

MISCELLANEOUS BUILDING PERMIT APPLICATION PACKET

Town of Polk, Washington County
3680 State HWY 60, Slinger, WI 53086
www.townofpolk-wi.gov

CONTACTS: ZONING AND BUILDING INSPECTION

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

MISCELLANEOUS BUILDING PERMIT CHECKLIST

_____ Completed and signed Zoning Permit Application and Fee (specific to project being done).

_____ Completed and signed Town of Polk General Building Permit Application.

_____ Submit one (1) hard copy and one (1) electronic Plat of Survey (not required for interior remodel)

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

_____ Submit one (1) hard copy and one (1) electronic set of Construction Plans.

- Plans shall include scaled floor plans and elevations (including description of siding and roofing materials), 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 inspection.

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

https://www.washcowisconsin.gov/departments/natural_resources/land_resources/permits_applications

_____ Deliver or Mail paper copies of the MISCELLANEOUS PERMIT APPLICATION materials to Town Hall. Electronic copies should be submitted either via email to 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 compliance.
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** (if applicable) – **before** pouring concrete, all forms are set and bleeders installed.
2. **Foundation Rebar** (if applicable)
3. **Foundation** (if applicable)
 - Inspection of drain tile, prior to stoning
 - Inspection of waterproofing of exterior
 - Inspection of exterior insulation of foundation walls
4. **Under Floor Plumbing** (if applicable)
5. **Floor/Slab Inspection** (if applicable)
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.

Mechanical Permits are taken out separately by the contractor where appropriate.

Plumbing: All Plumbing installation must be completed by a Plumber with a valid State of WI issued Plumbing license. If the project is owner occupied, the plumbing may be performed by the property owner.

Electrical: All electrical work must be completed by an Electrical Contractor with a valid State of WI issued Electrical license.

HVAC: All HVAC installation must be completed by a HVAC contractor with a valid State of WI issued HVAC license. If the project is owner occupied, the HVAC may be performed by the property owner.

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
<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> 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
RESIDENTIAL- 1 and 2 Family		
New Structure	_____	_____
Remodel/Addition	_____	_____
Erosion Control	_____	_____
State Seal	_____	_____
Accessory Structure	_____	_____
COMMERCIAL - INDUSTRIAL		
New Building	_____	_____
Remodel/Addition	_____	_____
AGRICULTURAL BUILDING		
New Building	_____	_____
Remodel/Addition	_____	_____
MISCELLANEOUS		
New Building	_____	_____
Remodel/Addition	_____	_____
Decks, each	_____	_____
Pools	_____	_____
Special Inspections	_____	_____
Permit to start instruction of footings & foundation only		
OTHER Residential	_____	_____
Commercial	_____	_____
RAZING Residential	_____	_____
Commercial	_____	_____

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 _____ NO REFUNDS ON PERMITS	CK # _____ Date _____ From _____ Rec. By _____	Permit Expires 18 months from date of issuance _____	Name _____ Date _____ Cert.No. _____



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.