Uniform Dwelling Code Permit Checklist

OWNER OR BUILDER CHECKLIST	STAFF CHECKLIST	ITEMS NEEDED FOR PLAN SUBMITTAL
		SIGNED CAUTIONARY STATEMENT IF YOU (HOMEOWNER) IS TAKING OUT PERMIT WI State Statues 101.65(lr)
		SUBMIT A COPY OF UDC CONTRACTOR & UDC QUALIFIER LICENSES
		EROSION CONTROL PLAN - **SPS 321.125 Erosion control measures shall be in place 24hrs after beginning of excavation - otherwise no inspections will be performed**
		2 SETS OF HOUSE PLANS (ONE MIN. SIZE 11"X17" MUST HAVE ALL DIMENSIONS & BE LEGIBLE) INCLUDE DETAIL WALL BRACING
		ENERGY CALCULATIONS-SPS322
		BUILDING APPLICATION COMPLETED
		CONSTRUCTION DEPOSIT AGREEMENT IF REQUIRED BY YOUR MUNICIPALITY
		SCALED SITE PLAN SHOW SETBACKS & IMPROVEMENTS
		A COPY OF THE LAND OR ZONING PERMIT (ISSUED BY THE COUNTY)
		A COPY OF THE SANITARY PERMIT (LOCAL OR COUNTY)
		SIGNED CONDITIONS OF APPROVAL
		WALL CROSS SECTION (WALLS, FOUNDATION, PIERS, ROOF, ETC.)
		EXCAVATION AND/OR DRIVEWAY PERMIT
		UTILITY & WIRING AFFIDAVIT FOR THE WATER & LIGHT COMMISSION DEPARTMENT COMPLETED
		MANUFACTURED DWELLING UDC - SUBMIT A COPY FO THE DATA PLATE
		MANUFACTURED DWELLING HUD - SERIAL NUMBER REGISTRATION
		FOR ALL COMPONENTS DESIGNED THROUGH STRUCTURAL ANALYSIS; (FLOATING SLABS, UNIQUE CONSTRUCTION METHODS, ETC.) FORMULAS, CALCULATIONS & DATA WITH PREPARERS NAME, ADDRESS & PHONE# AS WELL AS ALL INSTALLATION INFO. ON HEATING APPLIANCES ETC. ARE TO BE PROVIDED OR RETAINED ON SITE FOR REVIEW
		TRUSS PLANS & LAYOUTS (HAVE ON-SITE FOR FRAMING INSPECTIONS)
		PARK FEE RECEIPT IF REQUIRED BY YOUR MUNICIPALITY

Contractors List: Owner: _____ Phone: _____

Contractors	_____	Phone:	_____	Dwelling Contractor #	_____	Qualifier#	_____
HVAC	_____	Phone:	_____	Lic/Cert#	_____		
Electrician	_____	Phone:	_____	Lic/Cert#	_____		
Plumber	_____	Phone:	_____	Lic/Cert#	_____		
Excavator	_____	Phone:	_____				
Framer	_____	Phone:	_____				

CONSTRUCTION DEPOSIT AGREEMENT

The undersigned does hereby deposit the sum of one thousand dollars($1,000) with the Town of Chase to be used as a Construction Deposit. This deposit is to be held in escrow and used for any damages to the Town's property and other fees determined necessary by the Town; these other fees to include re-inspections, street cleaning and occupancy without a permit. These fees are noted on the permit fee schedules and are subject to occasional updating as may become necessary. Note that each day of occupancy without a permit is a separate offense and may be fined as such.

This deposit shall constitute an agreement on the part of the primary permit holder to assume financial responsibility on behalf of all persons directly or indirectly employed in the work for which a permit is secured. By signing hereunder, the undersigned hereby authorizes the Town of Chase to deduct from this deposit any amount(s) needed to correct damages or other assessed fees as stated above. In so executing this document, the undersigned acknowledges that the undersigned will pay within ten (10) days any sums due and owing to the Town resulting from charges in excess of the one thousand dollars ($1,000) deposit made hereunder. If default of payment occurs, it is further understood that any cost of the Town shall be assessed against said property in the form of a special assessment in the property taxes.

