

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2>			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. _____ Block 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 7.WALLS <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____		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: _____ 10. SEWER <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____ 11. WATER <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well																																														
2. AREA INVOLVED (sq ft) <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck/ Porch</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck/ Porch				Totals				4. CONST. TYPE <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD 5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: _____ <input type="checkbox"/> Basement		12. ENERGY SOURCE <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Fuel</th> <th>Nat Gas</th> <th>LP</th> <th>Oil</th> <th>Elec</th> <th>Solid</th> <th>Solar Geo</th> </tr> </thead> <tbody> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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				13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)																																																
				14. EST. BUILDING COST w/o LAND \$ _____																																																

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.

☐ 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"/> Village of _____ <input type="checkbox"/> City of _____	<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____	State-Contracted Inspection Agency#: _____		Municipality Number of Dwelling Location _____		
FEES:		PERMIT(S) ISSUED		WIS PERMIT SEAL #		PERMIT ISSUED BY:	
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____ Total \$ _____		<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: _____	

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 and will comply with those standards.

Owner's Signature: _____ Date: _____

Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services.

Building a One or Two-Family Home in Wisconsin

- ☐ If applicable, you will need to obtain a **sanitary permit**, a **driveway permit**, and a **zoning permit** as required by your local municipality or county before a building permit can be issued; a copy of these permits will need to be submitted to the building inspector prior to a building permit being issued.
- ☐ Complete the latest version (R.6/10) of the **Wisconsin Uniform Building Permit Application** (attached) and return to the building inspector.
- ☐ Submit an **Erosion Control Plan** showing the locations of erosion control measures to be taken for sediment control, the location of the tracking pad for driveway access, and the locations of temporary soil storage piles. A copy of the Site Plan with the additional erosion control information may be used for the Erosion Control Plan.
- ☐ Submit your **Energy Calculations** to the building inspector; you may use the latest version (4.4.3) of the **RES Check Software** to calculate this number. This software can be downloaded for free at www.energycodes.gov. If you are uncertain how to obtain this calculation, please refer to your HVAC contractor.

☐ **Plan Submittal (Two Sets)**

At least **two sets** of plans for all one and two-family dwellings need to be submitted to the building inspector for examination and approval at the time the **Wisconsin Uniform Building Permit** application is submitted. The required building plans must be legible and drawn to scale or dimensioned and must include **ALL** of the following:

Site Plan must show all of the following:

- ☐ The location of the dwelling and other buildings, wells, surface waters and dispersal systems on the site with respect to property lines and surface waters adjacent to the site.
- ☐ The areas of land-disturbing construction activity and the location of all erosion and sediment control measures to be employed in order to comply with s. Comm 21.125.
- ☐ The pre-construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.

Floor Plan must be provided for each floor and must show all of the following:

- ☐ The size and location of all rooms, doors, windows, structural features, exit passageways and stairs.
- ☐ The use of each room.
- ☐ The location of plumbing fixtures, chimneys, heating and cooling appliances and a heating distribution layout.
- ☐ The location and construction details of the braced wall lines.

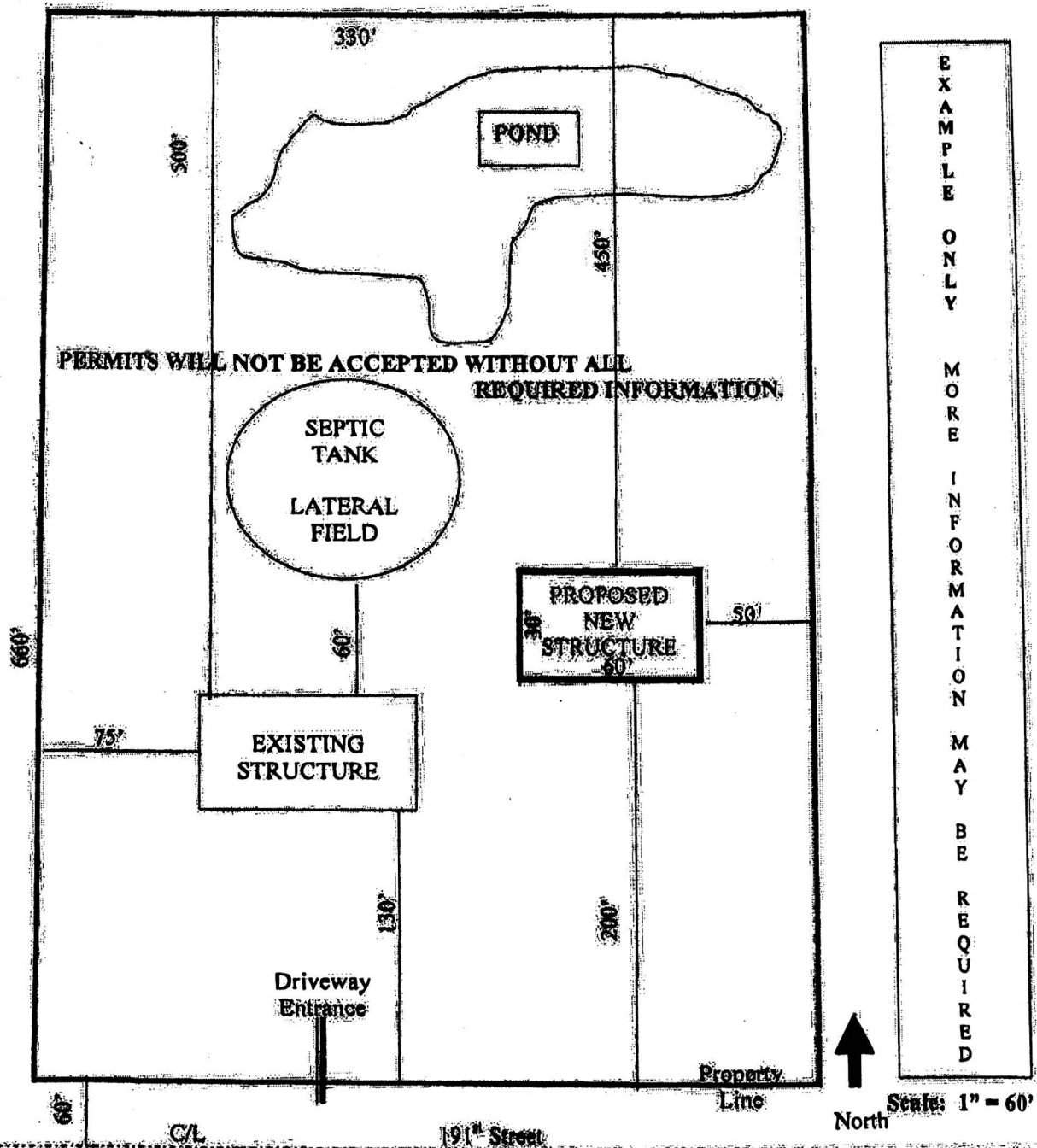
Elevations must show all of the following:

