

TOWN OF BIG BEND

N1195 HWY 40 – NEW AUBURN, 54757

715-868-5775 (VOICEMAIL)

APPLICATION FOR BUILDING PERMIT

Make checks payable to the Town of Big Bend
Mail to N1195 Hwy 40, New Auburn, WI 54757 / bigbend@brucetel.net / 715-868-5775

Property Owners Name: _____ **Date:** _____

Mailing Address: _____ **Phone:** _____

Address of Proposed Building Site: _____

Contact Email: _____

Parcel Number (Tax Bill): _____

Driveway access to STH _____ CTH _____ Town Rd _____

Proposed Land Use of Property: _____

Contractor: _____ **Contact:** _____

Address: _____ **Phone:** _____

Email: _____

Sanitary Permit Number: _____ (Attach Copy)

Will Electrical be Installed: Yes No **Will Plumbing be Installed:** Yes No

PERMIT REQUESTED FOR: Fill in appropriate line(s) (BE SPECIFIC)

<input type="checkbox"/>	New Dwelling	<input type="checkbox"/> Stick Built Seasonal <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Manufactured, year _____ <input type="checkbox"/> Bunkhouse	Walk out <input type="checkbox"/> Yes <input type="checkbox"/> No	Attached Garage <input type="checkbox"/> Yes <input type="checkbox"/> No	Size of Proposed Structure X = SF	Height	Number of Bedrooms
<input type="checkbox"/>	Addition to Dwelling	Deck, Garage, Bedrooms, Vertical expansion, etc...			Size of Proposed Structure X = SF	Height	Existing Bedrooms Additional Bedrooms
<input type="checkbox"/>	Accessory Building	Garage, Boathouse, Shed, Farm Bldg, Seasonal Travel Trailer (1yr)			Size of Proposed Structure X = SF	Height	STORAGE ONLY NO HUMAN HABITATION
<input type="checkbox"/>	Miscellaneous	Patio, Stairs, Sign, Concrete Slab, Freestanding Deck, etc...			Size of Proposed Structure X = SF	Height	Number of Bedrooms
<input type="checkbox"/>	Subdivision Review	Minor Subdivision, Major Subdivision, Metes & Bounds Review		# of Existing Lots	# Proposed Lots	Town Checklist <input type="checkbox"/> Yes <input type="checkbox"/> No	Surveyed <input type="checkbox"/> Yes <input type="checkbox"/> No

Building(s) Total Square Footage (SF Above): _____ **(Basement, First Level, Second Level, Other)**

Estimated Cost Project \$ _____

FAILURE TO OBTAIN PERMIT BEFORE CONSTRUCTION MAY RESULT IN A PENALTY FEE OF 2.5 TIMES THE PERMIT FEE.

I declare that this application (including any accompanying documents) has been examined by me and to the best of my knowledge and belief it is true, correct, and complete. I agree to permit Town officials charged with administering Town ordinances or other authorized personnel, including the assessor, to have access to the above-described premises at any reasonable time for the purposes of inspection.

Sign Here: _____ **Date:** _____ **Check #** _____

Application Total Fee Amount Paid: \$ _____

TOWN USE ONLY

Application Date Received: _____ Amount Received: _____

Copies of Permits Received: _____

Approved Permit Date: _____

Approved by: _____

Permit Number: _____

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APPLICATION INSTRUCTIONS

Failure to obtain a permit before construction may result in an after the fact fee of 2.5 times the permit fee.

Please use black ink in completing the application.

Permits are required in the Town of Big Bend by ordinance for any structure or addition and certain alterations, including manufactured home or dwelling and park model trailers. A Uniform Dwelling Code (UDC) Permit is required for new 1 & 2 family dwellings and for any alterations to dwellings.

Fee Cost Determination: See Town Fee Schedule – Town Website www.townofbigbend.com

Make checks payable to the Town of Big Bend.

Incomplete applications may be returned.

Please allow 4 weeks to process your application.

The proposed structure shall be staked out on the parcel for optional onsite verification.

A plot plan must be provided on page 3. Exact measurements must be provided within the drawing.

Driveway application/permit may be required.

UDC inspections may be required and available from the Town Building Inspector and any fees are paid directly to the inspector. See Town website tab Town Contacts for UDC inspector.

Permits are valid for two years from the date of issuance.

Land Use Permits are required for ANY changes to the land parcel.

By receiving a permit and starting construction, the applicant agrees to do only the work described on the permit application and included site/plot drawing. If there are any changes to the building plan or project, the Town Zoning Administrator and Town Clerk shall be notified. This may result in additional fees.

Issuance of a permit allows any Town officer the right to inspect the project during the permit period.

Permit(s) must be posted on site. Permit(s) must be available upon request from any town officer. Permit are not valid unless you have obtained all required approvals from the State of Wisconsin and/or Rusk County Zoning Department.

A sanitary permit is required if the building, manufactured home or dwelling, camper, RV, etc. is intended for human habitation or if plumbing is being installed. The Sanitary Permit must, by State Statutes, be obtained from Rusk County Zoning Department prior to the issuance of the Town of Big Bend Building Permit. **Rusk County Zoning Sanitary Permit copy must be provided with application.**

Shoreland Zoning – A parcel is also governed by Rusk County Zoning. 1000 feet from water, 300 feet from streams, other restrictions may apply. Contact Rusk County Zoning. **Rusk County Zoning Shoreland Land Use Permit must be provided with building permit.**

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PARCEL DRAWING

1. Show the location and size of all existing buildings and all new buildings with reference to North.
2. Show the location and distance to the well (W), Septic (ST) and drain field (DF).
3. Show the location for any lake, stream, pond, river, if applicable.
4. Show dimensions in feet of the following: Buildings to lot lines, building to center line of road, building to lake, stream, pond, river, wetland. Eaves and overhangs are a part of the structure and are required to meet setbacks.
5. Show building dimensions in feet.
6. Stake or mark proposed location for new buildings.