

New home-required item checklist

County required items.

- _____ Completed County Land Use Permit.
- _____ Site plan for County with all house & garage dimensions
- _____ Address from the County.

Town required items.

- _____ Copy of the Sanitary Permit.
- _____ Completed Wisconsin Uniform Building Permit.
- _____ 2 Sets of building plans showing all house dimensions.
- _____ Completed Energy Work Sheet. (Heating Contractor).
- _____ Completed Erosion Control application.
- _____ Completed site plan showing all Erosion Control.
- _____ Culvert permit if applicable.
- _____ Read and sign the Town of Greenbush permit attachment.
- _____ Read and sign the Conditions of Approval Sheet.
- _____ All permits from Mike Limberg. (Town Chairman).
- _____ Zoning change from Town of Greenbush.

BUILDING PERMIT

New Construction

Permit #

Name :

Date:

Address Of Project

Sq. Ft. of Project:

Cost of Project:

Town Of Greenbush

0 to 2000- Sq. Ft.	\$320.00	<input type="text"/>
2000-5000 Sq. Ft.	\$370.00	<input type="text"/>
5000 Sq. Ft. Plus	\$470.00	<input type="text"/>
Electrical Service	\$45.00	
Electric Permit	\$80.00	
Plumbing Permit	\$120.00	
H.V.A.C. Permit	\$80.00	
State Seal:	\$25.00	
Escrow:	\$300.00	

Culvert \$50.00

TOTAL:

Make check payable to Town of Greenbush

Inspections Required:

- | | |
|---|--|
| <input type="checkbox"/> Footings | <input type="checkbox"/> Erosion Control |
| <input type="checkbox"/> Foundation: | <input type="checkbox"/> Rough Inn |
| <input type="checkbox"/> U-G Plumb | <input type="checkbox"/> Insulation |
| <input type="checkbox"/> Electric Service | <input type="checkbox"/> Final |

When you need an inspection call 920-849-9274

Building Inspector.
Paul Birschbach.
18 W Main St Suite L
Chilton Wi 53014

920-378-2857

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<h2 style="margin: 0;">Wisconsin Uniform Building Permit Application</h2> <p style="font-size: small; margin: 0;">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)]</p>	Application No. Parcel No.
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PERMIT REQUESTED Constr. HVAC Electric Plumbing Erosion Control Other:

Owner's Name	Mailing Address	Tel.
Contractor Name & Type	Lic/Cert#	Mailing Address
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 LOCATION Lot area Sq.ft. One acre or more of soil will be disturbed Town Village 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:	12. ENERGY SOURCE <table style="width:100%; font-size: x-small;"> <tr> <td>Fuel</td> <td>Nat Gas</td> <td>LP</td> <td>Oil</td> <td>Elec</td> <td>Solid</td> <td>Solar Geo</td> </tr> <tr> <td>Space Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg							Water Htg							13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)			
Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo																							
Space Htg																													
Water Htg																													
2. AREA INVOLVED (sq ft) <table style="width:100%; font-size: x-small;"> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> <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> </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"/> Plus Basement	8. USE <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <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	14. EST. BUILDING COST w/o LAND \$ _____
	Unit 1	Unit 2	Total																										
Unfin. Bsmt																													
Living Area																													
Garage																													
Deck/Porch																													
Totals																													

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 Town of Village of City of County of 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		
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.

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. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
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.

INSPECTORS: PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Industry Services Division
P O Box 7302
Madison, WI 53707-7302

(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.

Town of Greenbush Building Permit Attachment.

Notice

Open Burning-It is illegal to burn construction and demolition materials in Wisconsin, with few exceptions. State laws prohibit the burning of painted, treated and other unclean wood, asphalt, plastics of any kind, oily substances, rubber products, wet rubbish and other materials.

Individual homeowners may burn small quantities of clean wood and paper. However, recycling ordinances statewide prohibit the burning of cardboard, newspaper, magazines and other recyclable materials.