- ☐ The exterior appearance of the building, including the type of exterior materials.
- ☐ The location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls.

Storm Water Management Plan:

- ☐ Must be prepared for a site where one acre or more of land will be disturbed.
- ☐ Must delineate and describe the post-construction storm water management practices to be employed to comply with s. Comm 21.126.

All above Listed Materials ~~MUST~~ be Submitted PRIOR to the Issuance of a Building Permit



EXAMPLE SITE PLAN

NOTE ALL MEASUREMENTS IDENTIFIED ON THIS EXAMPLE SHOULD APPEAR ON THE SUBMITTED SITE PLAN. **THE SUBMITTED SITE PLAN MUST BE DRAWN TO SCALE.**

ALL MEASUREMENTS MUST BE TO SCALE

Please indicate: The location of all existing and proposed buildings/structures.
 The distance from each structure to nearest property line.
 The distance from centerline of adjacent street to property lines.
 The scale used to draw the Site Plan.

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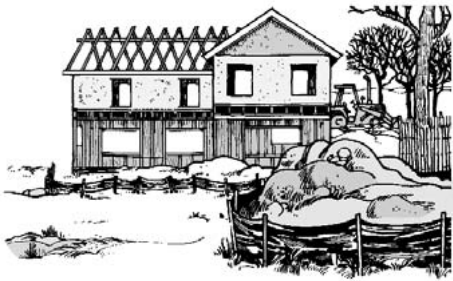
Please Call 608-697-7773 for inspections
24 hours advance notice is appreciated

Wisconsin Administrative Code, SPS 320(2)(b)1: “The applicant or an authorized representative shall request inspections from the municipality...”

Below are shown the required inspections you must call for:

NOTICE
REQUIRED INSPECTIONS

SEWER
EROSION CONTROL
FOOTINGS (Before Pouring)
FOUNDATION & DRAIN TILE (Before Pouring)
UNDERFLOOR PLUMBING
VAPOR RETARDER (Under Basement Floor)
TEMPORARY ELECTRICAL SERVICE
ROUGH CONSTRUCTION
ROUGH PLUMBING
ROUGH ELECTRIC
ROUGH HEATING – AC
SERVICE - PERMANENT ELECTRICAL
INSULATION
FINAL INSPECTION (Occupancy)



Erosion Control for Home Builders

By controlling erosion, home builders help keep our lakes and streams clean.

Eroding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:



Taxes

Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

Lower property values

Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

Poor fishing

Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

Nuisance growth of weeds and algae

Sediment carries fertilizers that fuel algae and weed growth.

Dredging

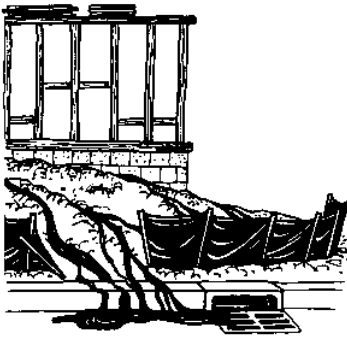
The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre. If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

Controlling Erosion is Easy

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpiles;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.



A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).

WARNING! Extra measures may be needed if your site:

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

Straw Bale or Silt Fence

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

Soil Piles

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

Access Drive

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

Sediment Cleanup

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

Sewer Inlet Protection

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

Downspout Extenders

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

Preserving Existing Vegetation

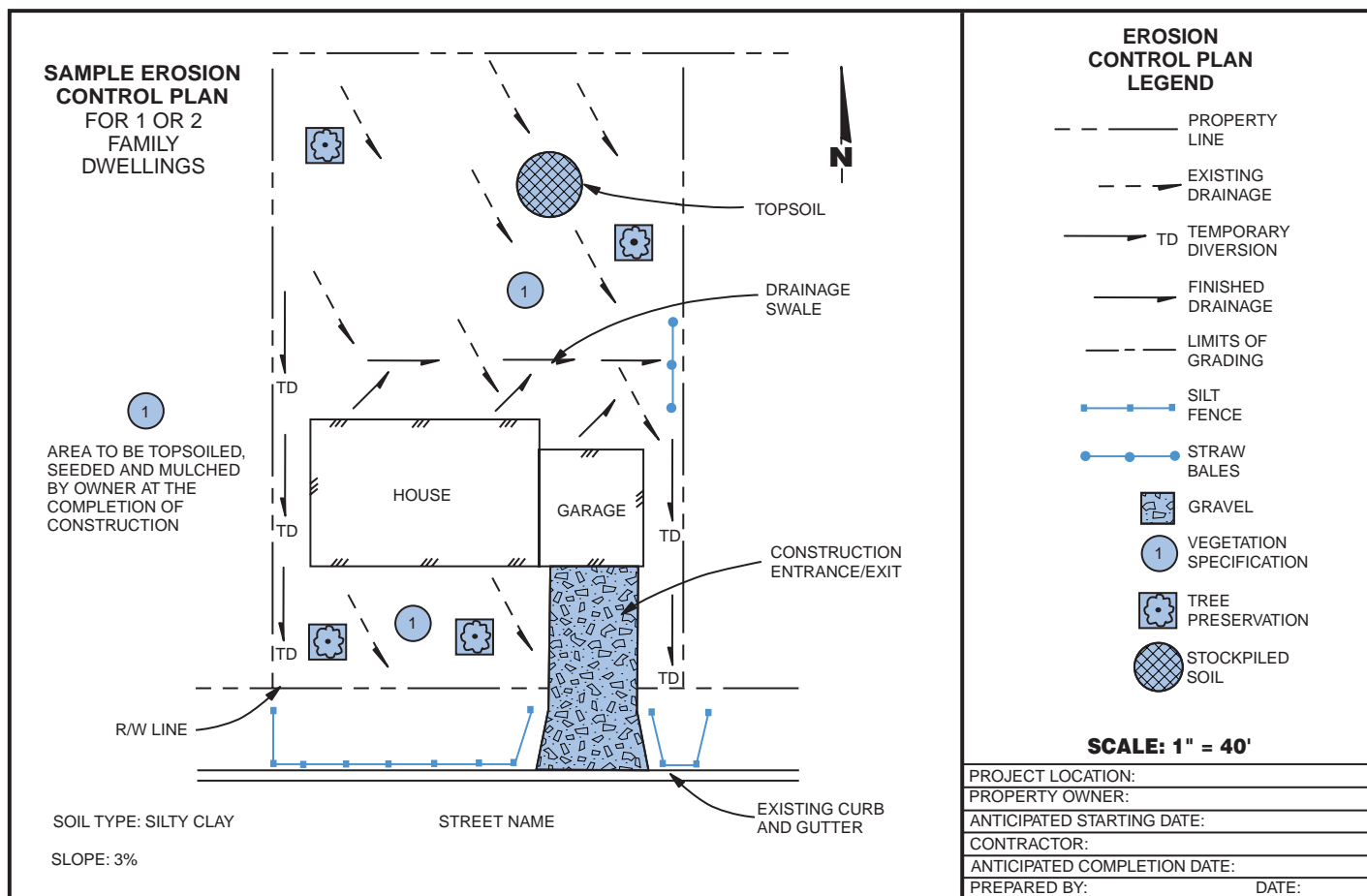
- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

Revegetation

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

Seeding and Mulching

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with ¼" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.



Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15.

Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

Typical Lawn Seed Mixtures

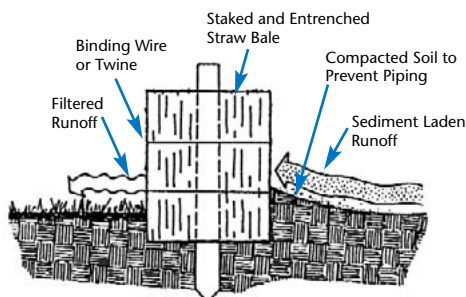
Grass	Percent by Weight	
	Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%
Seeding rate (lb./1000 sq. ft.)	3-4	4-5

Source: R.C. Newman, Lawn Establishment, UW-Extension, 1988.

COMMONLY USED EROSION CONTROLS

Straw Bale Fences

Cross Section of Straw Bale Installation



Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

How to Install a Straw Bale Fence



1. Excavate a 4" deep trench.



2. Place bales in trench with bindings around sides away from the ground. Leave no gaps between bales.



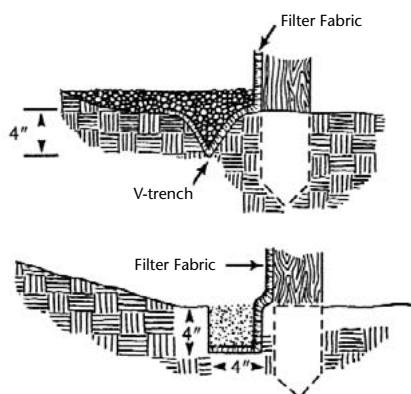
3. Anchor bales using two steel rebars or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".



4. Backfill and compact the excavated soil.

Silt Fences

Cross Sections of Trenches for Silt Fences

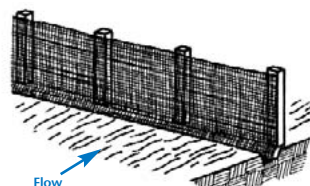


Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

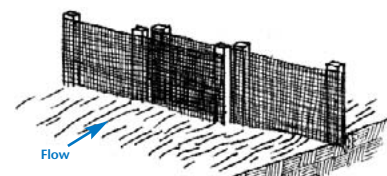
How to Install a Silt Fence



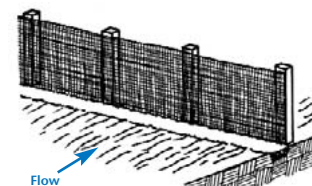
1. Excavate a 4" x 4" trench along the contour.



2. Stake the silt fence on downslope side of trench. Extended 8" of fabric into the trench.



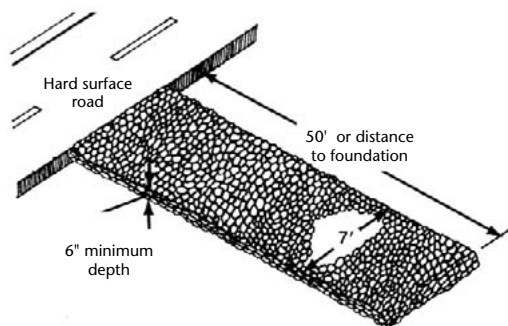
3. When joints are necessary, overlap ends for the distance between two stakes.



4. Backfill and compact the excavated soil.

Access Drive

How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.

This publication is available from county UW-Extension offices or from Extension Publications, 630 W. Mifflin St., Madison, WI 53703. (608) 262-3346.

A publication of the University of Wisconsin-Extension in cooperation with the Wisconsin Department of Natural Resources.

Author: Carolyn Johnson, UW-Extension.

