

Building Permit Checklist

Town of Big Bend
N1195 Hwy 40
New Auburn, WI 54757
(715) 868-5775 / Not Staffed / Leave Voice Mail
e-mail: bigbend@brucetel.net
<http://www.townofbigbend.com/>

This numbered list, 1-10, is provided to assist you in keeping track of the order process for obtaining necessary permits for new residential construction in Rusk County – Big Bend Township. Please follow the steps carefully and provide a copy of each permit received to the Township. All permits must be obtained and permitted copies on file to obtain the Big Bend Township building permit. All necessary permits must be obtained prior to construction. Unpermitted construction may result with an after-the-fact fee of 2 ½ times the permit amount and a stop/delay in continued construction. Rusk County Zoning web site should also be used as a permit reference.

- 1) Lot has been surveyed or owner feels confident that lot boundaries are accurate.
- 2) New driveway approved by township for town roads or Rusk County Highway Department for county and state roads.
- 3) Obtain Rural Address number (fire number) if one has not been assigned already (Land Information/Surveyors Office).
- 4) Fire number ordered by Big Bend Township. Installed by Township and invoiced to property owner.
- 5) Soil and Site Evaluation (Perc Test) completed and report submitted (Zoning).
- 6) Sanitary Permit approved (Zoning)
- 7) LandUsePermitapproved(Zoning)
"Shoreland Zoning" = Any residence within 1000' of a lake, pond, or flowage or 300' of a river or stream).
- 8) UDC (Uniform Dwelling Code) Permit requested from Township's UDC Inspector – All dwellings (even garages used for seasonal habitation) must have a UDC building permit prior to the start of construction. See Township web site for name of inspector.
- 9) Erosion Control Plan completed and approved. (If within 300' of water's edge and more than 1000 square feet of land is being disturbed)
- 10) Township Building Permit approved.