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## Residential Additions

**Note:** I have made every effort to insure the accuracy of the information provided in this document. However, due to the possibility of errors or other aspects of electronic communication that is beyond my control, I do not guarantee the accuracy of this document and am not liable for reliance on this information. This document was created as basic plan submittal guide under the Code in effect at the time of creation. It is not intended to cover all circumstances.

### Zoning Approval is required

Please contact the Green County Zoning and Land Use Office for further information.  
Phone: (608) 328-9423  
Email: [greenzone@tds.net](mailto:greenzone@tds.net)  
Web: [www.co.green.wi.gov/](http://www.co.green.wi.gov/)

### Building & Trades Permit is required

**Items required in order to obtain a building permit.** All of the following documents are required to obtain a building permit.

Items needed for approval:

- One copy of your Green County Zoning and Land Use Permit.
- Completed permit application. You must include all contractors' names, addresses, phone numbers and license numbers. A Wisconsin Licensed Plumber and a Wisconsin Licensed HVAC Contractor are required if the dwelling is not owner occupied.
- One copy of Building Plans including:
  - Elevations.
- Note regarding tall walls.** If any walls in the building at any point exceed 12 feet in height, the walls must be designed by a Wisconsin registered architect or engineer or by an engineered lumber manufacturer (i.e. TJI, LP, Superior, etc.). The design shall be posted on site prior to the inspection of the framing. Framing will not be inspected until these walls have an engineered design or some other supporting documentation showing Code compliance.
- One copy of a Side view (cut-a-way).
- One copy of your Energy worksheet (when adding conditioned space).

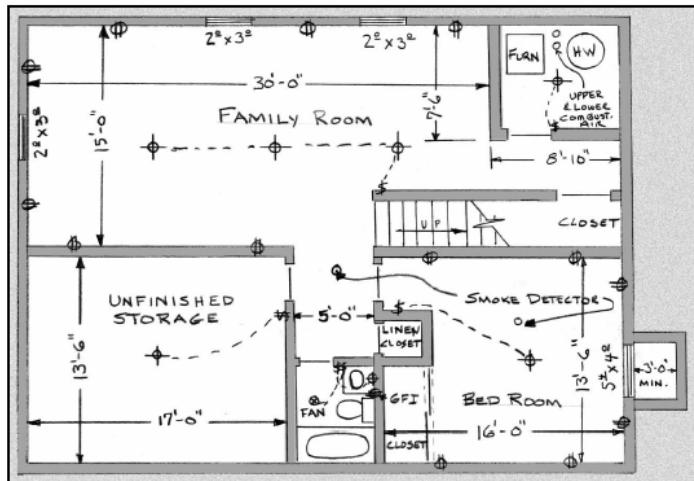
#### How do I get a permit?

It is the responsibility for the owner or owner's agent to obtain all necessary permits and payment of all fees related to a project (i.e. structural, electric, plumbing and HVAC). You may contact the inspector by the means above to set an appointment for submittal.

#### How long does it take to get a permit?

We can issue most permits during your appointment.

### Sample Floor Plan



### Permit Fees

(In effect as of 12/16/05)

**Permit Fees are as follows:**

#### Town of Albany-

- \$0.20 per sq. foot all floors, basement, garage, and any porch/deck area Minimum Fee \$50.00 per trade (Fees include Structural, Electric, Plumbing, HVAC and Erosion Control)

#### Town of Decatur-

- \$0.18 per sq. foot all floors, basement, garage, and any porch/deck area Minimum Fee \$50.00 per trade (Fees include Structural, Electric, Plumbing, HVAC and Erosion Control)

#### Town of Exeter-

- \$0.20 per sq. foot all floors, basement, garage, and any porch/deck area Minimum Fee \$50.00 per trade (Fees include Structural, Electric, Plumbing, HVAC and Erosion Control)

### Drain tile

A complete drain tile system is required to be installed around all foundations in accordance with Town Practice. This includes interior and exterior drain tile and bleeders every eight feet. The Town will allow a waiver of exemption to be submitted by a Wisconsin registered engineer or soil tester in lieu of drain tile installation, but it must be submitted prior to any concrete work being done.