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GWQ001 Erosion Control for
Home Builders

DNR WT-457-96

R-1-00-10M-25-S

UW
Extension



Standard Erosion Control Plan

for 1- & 2-Family Dwelling Construction Sites

According to Chapters Comm 20 & 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

Instructions:

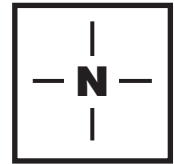
1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION _____

BUILDER _____ OWNER _____

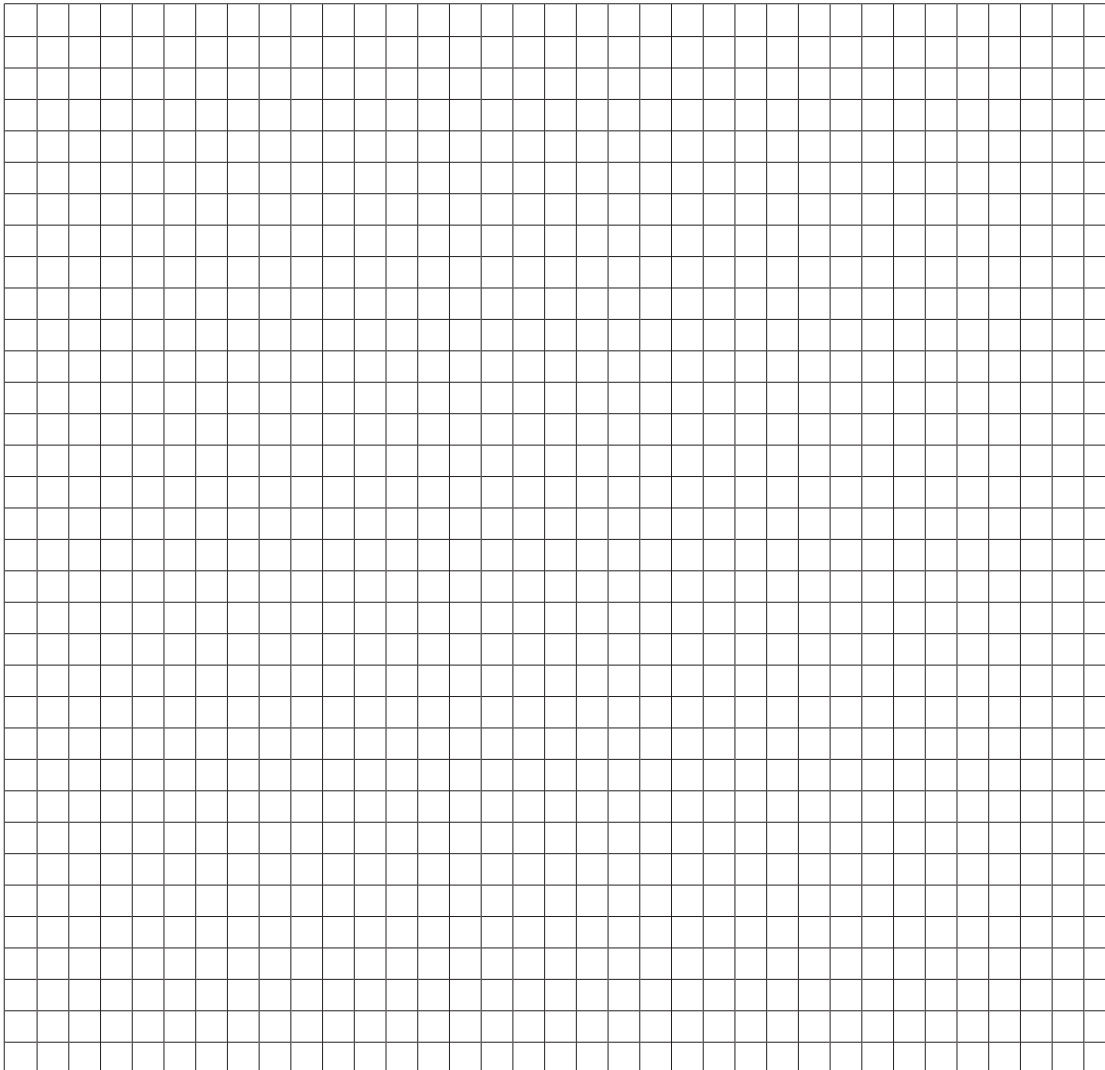
WORKSHEET COMPLETED BY _____ DATE _____

Please indicate north by completing the arrow.



SITE DIAGRAM

Scale: 1 inch = ____ feet



EROSION CONTROL PLAN LEGEND

--- PROPERTY LINE

—→ EXISTING DRAINAGE

—→ TD TEMPORARY DIVERSION

—→ FINISHED DRAINAGE


--- LIMITS OF GRADING

—■— SILT FENCE

—●— STRAW BALES

 GRAVEL

 VEGETATION SPECIFICATION

 TREE PRESERVATION

 STOCKPILED SOIL

EROSION CONTROL PLAN CHECKLIST

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

Site Characteristics

North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.

Location of existing drainageways, streams, rivers, lakes, wetlands or wells.

Location of storm sewer inlets.

Location of existing and proposed buildings and paved areas.

The disturbed area on the lot.

Approximate gradient and direction of slopes before grading operations.

Approximate gradient and direction of slopes after grading operations.

Overland runoff (sheet flow) coming onto the site from adjacent areas.

Erosion Control Practices

Location of temporary soil storage piles.

Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway.

Location of access drive(s).

Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).

Location of sediment controls (filter fabric fence, straw bale fence or 10-foot-wide vegetative strip) that will prevent eroded soil from leaving the site.

Location of sediment barriers around on-site storm sewer inlets.

Location of diversions.

Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.

Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).

Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.

Location of practices that will control erosion on areas of concentrated runoff flow.

Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).

Location of other planned practices not already noted.

COMPLETED

NOT APPLICABLE

Indicate management strategy by checking (✓) the appropriate box.

Management Strategies

☐
☐

Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.

