

Residential Building Permit Checklist

Note: All information listed below that applies to the project must be provided for the permit to be processed.
Construction information and additional forms available at www.hcinspection.com .

1. A plot plan showing: (New construction only)
 - A. The location of the dwelling and any other buildings, wells, surface waters and dispersal systems on the site with respect to property lines and surface waters adjacent to the site.
 - B. 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.
 - C. The pre-construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.

2. Two sets of construction plans containing:(only items involved by project)
 - A. Floor plan which shows:
 - 1) The location and construction details of the braced wall lines.
 - 2) The size and location of all rooms, doors, windows, structural features, exit passageways and stairs.
 - 3) Room use
 - 4) The location of plumbing fixtures, chimneys, heating and cooling appliances, and location of heating supply and return registers.
 - B. Elevation drawings which show:
 - 1) The exterior appearance of the building, including the type of exterior materials.
 - 2) The location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls.
 - C. Storm water management plan. (If one acre or more of land is disturbed)
 - 1) The storm water management plan shall delineate and describe the post-construction storm water management practices to be employed to comply with s. Comm 21.126.
 - D. All plans submitted for approval shall be accompanied by sufficient data, calculations and information to determine if the dwelling will meet the requirements of Wisconsin Uniform Dwelling Code.
 - E. Location electrical service panel, smoke detectors and CO detectors

3. Completed Wall Bracing Compliance Worksheet.

4. Energy calculation using REScheck available at <http://www.energycodes.gov/software.stm> or link at www.hcinspection.com or Statement indicating intent to follow UDC prescriptive requirements.

5. A completed Uniform Dwelling Code Permit Application.

6. If working on a building, dwelling or child-occupied facility built before 1978 provide Lead-Safe certification number.

7. Mail or deliver application materials to municipal office or:
Clifford Manwiller
1644 60th Street
Turtle Lake, WI 54889-9131

Fax:715-268-4883
cman@amerytel.net



Wisconsin's Lead-Safe Renovation Rule, DHS 163 Guidelines for Certified Lead Abatement Workers and Supervisors

The Wisconsin Department of Health Services is now approved by the U.S. EPA to administer and enforce the Lead-Safe Renovation program in Wisconsin.

Safe renovation of old housing is the best way to protect Wisconsin children from lead poisoning. Renovators who are not trained in lead-safe work practices risk exposing themselves and occupants to lead at the job site and exposing their own families by bringing lead dust home on their work clothes.

The Law: Beginning April 22, 2010, renovation work will be regulated when performed for compensation in a dwelling or child-occupied facility built before 1978 and it disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows.

Company Certification

Beginning April 22, 2010, companies conducting regulated renovation work must be certified. If your company is a Wisconsin-certified Lead Company, you already meet this requirement.

Individual Certification

A certified lead abatement worker or supervisor may choose one of the following options to comply with the Lead-Safe Renovator certification requirement:

Option 1 **Take your regular Lead Abatement Worker or Supervisor Refresher class.***

Beginning October 19, 2009, these courses include the required renovation information. Completing a refresher course will qualify you to conduct renovations. You do not need to apply for lead-safe renovator certification as long as you maintain your lead abatement certification.

Option 2 **Take the 1-day Lead-Safe Renovation Initial or 4-hour Lead-Safe Renovator Refresher class.***

Completing this training qualifies you to conduct renovations without applying for Lead-Safe Renovator certification as long as you maintain your abatement certification.

Option 3 You may work on renovation projects without taking additional training *as long as* you work for a certified company and a certified Lead-Safe Renovator, or person who meets Option #1 or #2 qualifications, is in charge of the project.

Each renovation project must have a certified Lead-Safe Renovator in charge. Completing Options #1 or #2 qualify you to act as the certified Lead-Safe Renovator for a renovation project.

* Visit the DHS website at www.dhs.wi.gov/lead to find approved training providers, or call 608-261-6876.



