

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2> <p style="font-size: small; margin: 0;">Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]</p>	Application No. _____  Parcel No. _____
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**PERMIT REQUESTED**     Constr.     HVAC     Electric     Plumbing     Erosion Control     Other:

Owner's Name	Mailing Address	Tel.
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Contractor Name & Type	Lic/Cert#	Exp Date	Mailing Address	Telephone & Email
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Dwelling Contractor (Constr.)				
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Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.)				
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HVAC				
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Electrical Contractor				
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Electrical Master Electrician				
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Plumbing				
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<b>PROJECT LOCATION</b>	Lot area _____ Sq.ft.	<input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of _____	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W
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Building Address	County	Subdivision Name	Lot No.	Block No.
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Zoning District(s)	Zoning Permit No.	Setbacks:	Front	Rear	Left	Right
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1. PROJECT	3. OCCUPANCY	6. ELECTRIC	9. HVAC EQUIP.	12. ENERGY SOURCE
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<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead <b>7. WALLS</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Fuel</td> <td style="width:10%;">Nat Gas</td> <td style="width:10%;">LP</td> <td style="width:10%;">Oil</td> <td style="width:10%;">Elec</td> <td style="width:10%;">Solid</td> <td style="width:10%;">Solar Geo</td> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo																			
Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			

2. AREA INVOLVED (sq ft)	4. CONST. TYPE	8. USE	10. SEWER	13. HEAT LOSS
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	Unit 1	Unit 2	Total							
Unfin.				<input type="checkbox"/> Site-Built	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Municipal	13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)			
Bsmt				<input type="checkbox"/> Mfd. per WI UDC	<input type="checkbox"/> Permanent	<input type="checkbox"/> Sanitary Permit#				
Living Area				<input type="checkbox"/> Mfd. per US HUD	<input type="checkbox"/> Other:		14. EST. BUILDING COST w/o LAND \$ _____			
Garage				<b>5. STORIES</b>	<input type="checkbox"/> Other:					
Deck/Porch				<input type="checkbox"/> 1-Story	<input type="checkbox"/> Other:					
Totals				<input type="checkbox"/> 2-Story	<input type="checkbox"/> Basement	<input type="checkbox"/> On-Site Well				

I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of 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 above information is accurate. 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 and the owner shall sign the statement on the back of the permit if not signing below. 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.

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 on the second page of this form.

**APPLICANT (Print):** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVAL CONDITIONS**    This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.     See attached for conditions of approval.

<b>ISSUING JURISDICTION</b>	<input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____	<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____	State-Contracted Inspection Agency#: _____	Municipality Number of Dwelling Location _____
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<b>FEES:</b>	<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>
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Plan Review \$ _____	<input type="checkbox"/> Construction		Name _____
Inspection \$ _____	<input type="checkbox"/> HVAC		Date _____ Tel. _____
Wis. Permit Seal \$ _____	<input type="checkbox"/> Electrical		Cert No. _____
Other \$ _____	<input type="checkbox"/> Plumbing		Email: _____
Total \$ _____	<input type="checkbox"/> Erosion Control		

### **Cautionary Statement to Owners Obtaining Building Permits**

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 arises 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.

### **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 the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

### **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.

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

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards, and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Welcome to the Village of Friendship Building Inspection Program

## Filling out the **General Building Permit** application

- 1) Fill in the appropriate information above the address box on the form. If you are unsure of the parcel number skip that box and proceed.
- 2) The "Lot Area" box may be left blank in most instances. This information will be provided via a site plan.
- 3) **Finished Project Value** – This amount is required and must reflect the actual value of improvement to the property. There is no deduction for free labor or materials.
- 4) "Subdivision" and "Lot/Block" can be filled in if known, if not leave blank.
- 5) The zoning district is required and the information can be obtained at Village Hall. Leave the "Zoning Permit No." blank.
- 6) "Corner Lot", "Bldg. Height", and "setbacks" are required for new building placements, fences, additions, and garage/accessory buildings. Enter the distance from the property line (sometimes called the right of way line on street and alley sides) to the new structure or addition. This information will also be needed on a site plan. For houses in newer subdivisions locating the "corner pins" may be readily accomplished. For older homes in the central district a survey may be needed to properly identify the corners. Your front setback will many times start a foot back from the interior edge of the sidewalk - this can be used as an approximate starting point.
- 7) Fill in the owner's name and address. An email address may be provided on either the site plan or on the approval conditions area
- 8) "Contractor Information" is required. The U.D.C. requires a licensed electrician, licensed plumber, and State Registered HVAC Company (heating/cooling) to perform work. This license information must be noted on the application in order to be issued. For construction work on 1 & 2 family dwellings the contractor must show 2 license numbers: #1 – *Dwelling Contractor Certification*; and #2 - *beginning January 1, 2008 Dwelling Contractor Qualifier Certification*. If the owner wants to do the work on a house that is currently occupied by him/her he may do so after initialing the statements on the back of the application.
- 9) Project Description – if you anticipate that your project requires any additional approvals such as variances, conditional uses, etc., check yes
- 10) Addition - if your project requires any of the following items noted check the appropriate box. If there exists the opportunity for soil to leave the site, erosion control will be needed and those methods must be shown and identified on the site plan. In most situations bare soil is exposed erosion control must be put in place.
- 11) Detached Accessory Building – check the appropriate boxes
- 12) Remodel – check the appropriate boxes
- 13) Electrical Service – check the appropriate boxes if new exterior power is being changed or upgraded