☐

Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

- Indicate re-vegetation method: ☐ Seed ☐ Sod ☐ Other _____
- Expected date of permanent re-vegetation: _____
- Re-vegetation responsibility of: ☐ Builder ☐ Owner/Buyer
- Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? ☐ Yes ☐ No

☐
☐

Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

☐
☐

Trapping sediment during de-watering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

☐

Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.

☐

Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height of the barrier.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

EROSION CONTROL REGULATIONS

Erosion control and stormwater regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 267-5113.

STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook*, and UW-Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

Erosion Control for Home Builders (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at <http://clean-water.uwex.edu/pubs/sheets>

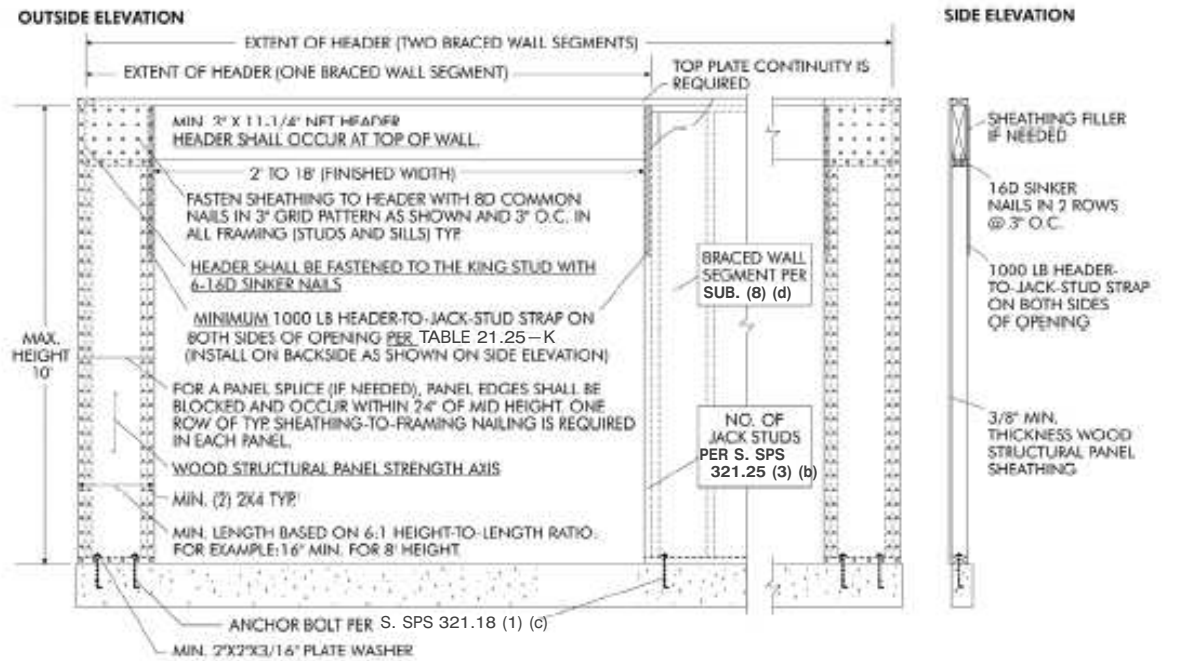
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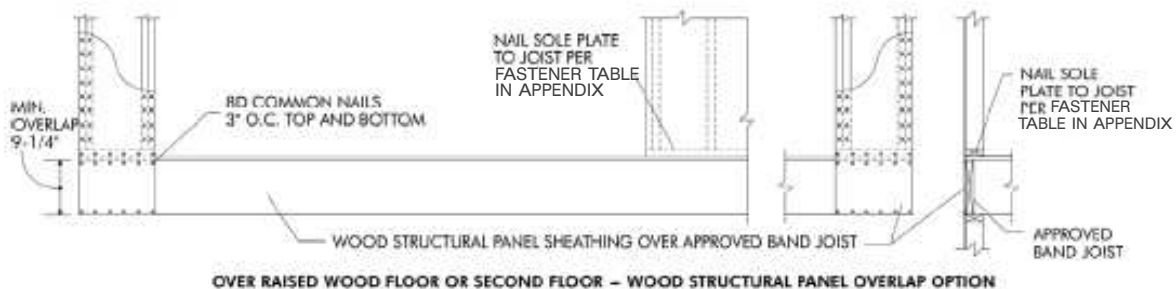
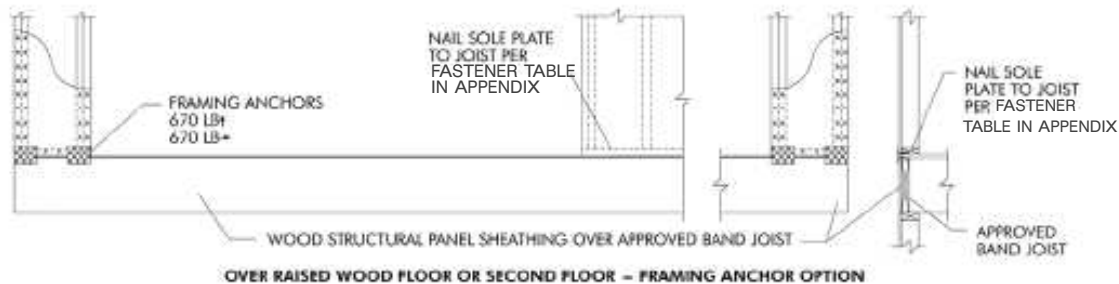
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FIGURE 321.25-K
6:1 ASPECT RATIO BRACED WALL PANELS USING CONTINUOUS WOOD
STRUCTURAL PANEL SHEATHING AND EXTENDED HEADERS



FOR WIND EXPOSURE CATEGORIES C AND D, ADDITIONAL JACK STUDS MAY BE REQUIRED PER TABLE 21.25-L



NOT TO SCALE

**TABLE 322.31-1
INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT^a**

Zone	Fenestration U-Factor	Skylight U-Factor	Ceiling R-Value	Wood Frame Wall R-Value	Mass Wall R-Value	Floor R-Value	Basement or Crawl Space Wall R-Value ^b	Heated Slab R-Value ^c	Unheated Slab R-Value ^d
1	0.35	0.60	49 ^e	19 ^f or 13+5 ^g	15	30 ^h	10/13	10/15	10
2	0.35	0.60	49 ^e	21 ^f	19	30 ^h	10/13	10/15	10

^a R-values are minimums. U-factors are maximums.