In so executing the document, the undersigned authorizes the building inspector for the Town of Chase to stop any further construction by the undersigned in the Town of Chase until such time as the one thousand dollar ($1,000) deposit has been replenished.

In so executing this document, the undersigned binds the undersigned, said undersigned's heirs, assigns and transferees in interest.

Dated this _____ Day of _____ Year_____

Name of Owner or Contractor or Authorized Officer:

(Please Print) _____

First MI Last

Signature_____

Address_____ Telephone _____

_____

Date Paid _____ Received By _____

Completion Date-Final Inspection _____OK By _____

Payable To: Name and Address _____

Refunded By _____Dated _____ Amount _____

Amount Deducted _____ Reason _____

Retain this copy for your record. No separate receipt will be 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 inquiry 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 storm water management and will comply with those standards.

_____ Date: _____

Owner's Signature:

_____ Date: _____

Building Inspector

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.

STANDARD CONDITIONS OF APPROVAL

Project Address _____ **Permit #** _____

Please read the following information and sign at the bottom to acknowledge that you have ***read*** and agree to comply with these conditions.

All new construction work must meet the Wisconsin Uniform Dwelling Code, NEC, and the Wisconsin Uniform Plumbing Code requirements.

1. Notice is required per **Comm 20.10(1)(a)**. We will make every effort to make the inspection within 24 hours of your request time, you *shall not proceed past the point of* inspection until 2 business days *after the time the project was stated "ready"* .Cancel/reschedule when not ready

2. **Install and maintain** all Erosion Control devises as identified in the Approved Erosion Control Plan and as required by the Wisconsin Construction Site Best Management Handbook.

3. All site grading must be done in accordance with the approved drainage plan on file in the municipal office. It shall be the responsibility of the permit applicant to research existence of any such drainage plan.

4. **Remove tracking sediment (dirt) from street at the end of each work day. (Repetitive or continuous tracking on the road will not be tolerated).** Maintain all road drainage systems, ditches and tracking provisions, storm water drainage systems, control measures and other facilities identified in the Erosion Control Plan, **if not removed from the roadway at the end of each day I understand that a Stop Work Order or a Citation will be issued.**

5. **The General Contractor or property owner/applicant is responsible for compliance with Comm 21.125** (Erosion Control). When installing access drives, a minimum of 2"-3"diameter stone is required in addition to a minimum of 6" depth, 30'-50' length,and 14'-20' width. **Erosion control measures must be maintained until a lawn is established.** After occupancy is granted it is the responsibility of the general contractor to notify the property homeowner that erosion control measures must be maintained.

6. The **building permit card must be posted** on site at all times along with the address.

7. All footing column pads must be formed and not puddle-poured.

8. All foundation wall reinforcement shall be provided per **Comm 21.18**

9. **All** mechanicals must be roughed in prior to requesting the rough building inspection **including finished basement areas,** sealing all penetrations must be completed before call for rough inspections. (Penetrations in exterior walls, top and bottom plates, gaps in heating ducts, and holes in the return air spaces) must be sealed prior to the insulation inspection. If on the inspection the mechanicals in **all** finished areas are not roughed in **the inspection will fail**. A re-inspection fee will be charged for a re-inspect.

10. All habitable rooms must be provided with 8% light and 3.5% ventilation. Bedrooms located on the second floor or below or below ground level must be provided with egress windows in addition to light and ventilation requirements **(Comm 21.05).**

11. Garage spaces shall be separated from the dwelling unit in accordance with **Comm 21.08**. The door and frame assembly between the dwelling unit and an attached garage shall be labeled by an independent testing agency as having a minimum fire-resistance rating of 20 minutes. All drywall joints are required to be taped/sealed unless the joints are fitted so that the gap is no more than a dimes thickness (1/20-inch) and backed by solid wood or drywall with joints staggered.