- 14) **Other** – check appropriate box for this area if your project is small and does not fit into the other categories.  
Example: adding a furnace, changing or moving sewer or water service.
- 15) **Commercial Requirements** – most times alterations to buildings or new buildings containing over 25,000 **cubic feet** will require submittal of plans by a Registered Engineer or Architect to the Department of Commerce for plan review. *In addition a preliminary set of plans shall be submitted to the inspection department for early review.* Go to the Department of Commerce-Safety and Buildings web site for more information. Since the requirements for Commercial Buildings are complicated it is best to begin with one of the professionals above before moving ahead with your project plans.
- 16) **SIGN and DATE the permit. Permits are good for two years on that scope of work that is listed on the application. Work must begin in 6 months or the permit is void.**

## Submittal Building Plans:

### 1 & 2 Family

Most 1 & 2 family building projects whether it is an addition or remodel will require some type of plan before a permit will be issued. It is important to provide details such as a floor plan, stair and handrail design, window size type and location, plumbing plans showing pipe sizes, electrical outlet placement etc, this is referred to as the scope of work. If you are doing the project as a homeowner it might be best to first consult with a professional. Code books are expensive and many are not available free off the internet. Code books are not "how to" books and are difficult to interpret. *An example of common requirements for 1 & 2 family projects is available on the Commerce – Safety and Buildings web site.*

Commercial – Consult a Professional Engineer or Architect.

## Submittal of Site Plans:

### 1 and 2 Family

For additions and new building placements it is important to provide accurate information on a site plan showing building sizes, lot size, and distance to the property lines. It is not absolutely necessary to submit scale drawings for small projects but if you choose not to scale the drawing then **accurate distance information shall be noted on the plan.** If ground cover is stripped back – show erosion control measures on site plan.

Commercial – Consult a Professional Engineer or Architect

## Inspection of Work: Call **Jeremy at 608-697-7807**

- 1) A 24 hour notice prior to the inspection is appreciated.
- 2) A Green Approved Sticker will be left at the job site to confirm inspection, call to confirm if not found.

