

# COMMERCIAL/INDUSTRIAL BUILDING PERMIT APPLICATION PACKET

Town of Polk, Washington County  
3680 State HWY 60, Slinger, WI 53086  
[www.townofpolk-wi.gov](http://www.townofpolk-wi.gov)

## CONTACTS: ZONING AND BUILDING INSPECTION

Zoning Secretary, Kelly Eschenfelder	(262) 677-2123, Ext. 4	<a href="mailto:zoning@townofpolk-wi.gov">zoning@townofpolk-wi.gov</a>
Zoning Administrator, Jeffrey Sanders	(920) 309-0721	<a href="mailto:jeffs@communityplanningandconsulting.com">jeffs@communityplanningandconsulting.com</a>
Building Inspector, Paul Launer	(262) 825-8820	<a href="mailto:inspector.lci@gmail.com">inspector.lci@gmail.com</a>

## BUILDING PERMIT CHECKLIST

**Note:** Commercial and Industrial projects may require prior Plan Commission approval by Site Plan Review. See Application for Site Plan Review – Nonresidential at [www.townofpolk-wi.gov](http://www.townofpolk-wi.gov) or pick up at Town Hall.

\_\_\_\_\_ **Copy of Site Plan Permit issued by Town of Polk (if applicable).**

\_\_\_\_\_ **Completed and signed Town of Polk Building Permit Application.**

\_\_\_\_\_ **Submit one (1) hard copy and one (1) electronic copy Site Plans**

- Plans must indicate the location of all proposed and existing buildings, including full lot dimensions.
- Plans must indicate all required setbacks from lot lines, existing buildings, and any right-of-way areas.
- Plans must show the location and description of all erosion control measures.
- Plans must show any easements (public & private) impacting the parcel.
- Plans must show environmental corridors.

\_\_\_\_\_ **Submit one (1) hard copy set and one (1) electronic set of State Approved Construction Plans.**

- State Conditional Approval Letter attached to the Construction Plans.
- Plans shall include scaled floor plans and elevations, dimensions of the building including rooms, doors, windows, etc.
- Plans must show the proposed elevation of all structures and the finish grade of the site, wall cross sections, and footing and foundation.
- Engineering specifications for all beams, girders, columns, footings (point loads), as well as manufactured floor and roof truss calculations and approvals must be provided at inspections.

\_\_\_\_\_ **Submit Washington County Landowner/Contractor Self-Certification Form or required Permits as applicable. Link for instructions to complete form:**

[https://www.washcowisco.gov/departments/natural\\_resources/land\\_resources/permits\\_applications](https://www.washcowisco.gov/departments/natural_resources/land_resources/permits_applications)

\_\_\_\_\_ **Submit completed Access/Culvert Permit application (if a new access is from a Town of Polk Road).**

\_\_\_\_\_ **Deliver or Mail paper copies of the COMMERCIAL/INDUSTRIAL PERMIT APPLICATION materials to Town Hall. Electronic copies should be submitted either via email to [zoning@townofpolk-wi.gov](mailto:zoning@townofpolk-wi.gov) or on a flash drive. Incomplete submittals will not be processed and may be returned to the Applicant.**

**Note:** Please be aware it is the responsibility of the property owner to be aware of deed restrictions/covenants associated with their parcel (i.e., architectural restrictions). The property owner should obtain appropriate approvals where required.

## **APPLICATION PROCESS - May take up to 30 days, but typically two weeks.**

1. Zoning staff reviews submittal for completeness.
2. Complete submittals are reviewed for a Zoning Permit.
3. Zoning Permitted submittals forwarded to Building Inspector for Building Permit Review.
4. Applicants will usually be notified by EMAIL of permit fees and requests for additional information.
5. Permits distributed after fees and additional information requested in Step 4 is received. Permits may be picked up at Town Hall or mailed at Applicant's request.

## **CONSTRUCTION INSPECTIONS**

1. **Footings** – **before** pouring concrete, all forms are set and bleeders installed.
2. **Foundation Rebar** – **before** pouring concrete, all forms are set and bleeders installed.
3. **Foundation**
  - Inspection of drain tile, after stoning
  - Inspection of waterproofing of exterior
  - Inspection of exterior insulation of foundation walls
4. **Under Floor Plumbing** (If applicable)
5. **Slab/Floor Inspection** – **before** pouring concrete
6. **Rough Inspections** (To be made **before** covering up work)
  - General construction, including framing
  - Rough electrical
  - Rough plumbing and pressure test according to SPS 382.21
  - Rough heating, ventilating and air conditioning
7. **Insulation Inspection**
8. **Final inspection must be complete PRIOR to occupancy. Additional inspections may be necessary.**

All work must be inspected, rough and final, by the Building Inspection Department. Failure to call for required inspections could result in removal of covering materials to allow the required inspections to be performed. Also, a fee could be assessed for failure to call for required inspections.