^b The first R-value applies to continuous insulation. The second R-value applies to framing cavity insulation. Either insulation meets the requirement.

^c The first R-value applies under the entire slab, regardless of depth below grade. The second R-value applies to the slab edge where the bottom of the slab is less than 12 inches below adjacent grade. Slab edge insulation shall extend downward from the top of the slab for a minimum of 48 inches or downward to at least the bottom of the slab and then horizontally to the interior or exterior for a minimum total distance of 48 inches. Also, see s. SPS 321.16 for protection against frost for slabs with supports less than 4 feet below grade.

^d The R-value applies to any slab, the bottom of which is less than 12 inches below adjacent grade. Also, see s. SPS 321.16 for protection against frost for slabs with supports less than 4 feet below grade.

^e See s. SPS 322.32 (1) for application and permitted reduced R-value.

^f R-19 and R-21 may be compressed into a 2X6 cavity.

^g "13+5" means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25% or less of the exterior, insulating sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25% of the exterior, structural sheathing shall be covered with insulated sheathing of at least R-2.

^h Or insulation sufficient to fill the framing cavity with a minimum of R-19.

**TABLE 322.31-2
EQUIVALENT U-FACTORS**

Zone	Fenestration U-Factor	Skylight U-Factor	Ceiling U-Factor	Wood Frame Wall U-Factor	Mass Wall U-Factor	Floor U-Factor	Basement Wall U-Factor	Crawl Space U-Factor
1	0.35	0.60	0.026	0.060	0.060	0.033	0.065	0.065
2	0.35	0.60	0.026	0.057	0.057	0.033	0.065	0.065

**TABLE 322.31-3
WARM AIR FURNACES AND BOILERS, MINIMUM EFFICIENCY REQUIREMENTS**

Equipment Type	Minimum Efficiency	Test Procedure
Natural gas and propane furnace	90% AFUE	DOE 10 CFR Part 430 or ANSI Z21.47
Natural gas and propane hot water boilers	90% AFUE	DOE 10 CFR Part 430
Oil-fired furnaces	83% AFUE	DOE 10 CFR Part 430 or UL 727
Oil-fired hot water boilers	84% AFUE	DOE 10 CFR Part 430

(Part of Ply 4 for Applicants)

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 and will comply with those standards.

Owner's Signature: _____ Date: _____

Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Safety and Buildings. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

One- and two-family dwellings need smoke alarms and carbon monoxide alarms

Especially effective February 1, 2011, in Wisconsin

Smoke Alarms - Save Lives and Property - Carbon Monoxide Alarms

Smoke alarms - standard safety protection in Wisconsin residences - are now allied with carbon monoxide alarms.

As of February 1, 2011, there are Wisconsin requirements for both smoke alarms and carbon monoxide alarms in almost all one- and two-family dwellings, regardless of the building's age. The new carbon monoxide safety net is for dwellings with fuel burning appliances, fireplaces or attached garages.

Owners and Renters Have Responsibilities

Owners are responsible for alarm installations and occupants have responsibility to maintain the alarms. Owners must repair or replace alarms within five days of written notice from an occupant or an inspector. Authorized inspectors may enter dwellings to inspect alarms when requested by owners or occupants.

Tampering with alarms is illegal, dangerous, and can cause serious liability concerns. Freezing can damage carbon monoxide alarms.

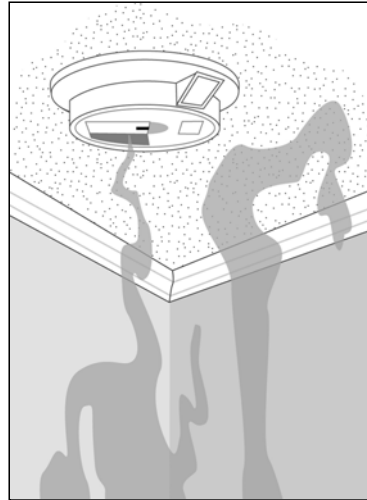
Where and What Kinds?

Alarms must be installed in the basement, and on each floor level. The alarms need not be installed in attics, garages, or storage areas.

The alarms may be separate or combination units, powered by batteries, or in the case of new construction, tied into the home's electrical system, interconnected with battery backup.

Installation must follow manufacturers' instructions. Those instructions are provided with new alarms and usually can be found on the manufacturers' Web sites. The manufacturer should be identified on the alarm. Alarms used in Wisconsin must be approved by Underwriters Laboratories.

Code language is in URU 521.09 and 521.097, Uniform Dwelling Code, and URU 528, Smoke Detectors and Carbon Monoxide Detectors.



See other side for installation info.

Save lives and property!

Smoke Kills more people in residential fires than the flames. Smoke alarms detect the presence of smoke even before you can see it or smell it, especially when flames might not be in your line of sight. (There are alarms for people with visual or auditory disabilities.)

Carbon monoxide is a gas created by incomplete burning of fuels. Carbon monoxide is colorless, odorless and tasteless, but highly toxic. It can build up over time, with unrecognized symptoms such as headaches, nausea, disorientation, or irritability eventually building to unconsciousness and fatal poisoning. Carbon monoxide alarms warn of the gas before it reaches dangerous levels.

Examples of some carbon monoxide sources are garages, heaters, fireplaces, furnaces, appliances or cooking sources using coal, wood, oil, kerosene, or other fuels. Electric appliances are not carbon monoxide sources.

