

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	Wisconsin Uniform Building Permit Application 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))]	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	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
------------------	---	------------------	--

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 reverse side of the last ply 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. 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 \$	<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

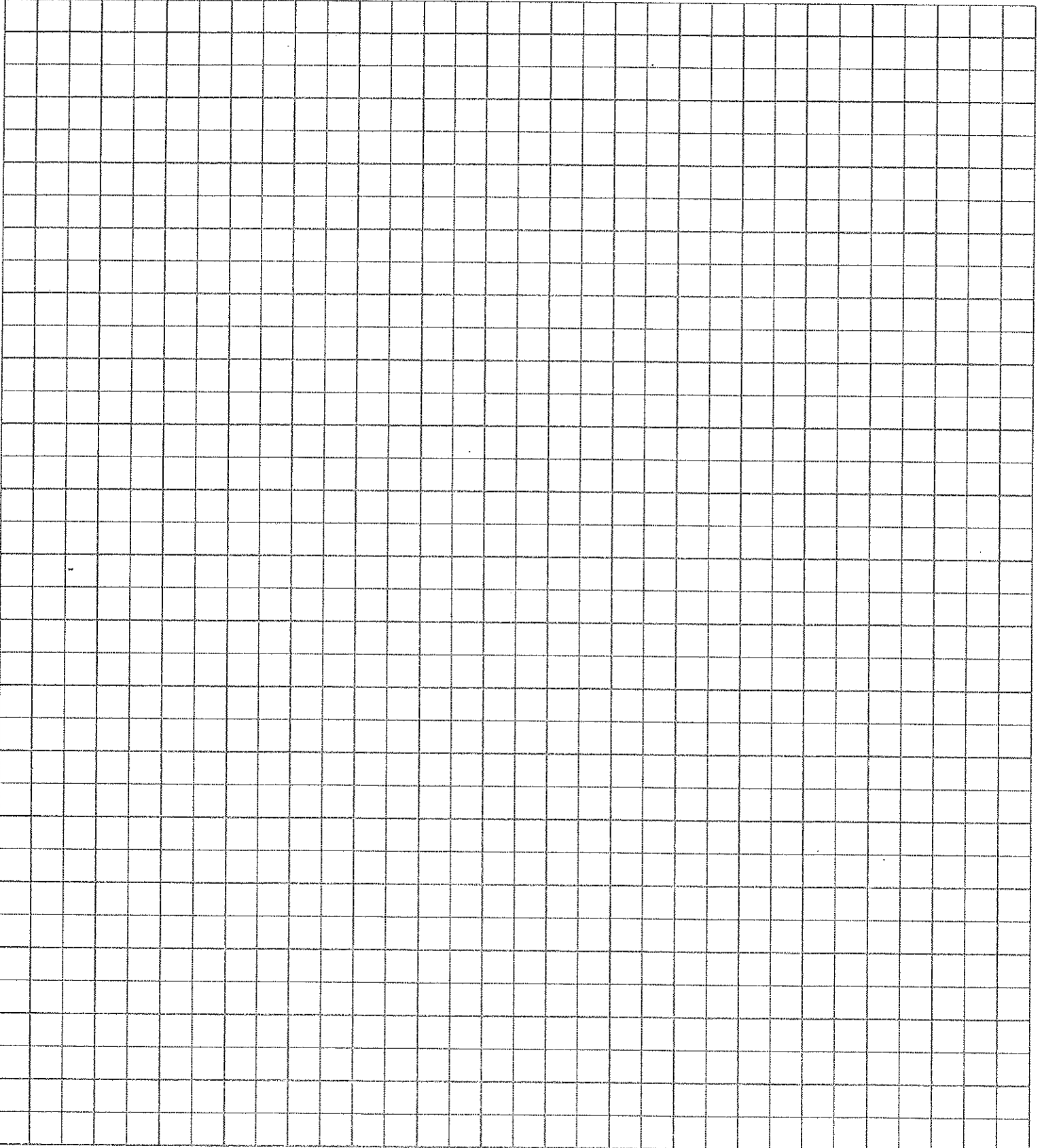
All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services.