The builder or contractor will be responsible for notifying the Building Inspection Department and making sure the inspection is complete. This does not prohibit the right of the Inspection Department to make the inspection within 48 hours as allowed under the State Building Code. When calling for a required inspection, all work must be completed or a re-inspection fee will be charged to the contractor and would be required to be paid to the Town of Polk prior to the inspection being performed.

**Plumbing, Electrical and HVAC:** These permits must be applied for separately. State approved plans for Plumbing and HVAC are required.

## **SCHEDULING INSPECTIONS**

**To schedule an inspection,** call the Building Inspector, Paul Launer, at (262) 825-8820. You will need to provide:

- Project Address
- Type of Inspection
- Phone number and when project is ready for inspection

Minimum 24 hour notice requested.



# Town of Polk

3680 State Hwy 60  
Slinger, WI 53086

For inspections call:  
262-825-8820

## General Building Permit Application

Permit NO. \_\_\_\_\_

TAX KEY # \_\_\_\_\_

Zoning District: \_\_\_\_\_ Zoning Permit # \_\_\_\_\_

Zoning Conditions of Approval: \_\_\_\_\_

Number and Total Sqr. Ftg. of accessory structures: \_\_\_\_\_

Project Location  
(Building Address)

Project Description

☐ COMMERCIAL ☐ ONE AND TWO FAMILY

Owner's Name		Mailing Address - Include City & Zip		Telephone - Include Area Code	
Contractor's Name		Mailing Address - Include City & Zip		Telephone - Include Area Code	
Estimated Cost	Email	License Number DC:	License Number DCQ:		

Permit Fees	Quantity	Fee
<b>RESIDENTIAL- 1 and 2 Family</b>		
New Structure .....		
Remodel/Addition .....		
Erosion Control .....		
State Seal .....		
Accessory Structure .....		
<b>COMMERCIAL - INDUSTRIAL</b>		
New Building .....		
Remodel/Addition .....		
<b>AGRICULTURAL BUILDING</b>		
New Building .....		
Remodel/Addition .....		
<b>MISCELLANEOUS</b>		
New Building .....		
Remodel/Addition .....		
Decks, each .....		
Pools .....		
Special Inspections .....		
<b>Permit to start instruction of footings &amp; foundation only</b>		
<b>OTHER Residential</b> .....		
<b>Commercial</b> .....		
<b>RAZING Residential</b> .....		
<b>Commercial</b> .....		

**TRIPLE FEES ARE DUE IF WORK STARTED BEFORE PERMIT IS ISSUED. PERMIT FEES ARE NON-REFUNDABLE, NON-TRANSFERABLE.**

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, of the Department, Municipality, Agent or Inspector, and certifies that all the above information is accurate. Have Permit/Application number and address when requesting inspections. Give at least 24 hour notice.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

FEES	RECEIPT	PERMIT EXPIRATION:	PERMIT ISSUED BY MUNICIPAL AGENT
Inspection Fee _____	CK # _____	Permit Expires 18 months from	Name _____
<b>NO REFUNDS</b>	Date _____	date of issuance	Date _____
<b>ON PERMITS</b>	From _____		Cert.No. _____
	Rec.By _____		



## Do I need a Permit from the County? Landowner/Contractor Self-Certification

By completing the following Permit Triggers Checklist and associated instructions I have verified that my proposed project does not need a permit from Washington County or will impact the septic system on the property identified below.

By answering **YES** to any of the following questions, a County Permit or Approval may be required and will need to be obtained either prior to or in conjunction with the local government permits or approvals.

**County Highway: Right-of-Way / Access Permit** ☐ YES ☐ NO

- My property is along a County Highway and will require a separate access/driveway to road.
- The construction activity of my project will occur within the Road Right-of-Way.

**Shoreland-Wetland-Floodplain Zoning** ☐ YES ☐ NO

- The area of ground disturbance of my project will be within the Shoreland Zone based on the County's GIS Map.

**Private Onsite Wastewater Treatment System** ☐ YES ☐ NO

- My project is a new home, business or will need a connection to the septic system.
- My project increases the number of bedrooms of the home on the property.
- My project/structure will be close to the septic system drain field, within 15 feet from the field or base of the mound.
- My project/structure will be close to the septic tank or holding tank, within 5 feet from the edge of tank (add an additional 10 feet if measuring from the edge of the tank cover).

