

## New Home Construction Permit Application Checklist

### Town of Linn

1. Submit an [address application](#) to Walworth County at [landinfo@co.walworth.wi.us](mailto:landinfo@co.walworth.wi.us). Certification or proof of submission shall be submitted to the Linn building inspector.
2. Provide a copy of your [Sanitary Permit](#) from Walworth County Land Use and Resource Management (LURM).
3. Provide a copy of your [Zoning Permit](#). Unless your lot is located within an Extraterritorial Zoning District (ETZ), zoning permits are issued by Walworth County LURM. For properties located in an ETZ, please contact either the Village of Williams Bay, or the Village of Fontana.
4. Provide a copy of your Erosion Control Plan(s).
5. Submit a plat of survey.
6. File Act 211 on the Department of Safety and Professional Services (DSPS) website: [https://esla.wi.gov/apex/Customer\\_Portal\\_Intro\\_Page](https://esla.wi.gov/apex/Customer_Portal_Intro_Page)
7. Complete and submit a [Wisconsin Uniform Building Permit Application](#), and [Town of Linn Building Inspection Form](#) to the Linn building inspector.
8. Filing and Building Permit Fee: the fee schedule is located at the [Town of Linn website](#) (includes a 10% administrative / road bond fee).
9. Submit drawings or building plans. Building plans/drawings must be submitted digitally with the exception of small projects that are legible on 8 1/2 x 11 paper.
10. Complete set of wind bracing plans and heat calculations.
11. Submit a [Driveway and/or Culvert Permit Application](#) to the Linn Highway Department at Highway Superintendent Matt Wittum at [linnhighway@townoflinn.wi.gov](mailto:linnhighway@townoflinn.wi.gov).
12. Sign the Town's [Winter Parking Ordinance Acknowledgement Form](#).

**Applications must be completed at the time of submission.**

**Click on the underlined word to open pdf documents.**