## Inspections

Items listed under the check boxes may be done all together.

- Building Footings (or floating slab)
- Building Foundation
  - Building Foundation Drain Tile
- Groundwork Plumbing (with air or water test present)
- Building Electrical Service (Temporary and Permanent)
- Building Roughs (prior to installing insulation or any covering)
  - Rough Framing
  - Rough Electrical
  - Rough Plumbing (with air or water test present)

**Note:** An Affidavit of Testing is required to be submitted to the Inspector for all Air Admittance Valve installations.

- Rough HVAC
- Insulation/Vapor Barrier
- Final Occupancy Inspection

**Note:** Prior to a Final Occupancy Inspection, the following forms must be submitted to the Inspector:

  - Air Admittance Valve Testing Affidavit

**It is the permit holder's responsibility to contact the inspector for all inspections**

## Exiting

- Basements that include spaces for sleeping must have at least two exits. The two exits must not be reached by the same stairway or ramp, and must be located as far apart as practical. One exit must be a stairway or ramp that leads to ground level, or a door at the basement level which leads to ground level via an exterior stairs. The second exit may be reached via a stairway, ramp or an exit ("egress") window that leads to the floor level above the basement.
- Egress windows, used for exiting purposes, must be able to be opened without the use of tools. Also, the net clear opening must be at least 20" x 24" irrespective of height or width with a sill height of not more than 46" above the floor. If an egress window is provided as an exit located below ground level, certain restrictions apply.
- An egress window with any point of clear opening below adjacent grade shall be provided with an areaway. The width of the areaway shall be at least equal to the width of the window. The areaway shall be a minimum of 36 inches measured perpendicular from the outer surface of the below-grade wall. If the bottom of the areaway is more than 46 inches below adjacent grade or the top of the areaway enclosure, the areaway shall be provided with a ladder or at least one additional step to aid egress. Steps used to comply with this requirement are exempt from the requirements of section COMM 21.04. Ladders or other steps used to comply with this requirement may infringe on the required area of the areaway by a maximum of 6 inches. The areaway shall be

constructed such that water entering the areaway does not enter the dwelling.

- Spaces used for sleeping shall have natural light by means of glazed openings. The area of the glazed openings shall be at least 8% of the net floor area.
- Spaces used for sleeping shall have natural ventilation by means of openable doors, skylights or windows. The net area of the openable doors, skylights or windows shall be at least 3.5% of the net floor area of the room. Balanced mechanical ventilation may be provided in lieu of openable exterior doors, skylights or windows provided the system is capable of providing at least one air change per hour of fresh outside air when the room is occupied.
- 50% of a room's minimum ceiling height shall be 7' with 6'4" allowed for projections such as beams and ducts.

## Codes

- All construction and energy related methods must comply with the current Chapter COMM 21 and 22 of the Wisconsin Administrative Code also known as the Wisconsin Uniform Dwelling Code.
- All wiring methods must comply with the current National Electric Code and Chapter COMM 16 of the Wisconsin Administrative Code.
- All plumbing methods must comply with the current Chapters COMM 81-84 of the Wisconsin Administrative Codes and must be installed by a Wisconsin licensed plumber or the owner of a one or two family dwelling.
- All heating, ventilation, and air conditioning methods must comply with the current Chapter COMM 23 of the Wisconsin Administrative Code also known as the Wisconsin Uniform Dwelling Code and must be installed by a Wisconsin licensed HVAC installer or the owner of a one or two family dwelling.
- The Wisconsin Administrative Codes may be downloaded from the Department of Commerce Safety and Buildings Website:

<http://www.commerce.state.wi.us/SB/SB-HomePage.html>



**(800) 242-8511**

<http://www.diggershotline.com/>

Plan ahead! Give Diggers Hotline a call at least three working days prior to the start date of your excavation. The call center is open 24 hours a day and 365 days a year, but the busiest times are Monday and Tuesday mornings.