

TOWN OF DELTON
P.O. BOX 148
LAKE DELTON, WI 53940
(608) 253-4621 FAX (608) 253-3302
dkowalke@townofdelton.org

WELCOME TO OUR BUILDING APPLICATION AND INSPECTION PROGRAM.

THE MAJORITY OF INSPECTION QUESTIONS CAN BE ANSWERED BY READING THROUGH THE ENCLOSED INFORMATION.

DENNIS BUTTERIS IS THE TOWN OF DELTON BUILDING INSPECTOR. HE CAN BE REACHED AT (608) 617-1216; BY EMAIL AT DBUTTERIS@GENERALENGINEERING.NET OR THROUGH GENERAL ENGINEERING AT (608) 745-4070.

IF YOU HAVE ZONING QUESTIONS, YOU MAY CONTACT DEBORAH KOWALKE USING THE INFORMATION AT THE TOP OF THIS LETTER OR YOU MAY CONTACT THE ZONING ADMINISTRATOR ROBERT ROTH AT (608) 697-5857 OR BY EMAIL AT ROBERT@RPSPROFESSIONALSOLUTIONS.COM

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BUILDING INSPECTOR: DENNIS BUTTERIS 608-617-1216

THE FOLLOWING IS BASIC INFORMATION THAT MAY BE HELPFUL IN COMPLETING YOUR BUILDING PERMIT APPLICATION. THE TOWN OF DELTON HAS COMPLETE ORDINANCES ON BUILDING CODES AND HAS ITS OWN ZONING EFFECTIVE APRIL 1982.

SETBACKS: LEFT, RIGHT AND REAR SET-BACKS DIFFER ACCORDING TO HOW THE PROPERTY IS ZONED (SINGLE FAMILY – 10' FROM LOT LINES AND 20' FROM THE OUTSIDE RIGHT-OF-WAY LINE ON THE ROAD. THE TOWN HAS A 66' RIGHT-OF-WAY). FOR ALL OTHER ZONING, PLEASE CONTACT THE TOWN OF DELTON OFFICE FOR THE SETBACKS. IT IS YOUR RESPONSIBILITY TO BE AWARE OF WHERE YOUR PROPERTY LINES AND OUTSIDE RIGHT-OF-WAY LINES ARE AND TO BUILD ACCORDINGLY. SET-BACKS MUST BE COMPLETED ON THE BUILDING PERMIT FORM AND ALSO NOTED ON THE SITE PLAN.

IN ORDER FOR THE BUILDING INSPECTOR TO ISSUE A PERMIT YOU MUST FIRST OBTAIN A SEPTIC AND WELL PERMIT THROUGH YOUR PLUMBER AT THE PLANNING AND ZONING OFFICE IN THE SAUK COUNTY COURTHOUSE IN BARABOO. ONCE HE RECEIVES THE LAND USE PERMIT FROM PLANNING AND ZONING HE CAN ISSUE YOU A PERMIT, IF EVERYTHING IS IN ORDER ON YOUR APPLICATION.

THE BUILDING INSPECTOR ALSO WILL NEED ONE COPY OF YOUR BUILDING PLANS AND A COMPLETED ENERGY WORKSHEET. A SITE PLAN FOR THE PROPOSED PROJECT MUST ALSO BE FILED WITH YOUR APPLICATION.

YOUR CONTRACTOR ALSO NEEDS TO BE STATE CERTIFIED AND A COPY OF HIS CERTIFICATION CARD MUST BE ATTACHED TO THE APPLICATION.

YOU WILL ALSO NEED A DRIVEWAY PERMIT FOR YOUR DRIVEWAY. THE DRIVEWAY MUST ALSO BE 10' FROM THE LOT LINE. THE TOWN WILL PUT IN THE DRIVEWAY, FROM THE ROAD JUST ONTO YOUR PROPERTY, AND A CULVERT IF ONE IS NEEDED. YOU WILL BE BILLED ONLY FOR THE CULVERT. ONLY ONE DRIVEWAY PER LOT IS ALLOWED. CIRCULAR DRIVES MUST CIRCLE ON YOUR PROPERTY AND COME BACK OUT ON THE SAME DRIVE WHERE IT WENT IN. TWO DRIVEWAYS TO ACCOMMODATE A CIRCULAR DRIVE ARE NOT PERMITTED.

SPECIAL INFORMATION FOR CUL-DE-SACS: ALL MAILBOXES MUST BE PLACED TOGETHER AT THE BEGINNING OF THE CUL-DE-SAC. IN MOST CASES THERE IS ALREADY A GROUP THERE. MAILBOXES ON CUL-DE-SACS CANNOT BE PLACED ON YOUR LOT, THEY MUST BE WITH THE OTHERS.