SITE PLAN REQUIREMENTS

BP # _____

1. Draw to scale – ¼ inch equals _____ feet.
2. Show lot perimeters with dimensions.
3. Show existing and intended structure locations and setbacks from lot lines.
4. Show existing and intended separations between all buildings on lot.
5. Label any adjacent streets or alleys.

I attest that this is a true representation of my plans. If not, I will be financially responsible for all costs associated with its' corrections. Signed _____ Dated _____



BUILDING PERMIT PROCESS AND CHECK LIST

2010

Get a Land Use permit, if needed, from the Village office.
Get a Sanitary permit, if needed, from the Village office.
Get a Driveway permit, if needed from the Village office.

Complete a Wisconsin Uniform Building Permit Application form. If an owner-occupant signs the application they need to mark the owner-occupant statement box above the signature. More info can be found on the Department of Commerce Web site. www.commerce.state.wi.us. Click on Safety and Buildings Division, click on 1 and 2 Family (UDC).

You **must** have a Wisconsin Master Plumber responsible for the installation of the plumbing in a new house. **All Contractors** need to have a **registration number** from the Dept. of Commerce. For a Matrix of what type of number is needed, see the attached sheet or the back of this one.

Return the completed application to Moriak Enterprises, along with **TWO** sets of the following plans:

The Plot plans which shows the location of the dwelling in relationship to any other buildings, well, septic system, or property lines. It shall also have the driveway area and the slope of the land along with any erosion control measures that will be implemented.

The Floor Plans for each floor with **size and location** and **use** of all rooms, along with the size and location of the **braced wall lines and braced panels**, doors, windows, stairs along with plumbing fixtures and electric panel locations indicated, also include any calculations or information that is available to determine if the products meet the requirement of the building code.

The Elevation Plans of all the exterior portions of the dwelling, along with the size of the footings and foundation walls. This shall also identify the interior and exterior covering materials of the house, including vapor retarder and insulation R Value.

One copy of the Energy Calculation on a REM/Rate or REScheck computer program printout, **version 4.2.2 or later**. A calculation using all the default information can also be used.

Applications for Additions or Manufactured Homes need to supply different information. Please call Moriak Enterprises Inc. to find out what is needed.

The Inspector will review the house plans to verify that everything is code compliant. If changes are needed, it will be noted on the application or plans and stamped conditionally approved. The permit will be returned with one set of plans, to the Clerk.

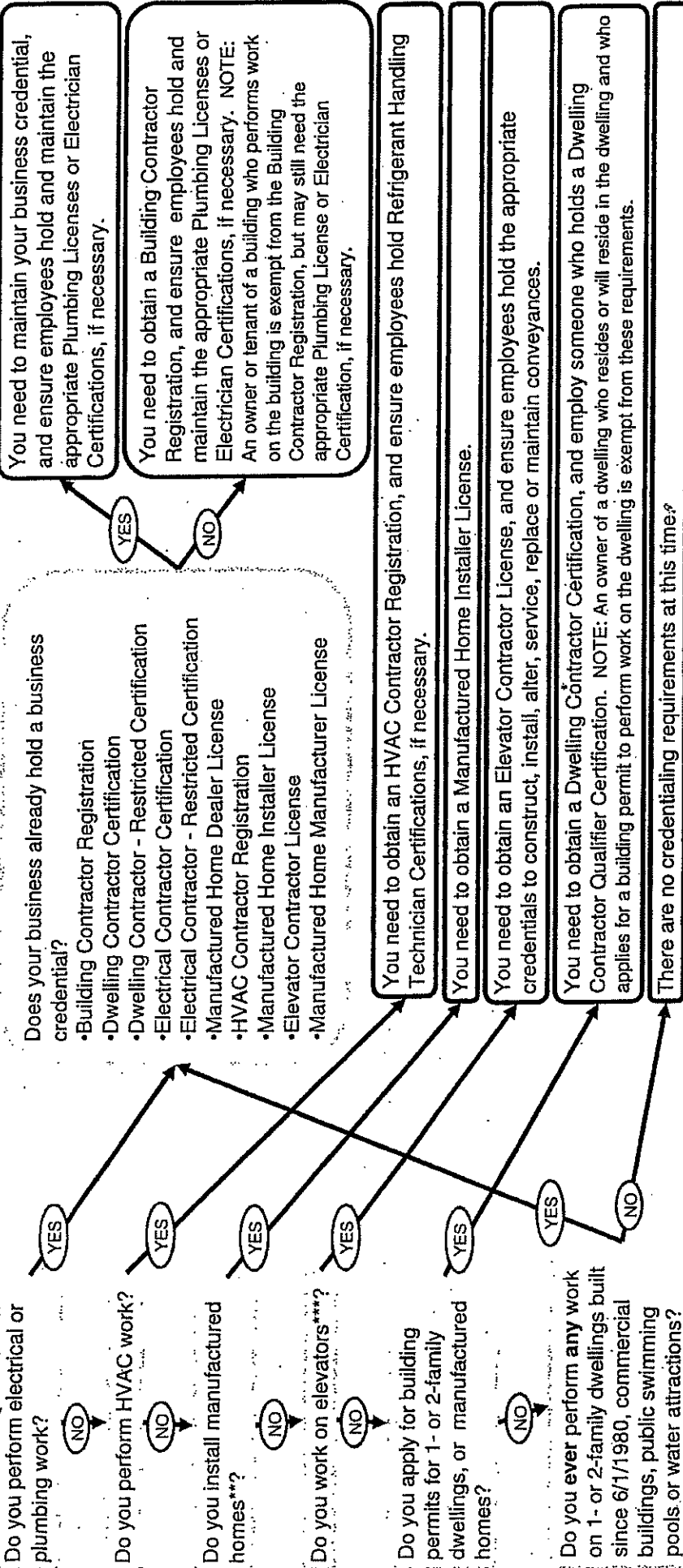
You will be notified when the permit is available along with the permit fees payable at the time of issuance. Included with the permit, you will receive additional information, on a colored sheet, about the inspection process that will need to take place during the building phase of your project.