12. **Smoke detectors** are required on every floor and in each bedroom and in the vicinity of the bedroom group. On floors levels that do not contain a sleeping area, an alarm shall be installed in a common area **(Comm 21.09)**.

13. **Carbon monoxide detector** in the basement of the dwelling and on each floor level except the attic, garage, or storage area of each dwelling unit. A carbon monoxide detector wired to the dwelling's electrical wiring system shall have a backup battery power supply.

14. Hydro massage tubes are required to have an access panel to motor. The access panel must be accessible without moving finish of the house.

15. Truss plans including the layout must be provided on site at the rough building inspection. In addition to the truss plans, microlam calculations must be provided on site at the rough building inspection for all microlams with point loads on them.

16. Blocking or diagonal bracing shall be provided at 32" spacing or less between rim joists and the first row of parallel floor joists so as to provide adequate lateral support for the top of the foundation wall

17. All overframing must be designed by truss manufacturer, according to standards set by the truss plate institute, or structural calculations must be provided prior to the rough building inspection.

18. All 120 volt, single phase, 15- and 20-ampere branch circuits supplying outlets installed in dwelling unit **family, dining and living rooms, parlor, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, or similar rooms or** areas shall be protected by a listed arc-fault circuit interrupter, combination-type, installed to provide protection of the branch circuit. **NEC 210.12 (B)**

19. Tamper-**Resistant Receptacles in Dwelling Units.** In all areas specified in 210.52, all 125-volt,15- and 20-ampere receptacles shall be listed tamper-resistant receptacles. **NEC 406.11**

20. 2009 WI Energy Efficiency Certificate must be posted on or immediately adjacent to electrical distribution panel. **Comm. 22.20(6)**

21 . Calculations must be provided for all cantilevered floors with point loads. Floor trusses and TJI's must be designed for the cantilevered areas.

22. Provide attic scuttle. **(Comm 21.07)**

23. In the new home packet is a copy of the final inspection checklist. At the final inspection all items on this list must be completed to avoid the re-inspection fee per inspection.

24. When requesting final inspections please note that a minimum of 5 days notice is needed from the time the inspection is ready. Occupancy may proceed if the inspection has not been completed within 5 business days after notification. **(Comm 20.10)**

