, and steel beams must be inspected and approved.

Under floor Plumbing:

The under-floor plumbing and pressure test must be inspected prior to basement floor inspection.

Basement Floor:

Prior to pouring concrete, the inside drain tile, bleeders, stone fill, vapor barrier, and column pads must be inspected and approved.

Rough Plumbing:

Prior to concealment, your plumbing drains, vents and pressure test must be inspected.

Rough Electrical:

Prior to concealment, your wiring installation must be inspected.

Rough Carpentry:

Prior to concealment of any work, the framing must be inspected and approved.

Rough Heating, Ventilating, & Air Conditioning:

Prior to concealment of any work, the HVAC system must be inspected and approved.

NOTE: Rough Plumbing, rough electrical, rough HVAC, and rough carpentry can be done simultaneously.

Insulation:

Prior to drywall or other type of wall coverings, the insulation and vapor barrier must be inspected and approved.

Final Inspections:

The dwelling may not be occupied until final inspections have been made which finds that **NO VIOLATIONS OF THE ZONING, BUILDING, ELECTRICAL, AND PLUMBING CODES EXIST THAT COULD AFFECT THE HEALTH AND SAFETY OF THE OCCUPANT.**

OCCUPANCY:

If the construction of the structure and site plan complies with the approved plans and the Municipal Code, an Occupancy Permit will be issued on request.

NOTE: The contractor responsible should arrange for inspections by notifying the Building Inspector a minimum of 48 hours in advance. The Building Inspector has two (2) business days by State Code requirements to complete the inspection before proceeding.

***Please file your electronic building permit at this website:
dsps.wi.gov/Pages/Programs/UDC/Default.aspx**