If you have any questions at any time during the permit process, please feel free to call me.

I hope this information will be helpful to you and will ease the stress of your new building project.

Craig Moriak
Moriak Enterprises Inc.
1117 35th Street Amery, WI 54001
715-948-2003 (Cell) 715-641-0196

I own a construction business* that performs residential or commercial work in Wisconsin. Which contractor credential do I need?



Does your business already hold a business credential?

- Building Contractor Registration
- Dwelling Contractor Certification
- Dwelling Contractor - Restricted Certification
- Electrical Contractor Certification
- Electrical Contractor - Restricted Certification
- Manufactured Home Dealer License
- HVAC Contractor Registration
- Manufactured Home Installer License
- Elevator Contractor License
- Manufactured Home Manufacturer License

You need to obtain an HVAC Contractor Registration, and ensure employees hold Refrigerant Handling Technician Certifications, if necessary.

You need to obtain a Manufactured Home Installer License.

You need to obtain an Elevator Contractor License, and ensure employees hold the appropriate credentials to construct, install, alter, service, replace or maintain conveyances.

You need to obtain a Dwelling Contractor Certification, and employ someone who holds a Dwelling Contractor Qualifier Certification. NOTE: An owner of a dwelling who resides or will reside in the dwelling and who applies for a building permit to perform work on the dwelling is exempt from these requirements.

There are no credentialing requirements at this time.

* "Construction business" means a trade that installs, alters or repairs any building element, component, material or device that is regulated under the commercial building code, chs. Comm 60 to 66, the UDC, chs. Comm 20 to 25, the electrical code, ch. Comm 16, the plumbing code, chs. Comm 81 to 87, or the public swimming pools and water attractions code, ch. Comm 90. The term does not include the delivery of building supplies or materials, or the manufacture of a building product not on the building site.

** "Manufactured home" means either a structure that is designed to be used as a dwelling with or without a permanent foundation and that is certified by the federal department of housing and urban development as complying with the standards established under 42 USC 5401 to 5425, or a mobile home, unless a mobile home is specifically excluded under the applicable statute.

*** Any person, entity or business that engages in or offers to engage in the business of constructing, installing, altering, servicing, replacing or maintaining conveyances must obtain an Elevator Contractor License, unless that person, entity or business only services or maintains existing conveyances within facilities or properties owned by the person, entity or business.

For more information about these state credentials, visit: www.commerce.wi.gov/SB/SB-DivCredits.html
Always remember to check with your municipal building inspector to insure you've met any additional municipal requirements.