

New Construction Packet

For one- & two-family dwellings

INTRODUCTION

The Town of Oshkosh now partners with McMahon for building permit issuance and building inspections. The goal of this packet is to aid you in the Town's new residential construction process now that McMahon is an integral part of it.

THE TOWN VS. MCMAHON

WORK WITH THE TOWN OF OSHKOSH TO:

- Obtain permit application
- Submit completed application (and all required supporting materials)
- Pay for your permit
- Pick up an issued permit

WORK DIRECTLY WITH MCMAHON TO:

- Schedule building inspections
- Ask questions, report changes, address concerns, etc., For approved projects in progress

RESIDENTIAL NEW CONSTRUCTION REQUIREMENTS LIST

Wisconsin New Home Building Permit application is required, link is: https://esla.wi.gov/apex/customer_portal_intro_page

There is no cost to complete the WI New Home Building Permit application.

Your permit application will not be submitted for engineering review until the **TOWN** receives ALL of the following items.

REQUIRED DOCUMENTS FOR PERMIT REVIEW CHECKLIST

| | |
|--|---|
| | Copy of SANITARY PERMIT from a Sanitary District <u>or</u> Winnebago County if a private sewer |
| | Copy of ZONING PERMIT from the Town Zoning Admin <u>or</u> Winnebago Co Zoning (shoreland areas) |
| | Copy of WINNEBAGO COUNTY EROSION CONTROL PERMIT |
| | Copy of CULVERT PERMIT , if required |
| | A completed (error-free) submission of the online WISCONSIN BUILDING PERMIT APPLICATION * |
| | Signed Cautionary Statement to Owner(s) Obtaining Building Permit |
| | ENERGY CALCULATION WORKSHEET – Heat controls |
| | BUILDING PLANS (1 digital copy <u>or</u> 3 physical copies) |
| | SITE PLANS (1 digital copy <u>or</u> 3 physical copies) ** |
| | State-approved TRUSS PLANS signed by the engineer (1 digital copy <u>or</u> 3 physical copies) |
| | A signed CONDITIONS OF APPROVAL *** |
| | BUILDING PERMIT FEE PAID |

* Choose ALL trades when selecting your permit type.

** See pages 4-5 for site plan requirements.

*** A copy of the Conditions of Approval document is included at the end of this packet.

Permit # _____ Project Parcel # 018- _____

Date Submitted: _____

PROCESS OVERVIEW

STEP 1

Submit all required materials (see the checklist on the first page) to the Town of Oshkosh and pay for the building permit.

PHYSICAL COPIES

Physical documents can be mailed to or dropped off to the Town of Oshkosh by appointment, call 920-235-7771 or email permits@town.oshkosh.wi.gov

DIGITAL COPIES

Digital copies are welcome and can be emailed to: permits@town.oshkosh.wi.gov

STEP 2

The Town will submit your application and all required materials to McMahon for plan review and permit approval.

STEP 3

Pick up your building permit from the Town after receiving notification of its issuance.

STEP 4

McMahon's surveying team will visit the site and stake the temporary benchmark for the foundation.

STEP 5

BUILDING & CONSTRUCTION

During construction, schedule building inspections and surveying directly with McMahon:

Brian Bending – Senior Public Safety Specialist

920-379-3524

bbending@mcmgrp.com

STEP 6

Contact McMahon to stake proposed yard set grades (corners and mid-lot points) surveying.

STEP 7

After pouring the foundation, contact McMahon to request a second surveying visit to check the top of the foundation.

STEP 8

The final lot grade must pass inspection within one year of the Certificate of Occupancy issuance. Request these surveying visits from McMahon to:

1. Stake proposed yard set grades (corners and mid-lot points)
2. Check the final lot grade
 - a. The final check should ideally occur after the topsoil is placed and fine grading is complete; but before seeding and laying mulch or an erosion mat.
 - b. If the final grade check has not passed by the time of occupancy, the contractor is responsible for informing the homeowner and supplying them with a copy of their site plan.

STEP 9

Request and pass the final inspection.

STEP 10

The Certificate of Occupancy will be mailed after the Town is notified about your final inspection. If the property was NOT occupied before passing the final inspection, your Certificate of Occupancy will be accompanied by a refund check for the occupancy deposit amount.

PAYMENT

Payment is due in full at the time of application submittal. Your application will NOT be sent to McMahon for review if the permit fee has not been paid.

PERMIT FEES

Effective as of 6/24/2025:

| | |
|---|------------|
| Line Items: | |
| Inspection Cost – McMahon Engineering <i>12 total inspections + inspector administration fee + mileage+ project plan review</i> | \$ 4000.00 |
| Certificate of Occupancy Deposit <i>*Refund may apply if the occupancy certificate is issued before occupied.</i> | \$ 250.00 |
| Certificate of Final Yard Grade Deposit <i>*Refund may apply if the certified surveyor documentation conditions are met.</i> | \$ 250.00 |
| Town Base Fee + State Seal – Non refundable | \$ 135.00 |
| Town Building Permit Administration Fee – Non refundable | \$ 600.00 |
| Total Fee | \$ 5235.00 |

ADDITIONAL INSPECTIONS – If your project exceeds the included inspection allotment, the additional fee of \$250 must be paid to the Town of Oshkosh before McMahon will schedule the request for an additional inspection.

