

**BUILDING PERMIT / PLOT PLAN APPLICATION**

TOWN OF TILDEN – Jenni Sterling, Clerk  
8244 CTY HWY S, Chippewa Falls, WI 54729

[www.TownofTilden.com](http://www.TownofTilden.com)

Office Phone 715-288-6453

[Clerk@TownofTilden.com](mailto:Clerk@TownofTilden.com)

*This is an application only and is not an authorization to start construction. Applicant must file with the Town Clerk any necessary information with this application. All applications become the property of the Town of Tilden, and will be placed on file, by address, for future reference. This application will be reviewed by the appropriate Town Official and may be reviewed by Chippewa County Officials, as well. If approved, this Application becomes a Building Permit when payment of associated fees is received, and the Application is signed and numbered by the Town Clerk.*

**These are the landowner’s responsibilities and may or may not apply to your project.**

1. Always check your lot or Certified Survey Map (CSM) for easements as they must be honored.
2. Be sure of your lot lines.
3. Always check with the County and Town for requirements and permits.
4. If more than one (1) acre of land is disturbed, check with the DNR for a NR216 permit.
5. Chippewa County Zoning issues septic, well, flood plain, shoreland and 911 addressing permits. *Shoreland is one thousand (1000) feet from a pond or lake and three hundred (300) feet from a stream or river.*
6. Minimum lot size is one (1) acre.
7. No building permit will be issued for circumstances where the building and land are not owned by the same person (Personal Property for tax purposes) unless it has been approved by the Town Board.

**1) PROPERTY OWNER(S)**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**2) PROJECT LOCATION**

- Is this property within 1000 feet of a pond? \_\_YES \_\_NO
  - or 300 feet of a creek or stream (wet or dry)? \_\_YES \_\_NO
- (If yes to either, contact Chippewa County Zoning for permits)*

Address (if different from above)

\_\_\_\_\_

Addition \_\_\_\_\_ Lot \_\_\_\_\_

OR Legal description \_\_\_\_ 1/4, \_\_\_\_ 1/4, of section \_\_\_\_, T \_\_\_\_, N,R \_\_\_\_ E or W

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**3) CONTRACTOR**

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Certification # \_\_\_\_\_

**4) USE OF BUILDING/STRUCTURE (Check all that apply)**

**DWELLING:**

\_\_\_\_ New Construction (NOTE: Single Family or Duplex Building Permits are issued by Chippewa County)

\_\_\_\_ Remodel    \_\_\_\_ Deck/ Porch    \_\_\_\_ Moving a house    \_\_\_\_ Modular/Prefab

\* \_\_\_\_ Mobile Home (Moving Permit is also required)

*\* The Town Board must approve any mobile home not located inside a mobile home park. Mobile homes must be less than 25 years old; HUD certified; have wheels and chassis removed; be permanently affixed to a foundation; be connected to utilities, including private sanitary, water, and electrical; locate on a minimum 1-acre lot and follow the uniform dwelling code.*

\_\_\_\_ Addition

**Was the house built after 6/15/1980?**

**Yes** \_\_\_\_ (If the house was built after 6/15/1980, a WI Uniform Dwelling Code (UDC) Permit with inspections is required in addition to this Tilden Building Permit/Plot Plan).

The UDC form can be found at [dsps.wi.gov/Pages/Programs/UDC/Default.aspx](http://dsps.wi.gov/Pages/Programs/UDC/Default.aspx).

*Please include 2 complete sets of blueprints showing building elevations, framing details, plot plan and any other information the Building Inspector needs to complete the UDC review, the completed UDC application, heat loss calculations, erosion control plan in addition to the Tilden Plot Plan complete with drawing.)*

**No** \_\_\_\_ (If the house was built before 6/15/1980, only the Tilden Plot Plan and Erosion Control Plan are required but if there is electrical work or plumbing work an inspection is required.