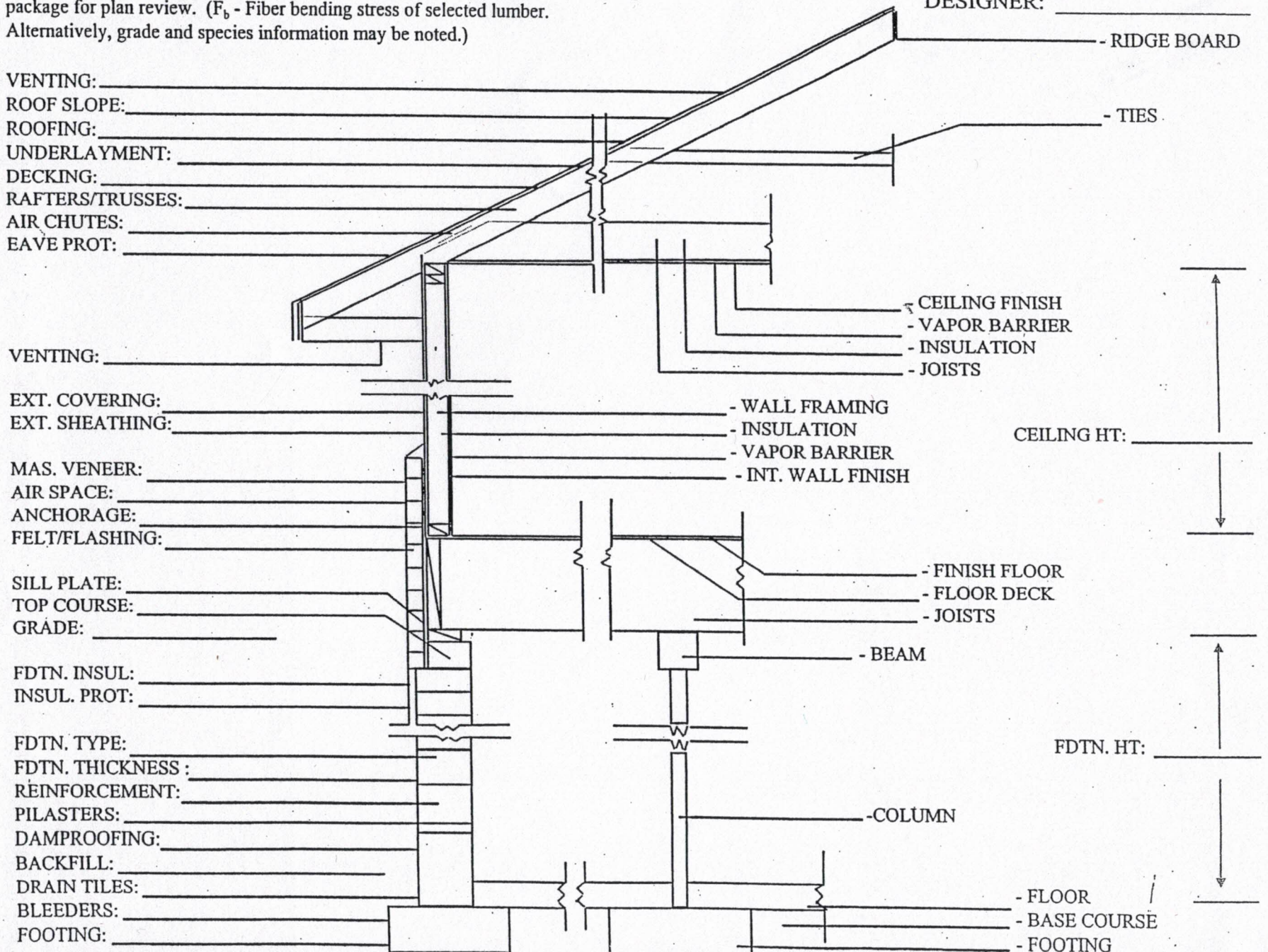
25. **AN OCCUPANCY PERMIT IS REQUIRED BEFORE YOU OR YOUR HOMEOWNER IS ALLOWED TO BRING LARGE ITEMS INTO DWELLING** (approval for **boxes** that will not affect inspection may be granted by the inspector), **FINE FOR OCCUPANCY WITHOUT A PERMIT IS $100 PER DAY.**

Signature of Applicant: _____ ***Date:*** _____

With proper detailing of building dimensions, material types, spans, sizes, spacing, F_h, properties, etc., and strikeouts of non-applicable details, this cross section would provide an acceptable plan drawing. With the local inspection authority's permission, this drawing may be detailed by a designer and submitted as part of a plan package for plan review. (F_b - Fiber bending stress of selected lumber. Alternatively, grade and species information may be noted.)

OWNER: _____
PROJ. LOC: _____
DATE: _____
DESIGNER: _____

PLEASE FILL OUT COMPLETELY ANYTHING THAT DOES NOT APPLY PLEASE SPECIFY N/A



$ 70.00 Fee

Town of Chase
Driveway/Culvert Permit Application

Date:	Permit number:
Owner:	Contractor:
Address:	Address:
Contact number:	Contact number:

Approval requirements

1.) Subdivision:_____
2.) Building Site address: _____
3.) Culvert required: yes ☐ No ☐ provide an explanation if no is checked
4.) Size and type of culvert requested (15" minimum)
5.) Length of culvert. (26 feet required)
6.) Minimum driveway width -12 feet-
7.) Apron end walls required
8.) Erosion control measures must be included in plan

Pursuant to Town of Chase Requirements, the applicant shall submit a construction plan showing scale, north arrow, lot dimensions, existing and/or proposed buildings, driveway location, driveway specifications, including grade, slope, width, length of the driveway, culvert location/size, surface and base materials and erosion control procedures. The plan must be legible and submitted on an 8.5" by 11", 8.5" by 14", or 11" by 17" sheet of paper. All costs of construction of said driveway, including the cost of the culverts, apron end walls, and detailed site plan, if necessary, shall be paid by the property owner requesting the permit. It is the responsibility of the owner, agent, or contractor to clean any mud or other debris deposited on public town roads, the same day it was deposited. If the applicant or agent fails to clean the roads in the required time period, the Town will have it cleaned and charge all costs to the applicant.