Payment Method:

- Check Payable to Town of Oshkosh.
- To pay online by credit card, please request this option by checking yes ____ . Your email address is required.

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

Submit Application & Payment to:

Town of Oshkosh Building Permit Administrator 1076 Cozy Ln, Oshkosh, WI 54901
Email: permits@town.oshkosh.wi.gov

CULVERT/DRIVEWAY COST:

Contact the Town Chair Jim Erdman to obtain the Culvert Permit, 920-233-3618.
The initial Permit Deposit Fee is \$300 + an estimated amount for the culvert and installation by Winnebago County.

Site Plan Requirements

New Residential Homes

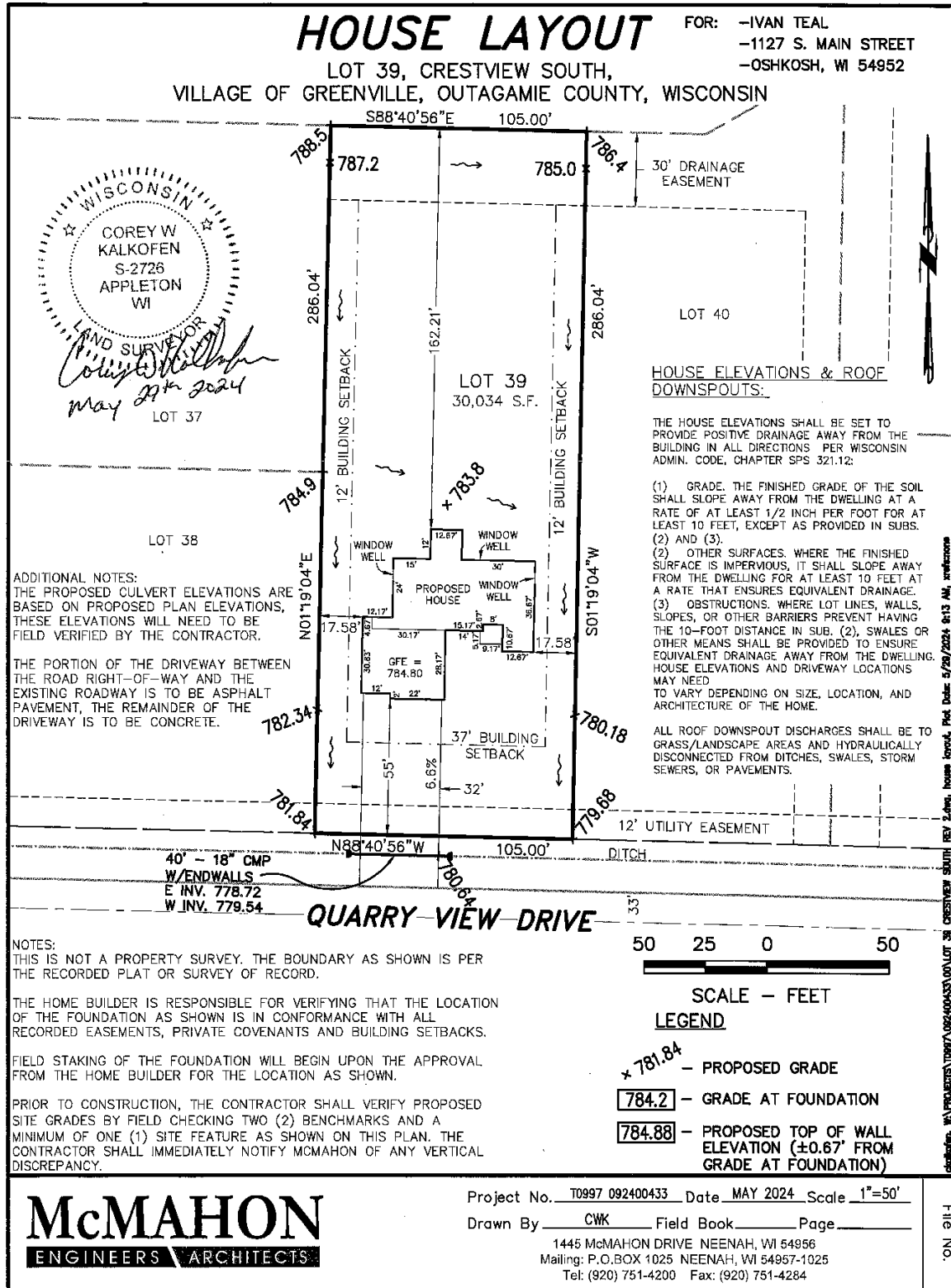
A comprehensive site plan must be submitted to the Town when applying for a new one- or two-family dwelling building permit. The Town will provide this plan to McMahon to review. McMahon is also the organization that will complete the surveying work required by the Town.