**Erosion Control and Stormwater Management** ☐ YES ☐ NO

- My project will have more than: 4,000 square feet of ground disturbance; 400 cubic yards of excavation/fill; and/or disturb 300 lineal feet of a ditch or swale.
- My project adds more than 20,000 square feet of impervious surfaces including gravel, that did not exist prior to year 2000.
- My project involves the construction of a new public or private road that will serve two (2) or more homes.

**Nonmetallic Mining** ☐ YES ☐ NO

- My project involves the extraction and sale of nonmetallic minerals that include, but are not limited to, stone, sand, gravel, asbestos, beryl, diamond, clay, coal, feldspar, peat, talc, and topsoil.

Owners Name:  Tax Key #

Property Address:

Phone – Home/Cell:  Email:

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I assume full responsibility if I neglect or misrepresent the location or scope of my project for any fees, fines or requirements associated with the above regulations and for any damage or function to the property's septic system.

Signature:

Date:

NOTICE TO APPLICANT: permits may also be required from other agencies including state department of natural resources, and/or army corps of engineers.

**TOWN OF POLK**

Office Use: # \_\_\_\_\_

3680 STATE HWY. 60, SLINGER, WI 53086  
T: 262.677-2123 E : zoning@townofpolk-wi.gov

**APPLICATION FOR ROADWAY ACCESS AND CULVERT INSTALLATION**

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Tax Key #: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Property Requiring Permit: \_\_\_\_\_

**PLEASE REVIEW THE REQUIREMENTS AND GUIDELINES ON THE REVERSE SIDE OF THIS APPLICATION****Purpose of Permit: (Check all that apply)**

☐ Roadway access  
☐ Culvert Installation  
☐ Any Other Alterations

☐ Excavation or Fill  
☐ Repair or Replace Existing Culvert

**Please provide the following information:**

A. Culvert Size: \_\_\_\_\_ inches X \_\_\_\_\_ feet\*

B. Location of Road Access and/or Culvert. Indicate location of stake(s) from the lot line or specific marker.  
\_\_\_\_\_ feet \_\_\_\_\_ inches from N S E W lot line (circle one)

Submit a copy of the parcel survey indicating the location of the proposed access and/or culvert installation.

C. Describe any alteration or excavation projects below. Attach additional sheet or drawings as necessary.

The information provided with this application is correct to the best of my knowledge. I have reviewed and understand the **Requirements and Guidelines** described on the reverse side of this Road Access and Culvert application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE:**

Date filed: \_\_\_\_\_ Application Fee \$75.00 Paid \_\_\_\_\_ Received by: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Instructions to Applicant:



## ***Town of Polk Road Access and Culvert REQUIREMENTS AND GUIDELINES***

**Culvert Requirements:** No culvert shall be less than 28 feet or more than 35 feet in length. Minimum diameter will be 18 inches. Material shall be galvanized and of the size and type as approved by the Town Board. No plastic culverts shall be allowed without Highway Commissioner approval. No aluminum or Used culverts may be used. Options such as squashed culverts and reduced diameters may be considered as a 'field adjustment' to facilitate drainage.

**Driveway:** No concrete may be placed in the driveway on road right of way.

**Installation:**

- The driveway within the area of the public right of way shall slope away from the public road at a minimum of 1% and a maximum of 5% to prevent erosion onto the public road.
- The ditch shall be properly prepared to accept the placement of the culvert, the end of which shall be set at a minimum of six feet from the abutting property line.
- No object or obstruction may be placed on the road right of way without Town Board Approval.
- Any grading within 33 feet from the center of the road requires Town Board Approval.
- Diggers Hotline shall be notified by Applicant before digging commences.

**Road Damage:** The Applicant shall be liable to the Town for all damages which occur during the progress of said work as a result thereof. All debris carried onto any Town highway shall be removed by the responsible party immediately or be subject to the provisions of Section 86.07, Stats. If highway damage results, the highway may be restored to its former condition by the Town and the cost of materials, labor, and equipment incurred by the Town shall be billed to the Applicant property owner. If not paid within thirty (30) days, such amount shall be a special charge under Section 66.60 (16), Stats and shall be extended upon tax roll as a delinquent tax against the real estate. Applicant is responsible for any and all damage to underground utilities and assumes all liability for any work performed.

**Penalties:** Any person, firm, or corporation who fails to comply with the provisions of this Ordinance shall, upon conviction thereof, forfeit not more than One hundred Dollars (\$100), and costs of prosecution for each violation. Each day a violation exists, or continues shall give rise to a separate offense.