Construction of a driveway shall not commence until the detailed site plan, if required, is approved by the Town Inspector and a town driveway permit is issued and, when applicable, any necessary approvals are obtained from Oconto County or the State of Wisconsin.

The undersigned hereby certifies that the above driveway/culvert permit information and plans are correct and agrees to install according to the submitted plans with elevations grade and alignment established by the Town of Chase.

_____
Applicant Date

_____
Town Inspector Date

Fee-- $ 70.00

Affidavit of Plumbing Testing

With the inspector's permission, per Comm 82.21(1)(b)1b, complete entire form. Use of this form is not mandatory. The is a suggested format that a plumber might replace with their own affidavit. Print or type clearly. Call for your rough inspection and inform the inspector that you have completed the testing and the affidavit. Provide this completed form to the inspector prior to or at the time of the rough-in inspection.

Date of test: _____ Responsible Master: _____

Responsible MP Number: _____

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04 (1)(m)].

Owner and Site Information

Owner's Name: _____

Project Site Address: _____

Project Site City: _____

Type of project (check one):

New plumbing installation ☐ Remodel or addition ☐ Repair ☐ Other ☐

If other, explain:

_____

_____

Testing Information

Sanitary Building Sewer or Private Interceptor Main Sewer:	☐ *Water test (10' for 15 minutes)* ☐ *Air test (3 psig for 15 minutes)* *(air test not recommended for plastic pipe)*
Water Service or Private Water Main:	☐ *Water test (Working pressure)* ☐ *Air test (Working pressure)*
Building Drain:	☐ *Water test (10' except for top 10' for 15 minutes)* ☐ *Air test (5 psig for 15 minutes)*
Drain & Vent System:	☐ *Water test (10' for 15 minutes)* ☐ *Air test (5 psig for 15 minutes)*
Water Distribution:	☐ *Water test (Working pressure)* ☐ *Air test (Working pressure)*
Air Admittance Valves:	☐ *Manometer test to 1" water column*

