

# Commercial Building Permit Application – Town of Oshkosh

Permit # \_\_\_\_\_ Project Site Parcel # 018- \_\_\_\_\_ Today's Date: \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

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

**Project Site Address** \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Contractor's Address \_\_\_\_\_ License # \_\_\_\_\_

Contractor's Email Address \_\_\_\_\_

Electrician \_\_\_\_\_ License # \_\_\_\_\_

Plumber \_\_\_\_\_ License # \_\_\_\_\_

HVAC \_\_\_\_\_ License # \_\_\_\_\_

Project Description \_\_\_\_\_

Project Cost \$ \_\_\_\_\_

Project Sq. Ft \_\_\_\_\_

The owner/contractor possesses and shall post all required land use and building permits prior to beginning construction.  
The work shall comply with all applicable state and local codes.

Signature Owner/Contractor: \_\_\_\_\_ Date \_\_\_\_\_

Owner/Contractor Print Name: \_\_\_\_\_

## State Inspections and Inspection Fees are completed and charged through DSPS

To apply web page is: <https://esla.wi.gov/apex/MunicipalityLoginPortal>

The Commercial Checklist web page is:

<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/ChecklistCommercialBuildingPlans.pdf>

Is the DSPS commercial application from the State of Wisconsin submitted with the Town Building Permit Application?

\_\_\_\_\_ Yes \_\_\_\_\_ No

## Commercial Building Permit Application – Town of Oshkosh, cont. page 2

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### Payment Information – Commercial

Permit Base Fee       \$ 200.00  
Town Admin Fee     + \$ 100.00  
**TOTAL = \$ 300.00**

### Submit Application & Payment to:

Town of Oshkosh Building Permit Admin, 1076 Cozy Ln, Oshkosh, WI 54901

Email: [permits@town.oshkosh.wi.gov](mailto:permits@town.oshkosh.wi.gov) – Phone 920-235-7771

### Payment Method:

- Check payable to Town of Oshkosh.
- To pay online by credit/debit card, please request this option, yes \_\_\_\_.  
Your email address is required.

Email: \_\_\_\_\_

There is a 2.9% + .30 merchant convenience fee added to the total that you are responsible for with this option. A payment link will be emailed to you.

### ✓ How would you like the signed and completed permit returned?

\_\_\_\_ MAIL or \_\_\_\_ EMAIL or \_\_\_\_ BOTH

Mail to: \_\_\_\_\_

Email to: \_\_\_\_\_

\_\_\_\_\_  
Town Building Permit Administrator signature

Date \_\_\_\_\_

### Payment Receipt:

\_\_\_\_\_  
Amount Paid

\_\_\_\_\_  
Payment Method

\_\_\_\_\_  
Confirmation or Check #

\_\_\_\_\_  
Date Paid

## **Cautionary Statement to Owner(s) Obtaining Building Permits**

101.65(Ir) of 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 2-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.

## **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 and will comply with those standards.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_ Property Owner **or** \_\_\_\_ Contractor - print signature's name: \_\_\_\_\_

Parcel: 018- \_\_\_\_\_

Location/Address of building permit issued: \_\_\_\_\_