Contractor Requirements.

All equipment shall enter and exit the building site on the tracking pad (driveway). Comm 21.125(c). The building Inspector shall enforce this state mandated requirement by withholding Escrow and or stop work order.

Erosion Control-Erosion Control measures shall be installed and maintained throughout the construction of the structure(s), including landscaping. Comm 21.125. The Building Inspector shall enforce this state mandated requirement by withholding Escrow and or stop work order.

Street Clean Up-It is the responsibility of the General Contractor, and shall be cleaned up by the end of the work day. Comm 21.125 (d). The Building Inspector shall enforce this state mandated requirement by withholding Escrow and or stop work order.

Ditch/Drainage Area- It is the responsibility of the General Contractor to ensure that ditch and drainage areas remain free of debris through completion of construction. Stat: 86.022 Concrete trucks shall not rinse and/or empty any left over mix in the road right-of-way. The Building Inspector shall enforce this requirement by withholding Escrow and or stop work order.

Unloading/Loading of Tracked Excavators- No tracked excavators and/or heavy equipment are allowed to be unloaded on the paved roadways within the Town of Greenbush. All activity to take place on the construction site. Damages will be billed to the General Contractor.

Responsibility-The General Contractor of the Building Site(s) will be held responsible for all related parties violating any one of the above issues. Thank You for your cooperation.

I, the undersigned have read and understand the above listed Contractor requirements.

Authorized Signature.

Date

Conditions of Approval, Required Items & Required Inspections

1. **Permit issuance** Fill out completely- Energy worksheet, Wisconsin Uniform Building permit, erosion control application and site drainage plan. Other required items-Sanitary permit, 2 sets of house plans, culvert permit if required, & address from the County if not in a subdivision..Site plan for the Town. **You must have all the above items before permit issuance.**
2. **Zoning** **The Town of Greenbush has its own zoning.**
3. **Culvert** Set stakes 2' past both ends and call the Building Inspector 48 hours in advance @ 920-849-9274. **Do not** remove stakes until the culvert has been inspected.
Do Not concrete over the culvert or in the Road Right of Way.
4. **Road Clean-Up** **Road Clean-up is the responsibility of the Contractor/Owner on the same day .**
5. **Excavation** Erosion control must be installed within 24 hours after backfilling.
6. **Footings** Before placement of concrete.
7. **Foundation** Prior to backfilling. Construction driveway required after backfilling.
8. **Plumbing** Before basement floor is poured
9. **Elect Service** After meter base is set.
10. **Rough-in** To include framing, electrical, plumbing, and heating.
11. **Insulation** Before covering any walls.
12. **Final** A completed & approved final inspection before occupancy **including erosion control.**
13. **Escrow return** The escrow deposit will be returned after an approved completed final inspection before occupancy **including erosion control.** Forfeiture of escrow will result if occupancy is taken before the approved final inspection or failure to maintain proper erosion control. Failure to correct any items on final inspection report within 30 days of report will also cause a loss of escrow and possible fine from the State of WI.
14. **Additional Requirements.**
 1. Additional unnecessary inspections will be extra.
 2. **Comply with all State and local Building Codes.**

Owner /Contractor. _____ Date _____

Project Address. _____

Town of Greenbush.

Erosion Control Application

Town of Greenbush

Name of owner. _____

Address of project. _____

City. _____

Contractor name: _____

Address: _____

City: _____

Phone #: _____

Type of erosion control to be installed: Separate site plan included: _____

Silt Fence: _____ Bales: _____ Vegetation: _____ Erosion Matt: _____

I, the undersigned Owner/Contractor, do hereby agree to comply with SPS 321.125 & 321.126 of the Wisconsin Dept. of Safety & Professional Services building code viewable at dsps.wi.gov/sb/SB-DivCodesListing.html

Home Owner or Contractor.

Date: _____