

Office of the Building Inspector
405 4th Street
Albany, WI 53502
Phone: (608) 558-1833
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Permit Application Instructions

- Submit one form per project.
- List all contractors and sub-contractors on the form.
- Include all necessary license numbers (business and individual).
- To avoid any unnecessary delays, **ensure the form is filled out completely and accurately.**
- All fees associated with the project will be charged and collected at one time.
- These are the most common sections required to be completed on the form. The Building Department may request additional information should certain circumstances arise.

New Construction – Residential or Commercial	_____	Complete All Sections
Addition – Residential or Commercial	_____	Complete All Sections
Alteration – Residential	_____	Complete Sections 1 through 11, 13, 14, and 15
Alteration – Commercial	_____	Complete Sections 1 through 11, 13, and 15
Early Start	_____	Complete All Sections
Erosion Control	_____	Complete Sections 1 through 11, 12 and 15
Electrical	_____	Complete Sections 1, 2, 4, 7, 8, 9, 10, 11, 14 and 15
Plumbing	_____	Complete Sections 1, 2, 5, 7, 8, 9, 10, 11, 14 and 15
HVAC	_____	Complete Sections 1, 2, 6, 7, 8, 9, 10, 11, 14 and 15
Sign	_____	Complete Sections 1, 2, 4, 7, 8, 9, 10, 11, and 15
Occupancy	_____	See Occupancy Permit Application (Different Form)
Demolition	_____	Complete Sections 1 through 11, 13, and 15
Driveway or Parking Area	_____	Complete Sections 1 through 8, 11, 12, and 15
Permit Extension/Renewal	_____	Complete All Sections Relevant to Project
Deck/Patio/Porch/Sunroom	_____	Complete Sections 1 through 11, 14, and 15
Basement Finishing	_____	Complete Sections 1 through 11, 14, and 15
Shed/Detached Garage	_____	Complete Sections 1 through 11, 14, and 15
Fence	_____	Complete Sections 1 through 3, 7, 8, 10, 11, 14, and 15
Swimming Pool	_____	Complete Sections 1 through 11, 14, and 15
Roof Replacement	_____	Complete Sections 1 through 3, 7, 8, 9, 10, 11, 14, and 15
Window/Door/Siding/Soffit	_____	Complete Sections 1 through 3, 7, 8, 9, 10, 11, 14, and 15

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.

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 <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> for details of how to be in compliance.

**DEPARTMENT OF BUILDING AND CODE ENFORCEMENT
UNIFORM APPLICATION FOR PERMIT**

PROJECT ADDRESS: _____ **PERMIT #** _____

By performing work on this project, the parties identified below all agree to comply with the applicable Codes and Ordinances and with the conditions of this permit.

1. Owner		Applicant ☐		2. General or Dwelling Contractor		Applicant ☐	
First Name	Last Name	First Name	Last Name				
First Name	Last Name	Company Name					
Company Name		Address					
Address		City, State, ZIP					
City, State, ZIP		Phone Mobile					
Phone Mobile		Fax			Email		
Fax Email		Dwelling Contractor Number			Expiration Date		
3. Dwelling Contractor Qualifier (UDC)		Applicant ☐		4. Electrician		Applicant ☐	
(Applies only to any project involving One or Two Family Buildings)							
First Name	Last Name	First Name	Last Name				
Company Name		Company Name					
Address		Address					
City, State, ZIP		City, State, ZIP					
Phone Mobile		Phone	Mobile				
Fax Email		Fax	Email				
Dwelling Contractor Qualifier Number	Expiration Date	Electrical Contractor License Number			Expiration Date		
		Master Electrician License Number			Expiration Date		
5. Plumbing		Applicant ☐		6. Heating		Applicant ☐	
By Owner ☐							
First Name	Last Name	First Name	Last Name				
Company Name		Company Name					
Address		Address					
City, State, ZIP		City, State, ZIP					
Phone Mobile		Phone	Mobile				
Fax Email		Fax	Email				
Master Plumber License Number	Expiration Date	Heating Contractor License Number			Expiration Date		

7. Description of Project**8. Type of Permit Requested (check all that apply)**

- ☐ New Construction – Residential or Commercial
☐ Addition – Residential or Commercial
☐ Alteration – Residential
☐ Alteration – Commercial Level: ☐ 1 ☐ 2 ☐ 3
☐ Permission To Start - Footings/Foundation
☐ Erosion Control
☐ Electrical
☐ Plumbing
☐ HVAC
☐ Deck/Porch
☐ Patio, Driveway or Parking Area
☐ Swimming Pool/Spa/Hot Tub
☐ Fence
☐ Sign
☐ Other _____

9. Type of Construction (Check One)

- ☐ Commercial Type 1A
☐ Commercial Type 1B
☐ Commercial Type 2A
☐ Commercial Type 2B
☐ Commercial Type 3A
☐ Commercial Type 3B
☐ Commercial Type 4
☐ Commercial Type 5A
☐ Commercial Type 5B
☐ Residential Light Frame Wood

10. Project Areas

Unfinished Basement _____ square feet
All Finished Floor Area _____ square feet
Shed/Garage _____ square feet
Deck/Porch _____ square feet
Sign _____ square feet
Other _____ square feet
TOTAL _____ **square feet**

11. Project Costs (excluding land)

Construction _____
Electrical _____
Plumbing _____
HVAC _____
Sign _____
Other _____
TOTAL _____

12. Impervious Surfaces and Driveways

Elevation (in feet) of garage floor above top of curb _____
Driveway slope _____ %
Number of Accessible (Handicap) Stalls _____
Number of Non-Accessible Parking Stalls _____
Length of Driveway from Curb to Building _____

13. Water/Sewer, Fire Protection, Fuel Loads

Sprinkled ☐ Yes ☐ No ☐ 13 ☐ 13R
Fire Alarm ☐ Yes ☐ No ☐ Auto ☐ Manual
Sewer Lateral Size _____
Water Lateral Size _____
Water Meter Size _____
Heating Fuel _____
Water Heater Fuel _____
Building BTU Load _____

14. Cautionary Statement to Owners Obtaining Building Permits (Uniform Dwelling Code)

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 arose 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.

Initial _____

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 above.

Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

Initial _____

I vouch that I am the owner of this property and 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.

15. Statement of Owner or Owner's Authorized Agent
I represent and warrant that I am the owner or the owner's authorized agent and I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on 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 information within this application is accurate. 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. Furthermore, I represent and warrant that I will provide a copy of this Uniform Application for Permit to all parties identified in sections 1 through 6 on this application and that an amended permit application will be filed with the Building Inspector if any of the parties identified in sections 1 through 6 on this application do not perform work on this project or another party performs work in place of the identified party.

Owner or Owner's Authorized Agent's Signature

Print

Date _____



If filing electronically, I agree to the terms and conditions of the Uniform Application for Permit and further agree that the completion of this section constitutes my electronic signature for purposes of the Uniform Application for Permit, and that such electronic signature shall be legally binding as though executed in person.

ISSUING JURISDICTION

This Uniform Application for Permit is hereby issued pursuant to the Conditions of Approval which can be found on the back of the Permit Placard and/or with the approved plans. The Owner, as defined in 101.01(2)(e) of Wisconsin State Statutes, is responsible for all code requirements not specifically cited herein and failure to comply may result in suspension or revocation of this permit or other penalty.

Inspector's Name

Credential Number

Date _____

Permit Fees \$ _____ Receipt # _____ Check # _____ Cash _____