Wisconsin's Lead-Safe Renovation Rule, DHS 163 Guidelines for Renovation Contractors and Painters

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By April 22, 2010, a renovation contractor must:

1. Work for or become a **Certified Lead-Safe Company** (including self-employed persons)
 - ⇒ To become a certified company, apply to DHS.
 - ⇒ Lead-Safe Company certification is \$75 and is valid for 2 years.
2. Become a **Certified Lead-Safe Renovator** or work with a Certified Lead-Safe Renovator.
 - ⇒ To become certified, complete required training and apply to DHS for certification.
 - ⇒ Lead-Safe Renovator certification is \$50 and is valid for 2 years.
 - ⇒ Each renovation project must have a certified Lead-Safe Renovator in charge.

Training required for Lead-Safe Renovators:

- ⇒ 1-day **Lead-Safe Renovation Initial Course**.
- ⇒ Or, if you completed a Lead-Safe Work course in Wisconsin before August 2009, you may take a 4-hour **Lead-Safe Renovator Refresher Course** to qualify.
- ⇒ **Refresher training** is required every 4 years.
- ⇒ Visit the DHS website at www.dhs.wi.gov/lead to find approved training providers, or call 608-261-6876.



Wisconsin's Renovation, Repair and Painting Rule, DHS 163

Guidelines for Department of Commerce-Certified Plumbers, HVAC and Fire System Installers & Servicers

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The Law: Beginning April 22, 2010, renovation work will be regulated when performed for compensation in a dwelling or child-occupied facility built before 1978 and it disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows.

What Plumbers, HVAC & Fire System Installers and Servicers must know and do by April 22, 2010

When working within the scope of the Commerce certification

A Department of Commerce-certified plumber, HVAC or fire sprinkler system installer/servicer working within the scope of his or her Commerce certification *is not required* to be separately certified by DHS. However, compliance with all other renovation rules is required, including:

- ⇒ Completing a 1-day **Lead-Safe Renovation Initial Course** (or only conducting regulated work where a certified Lead-Safe Renovator is in charge who has provided on-the-job instruction on lead-safe work methods to be used)
- ⇒ Carrying the course completion certificate on every job
- ⇒ Using appropriate lead-safe work practices and containment
- ⇒ Keeping required records
- ⇒ Lead-Safe Renovator Refresher training is required every 4 years

Working outside the scope of Commerce certification

A Commerce-certified plumber, HVAC or fire sprinkler system installer/servicer who conducts renovation work outside the scope of his or her Commerce certification (such as an HVAC installer who also paints houses) is required to comply with the full individual and company certification requirements of the rule.

IMPORTANT INFORMATION FOR ANYONE PLANNING A BUILDING OR EARTHWORK PROJECT IN POLK COUNTY

A PERMIT FROM THE BUILDING INSPECTOR DOES **NOT** MEAN YOU ARE FREE FROM OTHER PERMIT REQUIREMENTS!

Town Building Inspectors are asked to distribute this information sheet to anyone planning a building or earthwork project. Landowners need to be aware of many state and local agencies that require permits for specific types of construction, and the consequences they may face if found in violation of permit requirements, including double fees, fines, etc.

The following list contains some, but probably not all, possible permits that may be needed for various projects.

- If your construction plans include disturbing one acre, or more, of land anywhere in the county, then you need a Storm Water and Erosion Control Permit from the Polk County Land and Water Resources Dept. (715-485-8699) and the Wisconsin Dept. of Natural Resources (715-635-2101). You will also have to file a notice of intent at least 7 days prior to commencement of land disturbing construction activity.
- Disturbing one-half acre, or more, of land in the Shoreland Zone (1000' from any lake or 300' from any stream — see website for maps), requires a Storm Water and Erosion Control Permit from the Polk County Land and Water Resources Dept. (715-485-8699).
- If your plans include disturbing 10,000 sq. ft., or more, on the banks of a waterway, then you need a permit from the Wisconsin Dept. of Natural Resources (715-822-3590).
- If your plans include creating one-half acre or more of impervious surfaces (including roofs, paved or gravel driveways, parking lots, etc), then you will need a Storm Water and Erosion Control Permit from the Polk County Land and Water Resources Dept. (715-485-8699). If you create one acre, or more, of impervious surfaces then you will also need a permit from the Wisconsin Dept of Natural Resources (715-635-2101).
- If your plans include creating an additional 3000 square feet of impervious surface, in addition to an existing one half acre of impervious surface, then you will need a Storm Water and Erosion Control Permit from the Polk County Land and Water Resources Dept. (715-485-8699).
- If your plans include working in any wetland of any size, then you will need a permit from the Wisconsin Dept. of Natural Resources (715-822-3590) and possibly the U.S. Army Corps of Engineers (651-290-5357).
- If your plans include working near or below the high water mark of any body of water, then you will need a permit from the Wisconsin Dept. of Natural Resources (715-8223590).
- Any building or earthwork project within the Shoreland Zone may require various permits from Polk County Zoning Dept. (715-485-9279).