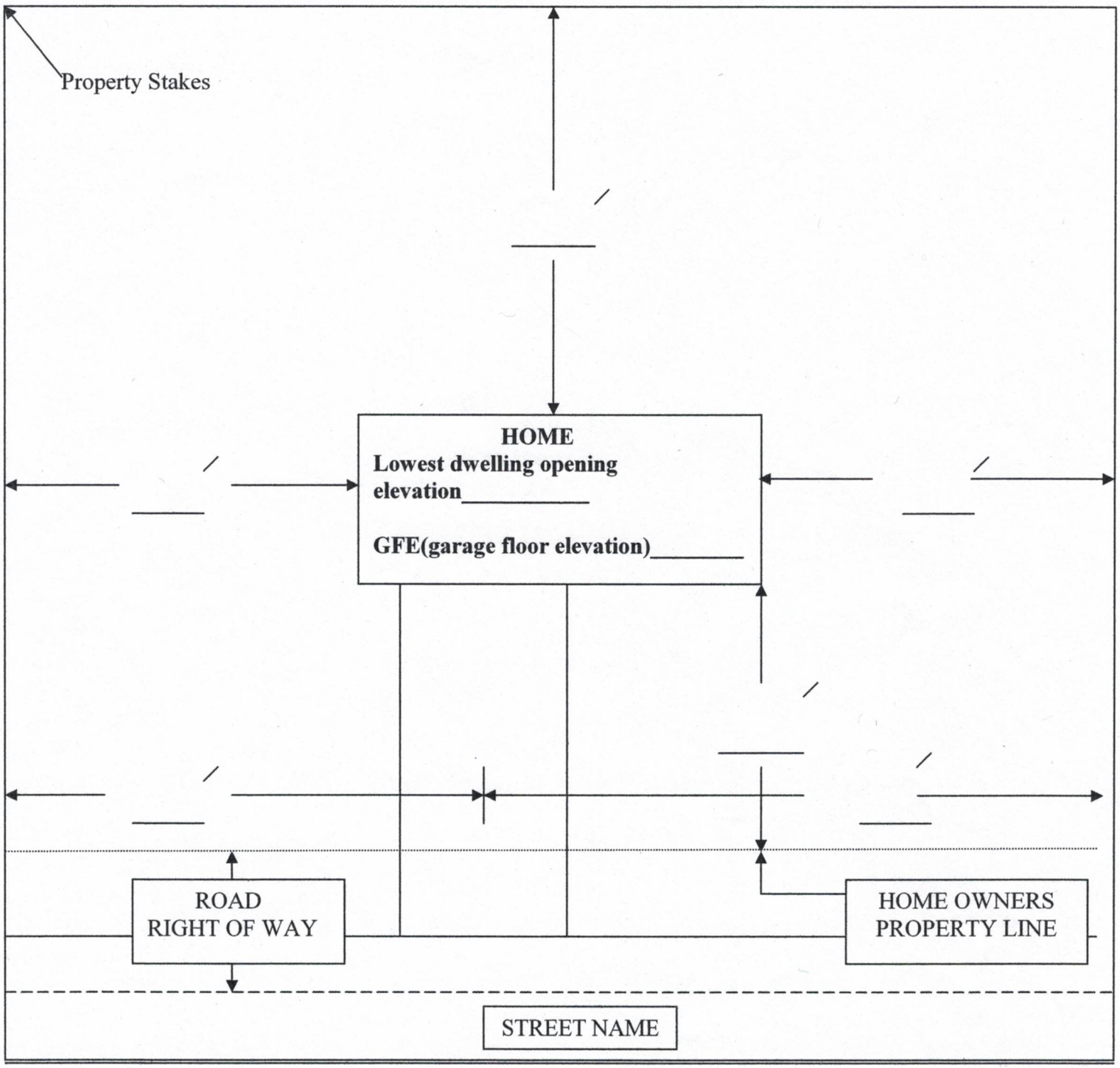
_____ _____

Responsible Master Plumber - signature Witness (not required) – signature

Occupancy will not be granted if this form is not completed and submitted to the building inspector

MUNICIPALITY
SITE PLAN

Date: _____ Revised Date:_____



SHOW & LABEL

North Arrow -------- **Street Name**

E/C – Erosion Control including silt fence and or stock piles

D.W.- Driveway –including width & distance from property corner to center of driveway

Set Backs – Must be shown and dimensioned to structure. If house sits on a corner lot or at an angle, the set back is from the closest or nearest point to the lot line.

Show in red (pen or pencil) if house is sitting at an angle or different from diagram

IF ANY OF THE ABOVE CONDITIONS DO NOT PERTAIN, YOU MUST CONVEY THIS FACT BY **N/A** (NOT APPLICABLE)

Owners Name: _____ Contractors:_____

Contractors Cell Phone No.: _____

Bobbie Krozell
N3082 Grass Lk Rd.
Clintonville, WI 54929
Ph. 715-823-9140
Fax 715-823-9110

BUILDING PERMIT APPLICATION

Permit No.

Parcel No.

Project Description

Building Address

Owner's Name	Mailing Address	Tel.

Contractor Name & Type	Lic/Cert#	Mailing Address	Tel. & Fax
Dwelling Contractor (Constr.)			
Dwelling Contr. Qualifier		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.	
HVAC			
Electrical			
Plumbing			

PROJECT INFORMATION

Lot area Sq. ft.	Subdivision Name	Lot No.