Alarms do not guarantee safety

Alarms must be tested regularly and should have batteries changed at least annually, or when a low-battery warning sounds. The alarms must not be painted over and should be kept clean. Alarms should be replaced when they reach the end of their life span..

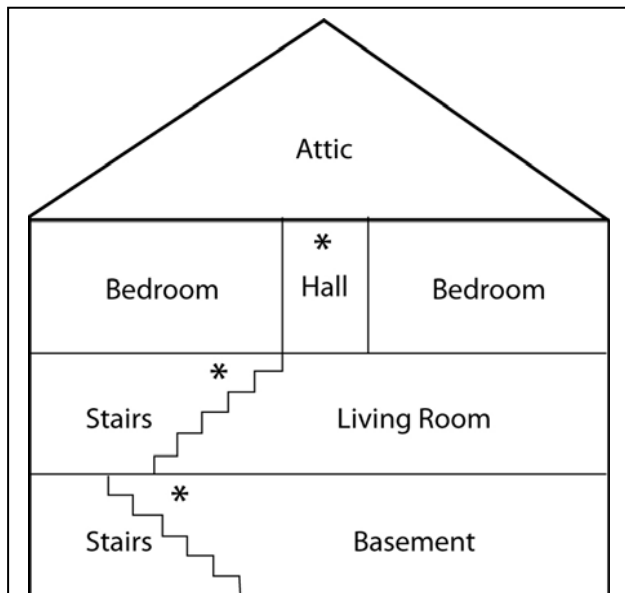
Multifamily buildings

Buildings with more than two residential units also need smoke and carbon monoxide alarms. The installation requirements for those multifamily dwellings are different. Rules for alarms in multifamily dwellings and other public buildings are in the Wisconsin Commercial Building Code, SPS 361-366.

Smoke and Carbon Monoxide Alarm Requirements Date of building permit or construction	Battery-powered permitted	Building electrical system powered	Building power and battery backup	Interconnection between alarms	Alarms on every floor level	Alarms outside each sleeping area	Alarms in each bedroom
Smoke alarms in one- and 2-family dwellings before 4-1-92	✓				✓		
Smoke alarms in Uniform Dwelling Code after 4-1-92		✓		✓	✓		
Smoke alarms in Uniform Dwelling Code after 12-1-95		✓		✓	✓	✓	
Smoke alarms in Uniform Dwelling Code after 4-1-01			✓	✓	✓	✓	✓
Carbon monoxide alarms before 2-1-11	✓*				✓		
Carbon monoxide alarms after 2-1-11		✓	✓	✓	✓	✓	

* Battery-powered or plug in.

Minimum Requirements - See Table for Additional



Install a smoke alarm and a carbon monoxide alarm (or combination alarms) in the basement and on each floor except the attic or a storage area.

Installations must follow manufacturers' instructions.

Those instructions are provided with new alarms and usually can be found on manufacturers' Web sites. The manufacturer is identified on the alarm. Alarms in Wisconsin must be approved by Underwriters Laboratories.

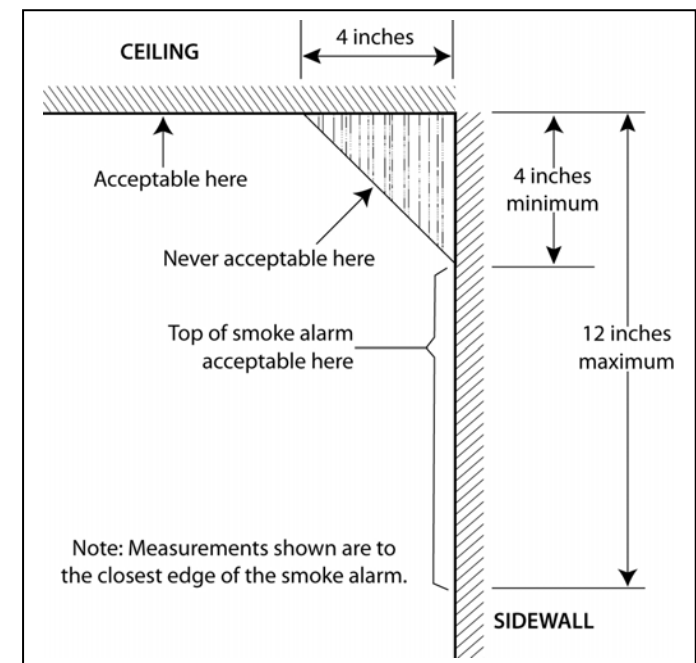
Freezing can damage carbon monoxide alarms.

You can direct questions to your local building inspector or fire department. There are many Internet and library sources of info about keeping your family safe.

Code language is in ÛÛÛ H21.09 and H21.097, Uniform Dwelling Code, and H28, Smoke Detectors and Carbon Monoxide Detectors.

Á

Smoke Alarm Installation



Land Use Permit Application

Fee: \$75.00 + \$1.00 per \$1,000.00 of cost
\$150.00 + \$2.00 per \$1,000 of cost*

Town of Beaver Dam

W8540 County Road W
Beaver Dam, WI 53916
920-887-0791

Applicant (Agent)_____

Street Address_____

City, State, Zip Code_____

Phone Number_____Email_____

Property Owner (If different from applicant)_____

Street Address_____

City, State, Zip Code_____

Phone Number_____Email_____

Parcel Identification Number (PIN)_____

Site Address_____

Present Use of Property_____

Proposed Use of Property_____

Permit Required For_____

Structure Dimensions: Length_____ Width_____ Height_____

Number of Stories_____ Total Square Footage_____

Total Structure Costs \$_____

Note: 1. A site plan drawn to scale must be included with all applications.

2. Costs are defined as either Contracted or Do-it-yourself. Contracted cost includes material and labor. Do-it-yourself cost is the value of materials doubled.

Certificate

I hereby certify that I am the owner and/or authorized agent of the property and that all the above statements and attachments submitted are true and correct to the best of my knowledge and belief. Also, all work performed and equipment installed shall meet all applicable laws and regulations of the State of Wisconsin.