Erosion and Sediment Control Field Guide, SBD-10837 (R6/15)

If you wish to print the guide and use it as a check-list for projects, you can:

1. Print pages 2 through 5 of this PDF file. These pages are numbered to be in a 5.5-inch by 8.5-inch booklet with the Department of Safety and Professional Services logo on the front.
2. Make back to back copies (top side up) of pages 8 and 1, and pages 7 and 2.
3. Make back to back copies (top side up) of pages 3 and 6, and pages 4 and 5.
4. Fold the two two-sided copies in half horizontally.
5. Place 3-6/4-5 inside 8-1/7-2.
6. Staple along binding edge.

You can laminate a booklet and use a special erasable marking pen so you can reuse the booklet for projects. If you wanted a record of each project, you could photo copy the marked up laminated pages before you erased them.

Y	N	N/A

Channel Erosion Mat- 1053

- PAL listed materials?
- Class II or III mat?
- Installed after seeding, fertilizing etc.?
- Continuous, firm contact with soil?
- Anchored per manufacturer's requirements?
- TRM w/topsoiling & followed by ECRM?
- Extend > 1ft vertically from ditch bottom or > 6 in above design flow (whichever is greater)?

Y	N	N/A

Erosion Control Land Application of Anionic Polyacrylamide- 1050

- Slopes < 2.5: 1?
- Not applied to channel bottoms?
- Used as approved in the PAL?

Y	N	N/A

Storm Drain Inlet Protection - 1060

- Emergency spillway?
- Fabric per PAL?
- Correct Type (A,B,C,D)

Y	N	N/A

Ditch Checks- 1062

- Not located in stream?
- Weir formed in center of ditch check?
- > 2 ft top width
- 2:1 maximum slope on sides of ditch check?
- 1 ditch check per 2 ft channel drop?
- 3 in graded annular stone? or PAL listed?
- Erosion mat at base?
- Stone chinked or sealed?
- 10 - 16 in high (mfg. or bio.) or 36 in high for stone?



EROSION & SEDIMENT CONTROL INSPECTION FIELD GUIDE - 2006

Standards Covered in Field Guide

- Construction Site Diversion 1066
- Temporary Grading Practices 1067
- Stone Tracking Pad & Tire Washing 1057
- Silt Fence 1056
- Vegetative Buffer 1054
- Non-Channel Erosion Mat 1052
- Seeding for Erosion Control 1059
- Mulching for Construction Sites 1058
- Channel Erosion Mat 1053
- Land Application of Anionic Polyacrylamide 1050
- Storm Drain Inlet Protection 1060
- Ditch Check 1062

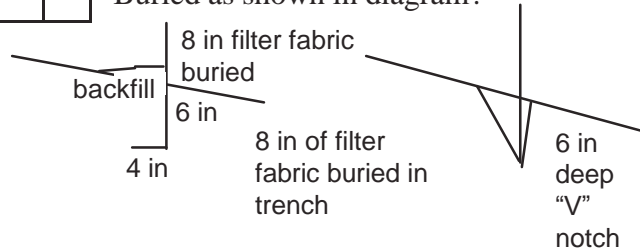
Standards Not Covered in Field Guide

- Sediment Basin 1064
- Dust Control 1068
- Water Application of Polymers 1051
- Sediment Trap 1063
- Turbidity Barrier 1069
- Silt Curtain 1070

Y	N	N/A

Silt Fence - 1056 (cont.)