The site plan must be drawn to scale and include the following:

- ☒ Owner/Applicant name, phone number, and email address
- ☒ Lot number, legal description, and/or address
- ☒ Lot lines, including dimensions
- ☒ Street name(s)
- ☒ Driveway location, including:
 - ▶ Width at the right-of-way
 - ▶ Dimensions to the property lines
- ☒ Sidewalks, patios, or other ancillary concrete
 - ▶ Include dimensions to property lines or other site features
- ☒ Buildings
 - ▶ Include dimensions from property lines and other site features
 - ▶ Identify the location of window wells or exposed windows
- ☒ Structures, including:
 - ▶ Dimensions
 - ▶ Distance from property lines and other site features
- ☒ Setbacks and easements
- ☒ Two benchmarks (minimum) used for elevations (if located outside of a plat or CSM with an approved drainage plan)
- ☒ Proposed ground elevations at all lot corners and mid-lot locations (per the approved drainage plan, if available)
 - ▶ If no grading or drainage plan is available:
 - The average grade elevation of the adjacent lands must be maintained
 - A survey is required to show the adjacent lot and first-floor building elevations
- ☒ Proposed ditch or swale elevations, as applicable (per the approved drainage plan, if available)
- ☒ Proposed ground elevation at the foundation (per the approved drainage plan, if available)
- ☒ Proposed top of foundation elevation
- ☒ Proposed culvert length, size (15" minimum), and materials (CMP required)
 - ▶ See included driveway and culvert guidelines for more information on Town requirements
- ☒ Dimensions from the culvert to the extended side property lines

Site Plan Requirements

Site Plan Example



CONDITIONS OF APPROVAL

Town of Oshkosh – New Residential Homes

This document outlines the Town of Oshkosh's guidelines and requirements for new residential construction. Please note that this list is not to be considered all-inclusive.

Fees

- ▶ All fees are payable to the Town of Oshkosh.
- ▶ The Building Permit fee is due at the time of application.
- ▶ A refund may apply if conditions are met on deposits and/or charge vs cost on inspections are reconciled.

Application and Submitted Supplemental Documents

- ▶ All required documents are submitted along with the application.

Working Guidelines within the Town of Oshkosh

- ▶ All required permits must be issued **AND** posted **BEFORE** any construction begins.
- ▶ Schedule all inspections at least **24-48 HOURS IN ADVANCE** directly with McMahon (920-751-4200 ext.260).
- ▶ Provide safe means (i.e., approved ladder, etc.) to access areas requiring an inspection.
- ▶ Access the property through approved entrances only; do not disturb finished ditches.
- ▶ A tracking pad is required (minimum 24' x 50' x 1' of 3-6" clear stone).
- ▶ No fill, spoils, brush, or construction material – including dumpsters – may be stored on any easement areas or Town roadways.
- ▶ Dispose of all on-site waste and concrete wash properly and clean up road surfaces by the end of each workday.
- ▶ Locate soil stockpiles on high ground, away from drainage, water courses, inlets, etc., and protect soil stockpiles with seed, mulch, silt fence, tarps, trenches, etc.
- ▶ Establish vegetation as soon as possible and maintain erosion control practices until it is established.
- ▶ Establish property lines of new and abutting properties and ensure perimeter controls are in place.
- ▶ Drainage from the site must not impact neighboring properties.
- ▶ Ensure the final yard adheres to the required grades.
- ▶ An Occupancy Certificate is required **BEFORE** moving into or living in any structure; issuance only occurs **AFTER** the final inspection is complete and there are no health or safety violations.
- ▶ Place mailboxes according to USPS requirements.
- ▶ Overnight (midnight – 6:00 a.m.) parking is prohibited on all Town of Oshkosh roadways; this includes trailers, construction equipment, and dumpsters.

APPLICATION – New Home Construction

Permit # _____ Project Parcel # 018- _____ Date Submitted: _____

SIGNATURE _____ Contractor/Agent _____ Property Owner

I have read the Conditions of Approval and agree to abide by them. I understand that failure to comply with local and state building codes and Town ordinances and conditions may result in a work stoppage. I further understand that if the project exceeds the included inspection allotment, an additional fee of \$250/per inspection(s) must be paid to the Town of Oshkosh before McMahon will schedule an additional inspection.

Contractor/Agents/or Property Owner **Signature** _____

Date _____

Printed Name: _____

PROPERTY INFORMATION

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 _____

PAYMENT – Permit Fees

| Line Items: | |
|---|------------|
| Inspections Cost – McMahon Engineering <i>12 total inspections + inspector administration fee + mileage + project plan review</i> | \$ 4000.00 |
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| Town Building Permit Administration Fee – Non refundable | \$ 600.00 |
| Total Fee: | \$ 5235.00 |

Amount Paid _____ Payment Method _____ Confirmation or Check # _____ Date Paid _____

Applicant submitted the required docs _____ yes _____ no (include page 1)

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: _____