IF YOU WOULD LIKE CLARIFICATION ON ANY OF THE ABOVE INFORMATION, NEED A COMPLETE COPY OF AN ORDINANCE, OR HAVE ANY OTHER QUESTIONS, PLEASE CALL THE TOWN OF DELTON OFFICE AT THE ABOVE NUMBER ON MONDAY, WEDNESDAY OR FRIDAY AFTERNOONS.

FOR INSPECTIONS: (608) 617-1216 dbutteris@generalengineering.net		GENERAL BUILDING PERMIT APPLICATION TOWNSHIP OF DELTON				PERMIT #	
						EXPIRATION DATE:	
Parcel Number:		Property is Located in: TOWN OF DELTON				Municipality Number: 56-008	
PROJECT DESCRIPTION (Submit Building Plans & Site Plan)						Does this project require any additional approvals or permits? <input type="checkbox"/> yes <input type="checkbox"/> no	
Building Project Address:						Finished Project Value \$	
Zoning District(s):	Zoning Permit No.:	Corner Lot <input type="checkbox"/> yes <input type="checkbox"/> no	Bldg. Height Ft.	Setbacks:	Front	Rear	Left
						Right	
Owner's Name(s)		Mailing Address				Telephone	
						Email	
Contractor Name & Type		Licen. / Cert #	Exp. Date	Mailing Address		Telephone & Email	
Construction Contractor						Tel.	
						Email	
Dwelling Contractor Qualifier				The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.		Tel.	
						Email	
HVAC Contractor						Tel.	
						Email	
Electrical Contractor						Tel.	
						Email	
Master Electrician						Tel.	
						Email	
Plumbing Contractor						Tel.	
						Email	
RESIDENTIAL Single Family/Duplex	Addition: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control						
	Detached Accessory Building: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.						
	Remodel: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.						
	Other: <input type="checkbox"/> Fence <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control						
	<input type="checkbox"/> Electrical Service Upgrade (Amp _____) <input type="checkbox"/> Removal of Structure (Raze) <input type="checkbox"/> _____						
COMMERCIAL	New Commercial Building: _____ Bldg. Sq. Ft. <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control						
	Commercial Addition/Alteration: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control _____ Building Sq. Ft. <input type="checkbox"/> Electrical Service (Amp _____) <input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Removal of Structure (Raze)						
	State of Wisconsin Plan Approval Needed: <input type="checkbox"/> yes <input type="checkbox"/> no (Approved plans must be submitted with permit application)						
Zoning – When applicable, owner shall research setback information regarding height, lot coverage, etc. prior to submittal of this application. 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 I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply of this application. 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. It is the Owner/Contractors Responsibility to Call in ALL INSPECTIONS to the Inspector.							
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.							
BELOW SECTION FOR OFFICE USE ONLY							
FEES:		PERMIT(S) ISSUED			PERMIT ISSUED BY:		
Construction \$ _____ Plumbing \$ _____ Electrical \$ _____ HVAC \$ _____ Zoning \$ _____ Other \$ _____ Administrative \$ _____		<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other _____			Name <u>Dennis Butteris</u> Date _____ Telephone: (608) 617-1216 Cert No. <u>1079098</u> Census Code _____		
Total Permit Fee \$ _____					www.generalengineering.net		
VER 1/3/2018							

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(1r) 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 s. 101.654(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.

☐ *I vouch that I am or will be 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 above.*

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 may incur. 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.

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 DHS Ch. 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.

Contractor Credential Requirements

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

By signing this document, owner confirms that he/she has read and understands all of the above stated information.

Owner's Signature: _____ Date: _____

Owner's Printed Name: _____

We are excited to announce the availability of our new Online Permit Application. This new feature will allow contractors and homeowners to submit for new permits online any time day or night. As an early adopter, we would like to provide you a preview and make this available to you now while we work to get this link on the GEC website.

This portal is for electronic submission of your building permit application and related documents. Prior to submitting, gather the following as needed for your specific permit:

- Parcel number
- Zoning permit number
- Sanitary permit number
- Electronic copy of all plans
- Contractor info including license # and expiration date

Follow these steps for electronic submission of your building permit application:

1. Click on this link to start your application:
https://gec.soliant.cloud/fmi/webd/GEC_BuildingPermitApplication
2. Upload plans and other required documentation as part of this process
3. "Submit" your application for review – you will receive an email once submitted

Once your application is submitted, the following will happen:

1. Inspector will review and request more information or accept for further processing
2. Once accepted, Inspector will complete detailed review, follow-up with remaining questions with the goal of approving
3. Once approved, you will be notified your permit is ready and any remaining payment needed

As a reminder, no work should begin until you have an approved permit. Please direct any questions to your local building inspector.

If you have any questions about this new capability, please email us at inspection@generalengineering.net. For general permit or inspection questions, you can email or call me. Please allow 5-10 business days for the permit to be processed.

Thank you,