Signature of owner or authorized agent_____Date_____

Phone Number_____Email_____

Disposition (For Town use only)

Zoning District_____ Date Permit Issued/Denied_____

Land Use Permit Number_____ Sanitary Permit Number_____

Total Fees Paid \$ _____ Date Collected_____

Land Use Administrator_____

*Fee doubles if construction has started prior to application for permit.

Sec. 62-7 General requirements.

All principal structures shall be located on a lot; and only one residential principal structure shall be located, erected or moved onto a lot.

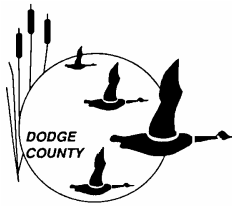
No land use permit shall be issued for a lot which abuts a public street dedicated to only a portion of its proposed width and located on that site from which the required dedication has not been secured.

- (a) *Minimum lot area and width.* Except as otherwise specifically required or permitted the minimum lot area shall be 40,000 square feet and a minimum lot width of 125 feet at the building setback line and 125 feet at the water's edge along a navigable waterway. Lots served by public sanitary sewer shall have a minimum lot area of 10,000 square feet and 80 feet of lot width at the building setback line.
- (b) *Side yards.* There shall be a side yard for each principal structure. For lots not served by public sanitary sewer, the minimum width of one side yard shall be ten feet. The minimum aggregate width of both side yards shall be 25 feet. For lots served by public sanitary sewer, the minimum width of one side yard shall be ten feet. The minimum aggregate width of both side yards shall be 20 feet. Side yards for substandard lots may be reduced to a minimum aggregate width of both side yards of 40 percent of the lot width and a minimum width of one side yard of 40 percent of the aggregate.
- (c) *Floor area.* A one-story single-family dwelling, including manufactured homes located outside of a mobile home park, shall have at least 1,400 square feet of finished living area. A multi-floor single-family dwelling shall have a minimum of 1,800 square feet of finished living area. Multi-family, single- or multistory dwellings shall have a minimum of 1,200 square feet of finished living area per unit. All homes shall be placed upon a permanent basement type foundation. Finished basement areas are not to be used for calculating finished living areas.
- (d) *New home building foundation requirement.* It is hereby required that each new home constructed have at a minimum height, its first floor sill plate two feet above the finished road grade which its home abuts. Documentation of this elevation shall be upon the site map sketch presented for approval of a building permit. The town board realizes in certain elevation situations this requirement would not be practical. In those instances, the town land use administrator is authorized to waive this requirement. The waived requirement shall be substituted for a suitable elevation that will locate the new home as well as practical above surface or groundwater issues having the potential for flooding the basement area and creating the need for an extensive mechanical water evacuation system.

Sec. 50-7 Location of U.S. mailboxes and newspaper boxes.

(a) *Placement.* A mailbox approved by the U.S. postmaster shall be placed on the side of the road as approved by the postmaster for the delivery of U.S. mail. The door side of the box shall be set back six to eight inches from a vertical line positioned at the outside edge of the graveled shoulder of the road. The newspaper box shall be placed on the same side of the road immediately behind the U.S. mailbox in the direction of travel of the U.S. mail delivery route.

(b) *Cul-de-sac.* The location of mailboxes serving residences accessing from a cul-de-sac shall be grouped in a location approved by the town.



Land Resources & Parks Department

127 E. OAK STREET • JUNEAU, WI 53039
PHONE: (920) 386-3700 • FAX: (920) 386-3979
E-MAIL: landresources@co.dodge.wi.us

BUILDING NUMBER APPLICATION

THIS AREA FOR OFFICE USE ONLY	
Activity No.	Application Date:
	Receipt #:

Fee: \$20

NAME & MAILING ADDRESS		PROPERTY DESCRIPTION					
Applicant		Parcel Identification Number (PIN)					
Street Address		Town		T	N	R	E
City • State • Zip Code		Section	¼	¼	Lot	Block	
Daytime Phone () -		SUBDIVISION					
Email (For Office Use Only)							

INSTRUCTIONS

Please provide a measurement from the center of the new driveway to a reference object. Reference objects can be CSM (certified survey) lot lines, nearby addressed driveways, road intersections. Create a sketch showing the distance between driveway and the reference object. Place pertinent road names and existing addresses to describe your location. The measurement must be accurate, not taken from an automobile odometer.

You need a driveway permit for a COUNTY or STATE HIGHWAY –
Do you have a driveway permit?

YES ☐

NO ☐

NAME OF ROAD ON WHICH
NEW DRIVEWAY IS LOCATED:

REFERENCE OBJECT
(Example: south lot line)

CIRCLE DIRECTION DRIVEWAY IS
FROM REFERENCE OBJECT

NORTH SOUTH EAST WEST

DISTANCE FROM
REFERENCE OBJECT

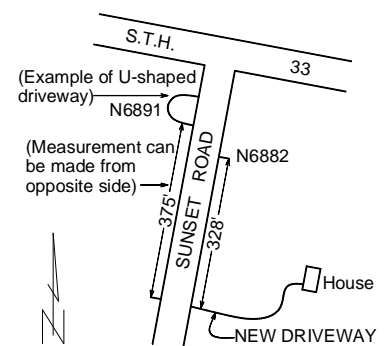
TYPE OF USE

- ☐ Single Family Home ☐ Duplex ☐ Multi-Family Residence
☐ Barn ☐ Business ☐ Other _____

SITE PLAN

(Please Show North Arrow) - (Show more than one driveway if applicable)

EXAMPLE



CERTIFICATE

I, the undersigned, hereby apply for a County Building Number and certify that all the information both above and attached is true and correct to the best of my knowledge.

Signature _____ Date _____

OFFICIAL USE ONLY

ASSIGNED BY:	DATE:	NEW NUMBER:	
		CITY:	ZIP CODE:

Notification sent to Owner, Town and Sheriff's Department.

Check with Area Postmaster to verify zipcode