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**ANCILLARY** (OUT BUILDINGS, UTILITY BUILDINGS and SHEDS):

*(A Moving Permit may also be required if a structure is transported into the Town.)*

Size of Structure \_\_\_\_\_ Structure’s Purpose \_\_\_\_\_

Pole shed \_\_\_\_ Shed on skids \_\_\_\_\_ Shed on foundation \_\_\_\_\_ Garden shed \_\_\_\_ Agricultural \_\_\_\_\_

New Construction \_\_\_\_\_ Repair \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_

Other \_\_\_\_\_

50x100 feet \_\_\_\_ *(Board approval is required for structures 5,000 sq. ft. or more. Complete application and request to get on the Town Board’s monthly meeting agenda)*

**COMMERCIAL:**

*(Board approval is required. Complete application and request to get on the Town Board’s monthly meeting agenda)*

New Construction \_\_\_\_\_ Repair \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_

Industrial/Commercial \_\_\_\_\_ Multi-family \_\_\_\_\_

Other \_\_\_\_\_ Structure’s Purpose \_\_\_\_\_

Estimated permit cost \$ \_\_\_\_\_ [Commercial fee] \$15 minimum plus \$2.50 per thousand over 5,000 sq. ft.

**TOWER:**

*(Board approval is required. Complete application and request to get on the Town Board’s monthly meeting agenda)*

Height \_\_\_\_\_ Base Size \_\_\_\_\_ Building or Structure size \_\_\_\_\_ X \_\_\_\_\_

New Construction \_\_\_\_\_ Repair \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_

Estimated permit cost \$ \_\_\_\_\_ [Commercial fee]

**5) SETBACK INFORMATION** (Setbacks are measured from property lines to the furthest most point of the building/structure. **You are swearing, under oath** that you know where your property lines are.

Building Setbacks: Front \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_ Rear \_\_\_\_\_

House, agriculture and Ancillary Buildings – fifteen (15) feet on all sides - Road setbacks apply.

Road setback – sixty-six (66) feet from the center of the road or thirty-three (33) feet from the road right-of-way, whichever is greater.

Commercial setbacks - twenty-five (25) feet on all sides. Road setbacks apply.

Tower setbacks – fifteen (15) feet from the furthest most point of the structure. Road setbacks apply.

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**6) SUBMIT PLOT PLAN**

Submit State approved plans when required or drawings and specifications as required by Town Ordinance and/or the Building Inspector. Show **N, S, E, W directions, driveway, septic, labeled road and the setback measurements** as they apply to the drawing. If not drawn to scale, use a rectangle with the dimension of the building, then show the setbacks on the drawing.

**Information for Applicant**

Schedule of Permit Fees	
Driveway	\$25.00
Building	\$15.00 + inspection fees
Moving	\$10.00
Commercial	\$15.00 min. + \$2.50 per thousand
Signs	\$10.00/\$25.00 - setbacks apply

(Estimated) Dwelling Code Inspection Fees	
For UDC Seal	\$33.00
Up to 1200 sq. ft.	\$350.00
Up to 1700 sq. feet	\$380.00
Up to 2300 sq. feet	\$450.00
Up to 3500 sq. feet	\$500.00
Over 3500 sq. feet	\$600.00

**Definitions**

**Agricultural use** - means any beekeeping, commercial feed lots, dairying, egg production, floriculture, fish, or fur farming, forest and game management, grazing, livestock raising, orchards, plant greenhouses and nurseries, poultry raising, raising of grain, grass, mint and seed crops, raising of fruits, nuts, and berries, sod farming, placing land in federal programs in return for payments in kind, owning land, at least 35 acres of which is enrolled in the conservation reserve program under 16 USSC 3831 to 3836, participating in the milk production termination program under 7 USC 1446(d), and vegetable raising.

**Building** - A structure having a roof supported by columns or walls, and intended for the shelter, housing or enclosure of persons, animals or chattels; each portion of a building separated by a division of walls from the ground up, without openings in those walls, is a separate building for the purpose of this chapter.

**Cemented Poles** - A cemented pole is considered a “permanent foundation” for requiring a building permit and plot plan when part of a building or structure. This could include small and/or domesticated animal housing.