Buried as shown in diagram?



Y	N	N/A

Vegetative Buffer - 1054

- Used only for sheet & rill erosion control?
- Buffer across entire downslope of area?
- Buffer located on the contour?
- Buffer slope < 5%?
- Upslope disturbed area < 6% slope?
- Width adequate (25 ft/125ft and +1 ft/5 ft)?
- Buffer marked and undisturbed?
- Buffer adequately vegetated?

Y	N	N/A

Non-Channel Erosion Mat - 1052

- PAL approved?
- Upslope edge of mat trenched in?*
- OK per erosion control matrix in PAL?
- All seeding, fertilizing, etc under mat?
- Mat has complete contact with soil?
- No eroded areas under mat?
- Checked manufacturer's instructions?

Questions for Every Site

Y	N	N/A

- Is the erosion control plan being implemented?
- Is the plan effective as installed?
- Are soil stockpiles protected?
- Is there no evidence that water is getting around or under the installed practices?
- Maintenance conducted as per plan?
- Repairs to practices completed?

Code violations involving erosion control are based on:

SPS 321.125 of the Uniform Dwelling Code

or

SPS 361.115 of the Commercial Building Code

All questions posed in this field guide require a "yes" answer to comply with the requirements of the SOC Technical Standards.

* means this is a consideration in the standard

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		Wisconsin Uniform Building Permit Application				Application No.			
		Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m)]				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		Email:		Tel.			
Contractor Name & Type		Lic/Cert# Exp Date	Mailing Address			Tel. & 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"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Raze	<input type="checkbox"/> Move	<input type="checkbox"/> Other		
2. AREA INVOLVED (sq ft)		Unit 1		Unit 2		Total			
Unfin. Bsmt.									
Living Area									
Garage									
Deck/Porch									
Totals									
3. OCCUPANCY	<input type="checkbox"/> Single Family	<input type="checkbox"/> Two Family	<input type="checkbox"/> Garage	<input type="checkbox"/> Other	4. USE	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Permanent	<input type="checkbox"/> Other:	
5. CONSTRUCTION TYPE	<input type="checkbox"/> Site Built	<input type="checkbox"/> Mfd. Per WI UDC	<input type="checkbox"/> Mfd. Per US HUD						
6. STORIES	<input type="checkbox"/> 1-Story	<input type="checkbox"/> 2-Story	<input type="checkbox"/> Other:	<input type="checkbox"/> Plus Basement	7. EST. BUILDING COST w/o LAND	\$			
8. WALLS	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Steel	<input type="checkbox"/> ICF	<input type="checkbox"/> Timber/Pole	<input type="checkbox"/> Other	9. ELECTRIC	Panel Amps: _____	<input type="checkbox"/> Underground	<input type="checkbox"/> Overhead
10. SEWER	<input type="checkbox"/> Municipal	<input type="checkbox"/> Sanitary Permit #	11. WATER	<input type="checkbox"/> Municipal	<input type="checkbox"/> On-Site Well				
<p>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.</p> <p><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 reverse side of the last ply of this form.</p>									
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	State-Contracted Inspection Agency#:	Municipality Number of Dwelling Location			
<input type="checkbox"/> City of						_____ - _____			
FEES:		PERMIT(S) ISSUED	WIS PERMIT SEAL #	PERMIT ISSUED BY:					
Plan Review	\$	<input type="checkbox"/> Construction		Name _____					
Inspection	\$	<input type="checkbox"/> HVAC		Date _____	Tel. _____				
Wis. Permit Seal	\$	<input type="checkbox"/> Electrical		Cert No. _____					
Other	\$	<input type="checkbox"/> Plumbing		Email: _____					
Total	\$	<input type="checkbox"/> Erosion Control							

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.

1. PROJECT DATA - Fill in all numbered project data blocks (1-11) 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.
4. USE - Seasonal, permanent or other.
7. ESTIMATED BLDG COST - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.
10. SEWER - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.

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.