

Building Permit Application – Town of Oshkosh

Permit # _____ Project Parcel # 018- _____ Today's Date: _____

Property Owner Name _____ Phone _____

Property Owner mailing address if different than the project site address:

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 _____

Check all that apply to the type of project and applicable building trades:

Project Type:		Building Trades:	
<input type="checkbox"/> AC	<input type="checkbox"/> Furnace	<input type="checkbox"/> Footing	<input type="checkbox"/> Electrical
<input type="checkbox"/> Alteration or Remodel	<input type="checkbox"/> Garage	<input type="checkbox"/> Foundation	<input type="checkbox"/> Electrical Service
<input type="checkbox"/> Addition	<input type="checkbox"/> Raze, Remove, Demolish structure	<input type="checkbox"/> Framing	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Deck	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Rough Ins	<input type="checkbox"/> U.G. Plumbing
<input type="checkbox"/> Electrical	<input type="checkbox"/> Shed	<input type="checkbox"/> Insulation	<input type="checkbox"/> HVAC
<input type="checkbox"/> Foundation	<input type="checkbox"/> Other: (example: remodel)	<input type="checkbox"/> Vapor Barrier	<input type="checkbox"/> Final

Type of Permit: ☐ Residential ☐ Residential Accessory Structure ☐ Agricultural

Easement submitted: ☐ N/A ☐ Utility ☐ ROW ☐ Ditch Dedication ☐ Other: _____

Zoning Permit submitted: ☐ N/A ☐ yes ☐ no

Site Plan submitted: ☐ N/A ☐ yes ☐ no

Permit # _____

Parcel # 018- _____

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

Signature Owner/Contractor: _____ Date _____

Print Name Owner/Contractor: _____

Estimated number of Inspection(s) required for type of project: _____ (enter a number, it could be 0)

1. Town Permit Base & Admin Fee <i>Non-Refundable</i>	+ \$100.00	
2. Town Building Permit Administrator Fee <i>If more than one inspection is required. Non-Refundable</i>	Add \$ _____	For each additional inspection after the 1 st inspection is: \$25.00/per inspection <u>Examples:</u> 1 inspection total - enter \$ 0 2 inspections total - enter \$ 25 3 inspections total - enter \$ 50 4 inspections (\$25 x 3) total - enter \$ 75, etc.
3. Town Contractor-Inspector Fee <i>On-site inspection by building inspector hired by the Town if an inspection(s) is required for the project. Non-Refundable</i>	Add \$ _____	\$250 per inspection multiplied by number of total inspection(s) <u>Example:</u> 0 inspection total - enter \$0 1 inspection total - enter \$ 250 2 inspections total - enter \$ 500 3 inspections total - enter \$ 750 4 inspections total - enter \$ 1000, etc. <div>Once all project invoice(s) have been received and reconciled, and if the total inspection fees are higher than anticipated, the property owner will be invoiced.</div>
4. Inspector Plan Review Fee <i>If applicable Non-Refundable</i>	+Add \$ _____	\$200 Plan Review Fee (may apply to certain project types) Town hires contractor to review plans
Total Permit Fee	Total \$ _____	Caution: Exceeding Inspection Estimate If the number of inspections exceeds the estimated amount for a project, \$250 for each additional inspection must be paid to the Town of Oshkosh before an inspection is authorized to the contracted inspector.

Submit Application & Payment to:

Town of Oshkosh Building Permit Administrator
Mailing address: 1076 Cozy Ln, Oshkosh, WI 54901

Or submit by email to: permits@town.oshkosh.wi.gov
Questions? Call - 920-235-7771

Payment Methods:

1. Check payable to Town of Oshkosh
2. To pay online by credit/debit card, please check 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.](#)

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(lr) 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: _____

The Town of Oshkosh now partners with McMahon Engineering for residential building permit inspections.

THE TOWN VS. MCMAHON

WORK WITH THE TOWN OF OSHKOSH TO:	WORK DIRECTLY WITH MCMAHON TO:
<ul style="list-style-type: none">• Obtain permit application• Submit completed application (and all required supporting materials to McMahon if inspection(s) is necessary)• Pay for your permit• Issued permit	<ul style="list-style-type: none">• Schedule building inspections• Ask questions, report changes, address concerns, etc., regarding inspections• For approved projects in progress

McMahon is responsible for approving construction plans when inspection(s) are required and to complete necessary inspections on behalf of the Town. Schedule all building inspections directly with McMahon. Please schedule at least 48 hours in advance.

Call Brian Bending at McMahon Engineering, Senior Public Safety Specialist

920-379-3524

Email

bbending@mcmgrp.com

Building Permit:

The Town requires a building permit when any work that affects the type of occupancy, structure area, structural strength, natural light requirements, or exits from a building. The Town also requires a permit for new accessory buildings and most electrical and plumbing work.

Project Examples:

The lists below are some common examples of when a Town Building Permit is or is not required.

Town Permit is required	Town Permit is not required (optional)
<ul style="list-style-type: none">• Solar energy systems• Home additions• Home remodels, including (but not limited to) basements and attics• Decks• Accessory buildings (garages, sheds, etc.)• Generators• Replacement of doors and windows with structural changes• New roof with structural changes• Most electrical work• Most plumbing work, including water distribution systems and drain and vent pipes• Demolition-removal of structure(s)	<p><i>Note: Some contractors may require a building permit to honor the warranty on work performed/product. Check with your contractor.</i></p> <ul style="list-style-type: none">• Roofing repair or replacement without structural changes• Doors and windows replacement without structural changes• Wind energy systems• Fences (zoning permit may be required)• Replacing existing electrical fixtures with the same type of fixture• Replacing plumbing fixtures that do not involve relocating water, drain, or vent pipes• Replacing a water heater

Please note: This building permit application does NOT apply to new home construction or commercial. For new homes, select New Construction Building Permit Packet including application for new one- and two-family dwellings to apply. For commercial projects, select the Commercial Building Permit application.