**Commercial** - Done primarily for sale or profit. From the view point of business. The practice or spirit of business. To put on a business basis. To make or do for money or profit. Designed for profit.

**Land** - Means real estate as described in a recorded deed or other instrument in the Chippewa County Register of Deeds as being in the ownership of a specific person or persons.

**Lot** - A parcel of land divided from a quarter-quarter section which is less than 20 acres or less than 1/2 of a quarter-quarter section in size.

**Manufactured Home** - A structure certified and labeled as a manufactured home under 42 USC Sec. 5401-5426, which, when placed on the site:

- (a) Is set on an enclosed continuous foundation in accordance with Sec. 70.43(1), Wis. Stats., and COMM 21,

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Subchapters III, IV and V, Wis. Adm. Code, or is set on a comparable enclosed continuous foundation system approved by the Building Inspector, who may require a plan for such foundation to be certified by a registered Architect or Engineer to ensure proper support for such structure;

(b) Is installed in accordance with the manufacturer's instruction;

(c) Is properly connected to utilities;

(d) Has an area of at least nine hundred sixty (960) square feet to living space, with a minimum of twenty (20) square feet in width and is used or intended to be used exclusively as a single-family residence;

(e) and Meets other applicable stands of this Chapter.

**Minor Structures** - Any small, movable accessory erection or construction, such as arbors, birdhouses, tool houses, pet-houses, play equipment, and walls and fences under four (4) feet in height.

**Mobile Home** - A manufactured home that is HUD certified and labeled under the National Manufactured Home Construction and Safety Standards Act of 1974 (U.S.C. Title 42, Chapter 70). A mobile home is a structure, which is, or was originally constructed, designed to be transportable in one or more sections, which in traveling mode, is eight (8) body feet or more in width or forty (40) body feet or more in length, or when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein and any additions, attachments, annexes, foundations and appurtenances. The defined units are commonly known as "single wide" or "double wide" mobile homes.

**Mobile Home Lot** - A parcel of land for the placement of a single mobile home and the exclusive use of its occupants.

**Mobile Home Park** - A parcel of land which has been developed for the placement of mobile homes and is owned by an individual, a firm, trust, partnership, public or private association, or corporation and where individual lots are rented to individual mobile home users. A mobile home park is also any lot on which five (5) or more mobile homes are parked for the purpose of permanent habitation, regardless of whether or not a charge is made for such accommodation, and including any associated service, storage, recreation and other community service facilities designed to for exclusive use of park occupants.

**Structure** - Means any building or structure, and any installation, constructed, reconstructed or, remodeled, enlarged, erected, altered, removed, or demolished for any use within the Town, including but not limited to, one- and two-family dwellings, manufactured homes, mobile homes, temporary or seasonal dwellings, garages, agricultural structures, outbuildings and commercial and industrial buildings.

**Utility Building** - Any building, (no human dwelling) and noncommercial. It must be moveable (on skids) and size is no factor. A plot plan or building permit is not required, however these buildings must abide by the setbacks in Chapter 16.

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**7) APPLICANT’S STATEMENT**

I/we certify that the information provided on this form is complete and accurate and agree to comply with all applicable codes and ordinances of the Town of Tilden, Chippewa County, and the State of Wisconsin and any conditions attached hereto. It is further agreed that I/we hereby absolve and release the Town of Tilden, its agent or agents, from liability, if through the owner or his agent, an error is made in determining the property lines. It is further agreed that the Town of Tilden, its agent or agents, have no responsibility as to the determination of the property lines. I/we have also read the cautionary statement, below, to owners obtaining building permits.

**CAUTIONARY STATEMENT TO OWNERS  
OBTAINING BUILDING PERMITS**

101.65(1r) of the Wisconsin State Statutes requires municipalities that enforce the uniform dwelling code to provide an owner who applies for a building permit with a statement advising 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 the 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.

Owner’s Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

<b>Building Permit #</b> _____	<b>Date issued</b> _____
Cash/Check# _____ Receipt # _____	Total fees \$ _____
Town Clerk’s Signature _____	
Town Board’s Approval _____	
Rev 9.2023	