Zoning District(s)	Zoning Permit No.	❑ One acre or more of soil will be distrubed	**Setbacks:**	Front ft.	Rear ft.	Left ft.	Right ft.

1. PROJECT

❑ New ❑ Repair
❑ Alteration ❑ Raze
❑ Addition ❑ Move
❑ Other:

2. AREA INVOLVED (Sq ft)

Unfin. Bsmt	
Fin. Bsmt	
Living Area	
Bonus Area	
Garage	
Deck	
Other	
Totals	

3. OCCUPANCY

❑ Single Family
❑ Two Family
❑ Garage
❑ Other:

4. CONST. TYPE

❑ Mfd. per WI UDC
❑ Mfd. per US
❑ HUD

5. STORIES

❑ 1-Story
❑ 2- Story
❑ Other:

6. ELECTRIC

Entrance Panel Amps: _____
❑ Underground
❑ Overhead

7. WALLS

❑ Wood Frame
❑ ICF
❑ Timber/Pole
❑ Other:

8. FOUNDATION

❑ Concrete
❑ Masonry
❑ Treated Wood
❑ Other:

9. USE

❑ Seasonal
❑ Permanent
❑ Other:

10. HVAC EQUIP.

❑ Furnace
❑ Radiant Basebd
❑ Heat Pump
❑ Boiler
❑ Central AC
❑ Fireplace
❑ Other

11. SEWER

❑ Municipal
❑ Sanitary Permit #
_____

12. WATER

❑ Municipal
❑ On-Site Well

13. ENERGY SOURCE

FUEL	Nat. Gas	L.P.	Oil	Elec.	Solid	Solar
SPACE HTG.	❑	❑	❑	❑	❑	❑
WATER HTG.	❑	❑	❑	❑	❑	❑

❑ Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity.

_____BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)

14. EST. BUILDING COST w/o LAND

$

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 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.

APPLICANT'S SIGNATURE _____ **DATE SIGNED**_____

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. ❑ **See attached for conditions of approval.**

* GRADE & SETBACKS—RESPONSIBILITY OF OWNER/CONTRACTOR

* ABIDING BY SUBDIVISION COVENANTS IS THE RESPONSIBILITY OF OWNER/CONTRACTOR

FEES:

Building Fee	$_____
Zoning Fee	$_____
Wis. Permit Seal	$_____
Erosion Control	$_____
Escrow	$_____
_____	$_____
Other _____	$_____
Total	$_____

PERMIT(S) ISSUED

❑ Construction
❑ HVAC
❑ Electrical
❑ Plumbing
❑ Erosion Control
_____

WIS PERMIT SEAL#

MUNICIPALITY#

RECEIPT INFO

CK# _____
Date _____
Rec. By: _____

PERMIT ISSUED BY:

Name _____

Date _____ Tel. _____

Cert No. _____

The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m)]

TOWN OF CHASE

Park Fee Receipt

Date: _____ Permit #: _____
Owner : _____ Contractor: _____
Address_____ Address:_____

Contact number: _____ Contact number:_____

8.02 PARK IMPACT FEE REGULATION.

The purpose of this Ordinance is to promote the public health, safety and general welfare of the community and to facilitate the adequate provision of parks, playgrounds and land for athletic facilities by imposing impact fees upon developers or property owners to pay for the capital costs of public facilities that are necessary to accommodate land development.

(6) Parks and Recreation Facilities Impact Fee.

(a) Any developer or property owner creating or constructing additional residential dwelling units within the Town shall pay a fee to the Town to provide for the capital costs necessary to accommodate the park and recreational needs of land development, except as provided in Sec. 8.08.

(b) The amount of a fee per structure to be constructed or created by the proposed development, subject to adjustment pursuant to Sec. 8.09, shall be as follows:

1. For single-family or two-family residential development, the fee shall be $650.00 per structure.

2. For multi-family residential development of three or more dwelling units, the fee shall be $325.00 per dwelling unit within each multifamily residential structure.

FEE PAID: _____

_____

Applicant Date

_____

Town Inspector Date

Check number # _____