PLEASE NOTE IF PROPERTY IS A CORNER LOT

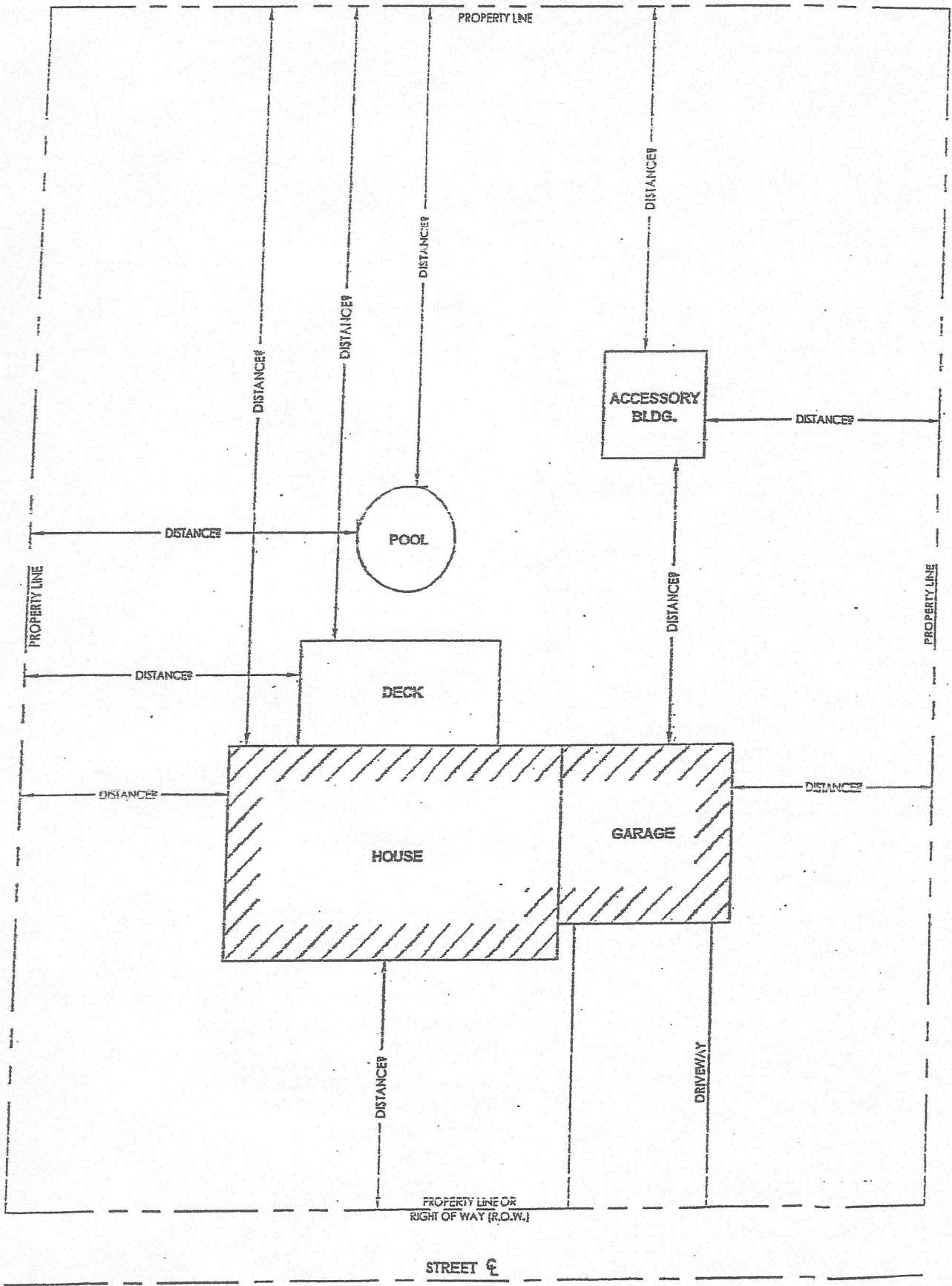
PROPERTY ADDRESS:

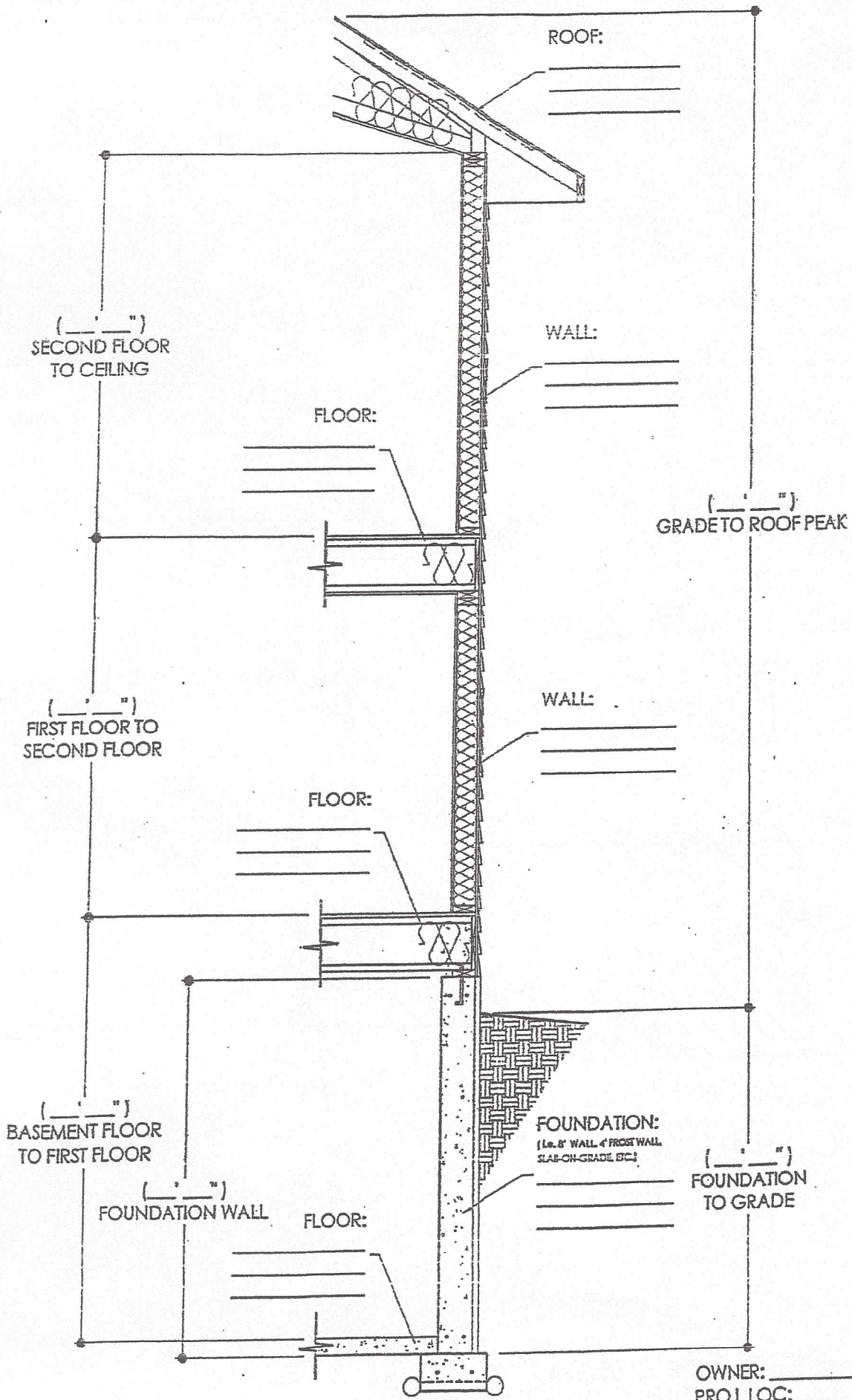
# EXAMPLE SITE PLAN

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**TYPICAL SECTION**

OWNER: \_\_\_\_\_  
 PROJ. LOC: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DESIGNER: \_\_\_\_\_



Submit this form WITH a site plan drawing showing measurements. See back for an example.

## ZONING APPLICATION

(To be completed by Applicant)

Owner's Name	Phone #
Owner's Email	
Owner's Address	Fax #
Applicant Name (Contractor, Architect, Engineer)	Phone #
Applicant Email	
Applicant Address	Fax #
Site Location (I.e. City, Town, Village)	
Site Address	
Existing Use	

### Type of Development

[Check (x) where appropriate]

Change in Use	<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Addition	<input type="checkbox"/>
Garage	<input type="checkbox"/>	Access	<input type="checkbox"/>	Sign	<input type="checkbox"/>
Fence	<input type="checkbox"/>	Pool	<input type="checkbox"/>	Antenna/Tower	<input type="checkbox"/>
Deck	<input type="checkbox"/>	Accessory Bldg.	<input type="checkbox"/>		



### Site Information (include site plan map with application, include covenants as necessary)

[Check (x) where appropriate; or enter number value]

Wetlands	<input type="checkbox"/>	Front Setback →	<input type="text"/>	Rear Setback →	<input type="text"/>
Underground Tanks	<input type="checkbox"/>	Side Setback #1 →	<input type="text"/>	Side Setback #2 →	<input type="text"/>
Floodplain	<input type="checkbox"/>	Easements	<input type="checkbox"/>	Lot Square Foot	<input type="text"/>
Percent (%) of Lot Coverage	<input type="text"/>			Height	<input type="text"/>

### Special Considerations:

Does this project need developer architectural committee approval? Yes  No

Estimated Land Disturbance Area (Square Feet)

Does this project need Sewer District Approval? Yes  No

The Zoning Administrator may request additional information during the review of the Zoning Application.

The Zoning Administrator may require a site survey by an RLS if proposed uses/structures occur within 2 feet of the applicable setback lines.

### Building Information (include information as necessary)

[Check (x) or fill in information, where appropriate]

Building Permit Req'd	<input type="checkbox"/>	If No, Complete Section Below.			
Homeowners Assoc.	<input type="checkbox"/>				
Building Height	<input type="text"/>	Max. Length	<input type="text"/>	Max. Width	<input type="text"/>
Square Footage (main)	<input type="text"/>	Square Footage (basement)	<input type="text"/>	Square Footage (upper)	<input type="text"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

