

NEW HOME 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	(290) 309-0721	jeffs@communityplanningandconsulting.com
Building Inspector, Paul Launer	(262) 825-8820	inspector.lci@gmail.com

BUILDING PERMIT CHECKLIST

- _____ **Complete the online ESLA permitting process with the Department of Safety & Professional Services (DSPS).**
<https://esla.wi.gov/PortalCommunityLogin>. Hard copy does not need to be provided to Town.
- _____ **Complete the Wisconsin Uniform Building Permit Application.**
- _____ **Submit one (1) hard copy and one (1) electronic Plat of Survey.**
 - 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.
 - 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, 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.
 - Plans shall include wind bracing.
 - 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 one (1) set of Heat Loss Calculations, signed and dated.**
- _____ **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
- _____ **Submit completed Access/Culvert Permit application (if a new access is from a Town of Polk Road).**
- _____ **Deliver or Mail paper copies of the NEW HOME 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 note 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 Step 4 is complete. 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**
3. **Foundation**
 - Inspection of drain tile, prior to stoning
 - Inspection of waterproofing of exterior
 - Inspection of exterior insulation of foundation walls
4. **Under Floor Plumbing**
5. **Floor/Slab Inspection**
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: All Plumbing installation must be completed by a Plumber with a valid State of WI issued Plumbing license.

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

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.

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		Wisconsin Uniform Building Permit Application <small>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))]</small>			Application No. _____ Parcel No. _____		
PERMIT REQUESTED		<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other: _____					
Owner's Name _____		Mailing Address _____			Tel. _____		
Contractor Name & Type _____		Lic/Cert# _____	Exp Date _____	Mailing Address _____	Telephone & Email _____		
Dwelling Contractor (Constr.) _____		_____	_____	_____	_____		
Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.) _____		_____	_____	_____	_____		
HVAC _____		_____	_____	_____	_____		
Electrical Contractor _____		_____	_____	_____	_____		
Electrical Master Electrician _____		_____	_____	_____	_____		
Plumbing _____		_____	_____	_____	_____		
PROJECT LOCATION		Lot area _____ Sq. ft. <input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of _____	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W			
Building Address _____		County _____		Subdivision Name _____		Lot No. _____	
Zoning District(s) _____		Zoning Permit No. _____		Setbacks: Front _____ ft. Rear _____ ft. Left _____ ft. Right _____ ft.			
1. PROJECT		3. OCCUPANCY		6. ELECTRIC		9. HVAC EQUIP.	
<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: _____		<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____		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: _____		<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: _____	
2. AREA INVOLVED (sq ft)		4. CONST. TYPE		10. SEWER		12. ENERGY SOURCE	
	Unit 1	Unit 2	Total	<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"/> Basement		Fuel Nat Gas LP Oil Elec Solid Solar Geo Space Htg <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Water Htg <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Unfin. Bsmt				8. USE <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____		13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)	
Living Area				11. WATER <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well		14. EST. BUILDING COST w/o LAND \$ _____	
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. <input type="checkbox"/> 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 second page 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. <input type="checkbox"/> See attached for conditions of approval.							
ISSUING JURISDICTION		<input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____		<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____		State-Contracted Inspection Agency# _____ Municipality Number of Dwelling Location _____	
FEES:		PERMIT(S) ISSUED		WIS PERMIT SEAL #		PERMIT ISSUED BY:	
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____ Total \$ _____		<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control		_____		Name _____ Date _____ Tel. _____ Cert No. _____ Email: _____	

WISCONSIN UNIFORM BUILDING PERMIT APPLICATION 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.

(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 standards, and will comply with those standards.

Owner's Signature: _____ Date: _____



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☐ Excavation or Fill☐ Culvert Installation☐ Repair or Replace Existing Culvert☐ Any Other Alterations**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.