

# 2019 Village of Sturtevant Building Permit Application Process / Procedures

Building permits are required for the following:

All new residential dwellings\*

All new commercial buildings\*

All additions\* and alterations\* – i.e. rec. rooms, basements,etc

Moving of buildings\*

Swimming pools\*

Hot tubs/spas

Sheds\*

Decks\*

Garages\* /pole barns\*/accessory buildings\*

Razing

Heating, air conditioning and fireplaces

Roofing

Siding

Plumbing

Electrical

Other permits as required by governing municipalities

# \*May Require Planning Commission Application/Approval

To obtain planning commission approval may require additional forms and or requirements as outlined by the Planning Commission application and appearance process.



# 2019 Residential Plan Submittal Requirements

# If building a new home you must submit the following information:

- 1. Two (2) sets of house plans. Plans shall be drawn to scale. All plans prepared by professional shall bear the seal and signature of same in original ink.
- 2. Completed Wisconsin Uniform Building Permit Application
- 3. Signed forms agreeing to terms and conditions outlined in building permit packet
- **4.** Completed Wisconsin Uniform Building Permit Application. Needs to be completed in it entirety. Include all contractor information.
- **5.** Complete Cautionary Statement to Homeowners (if applicable)
- **6.** Two copies of HVAC energy worksheets
- **7.** WI Engineer stamped roof and floor truss plans and the layout (prior to rough inspection)
- 8. Three (3) stakeout surveys of the house by a Wisconsin Registered Land Surveyor
- **9.** An approved and recorded certified survey map (if applicable)
- **10.** Specs for manufactured fireplace (if applicable)



# **GENERAL INFORMATION**

- Building permit fees may vary. Building permit fees are determined by the Building Inspector.
- The Village of Sturtevant currently contracts with the Village of Mt. Pleasant for Building Inspection Services. For assistance and inspections please contact (262) 554-8750. Office hours Monday-Friday from 8:00 am to 10:00 am and 1:00 pm to 2:00 pm at the Mt. Pleasant Village Hall, 8811 Campus Drive, Racine, Wisconsin 53406.
- Water meter hook-up is arranged through Racine Water Utility at (262) 636-9185.
- Erosion Control Bond is \$1,000.00 per property. Bond will be refunded after all Erosion Control Requirements have been satisfied. A written request for reimbursement must be submitted to the Clerks Office.
- Sidewalk Escrow amount is obtained through the Village Clerk. Escrow must be paid prior to construction. Bond will be refunded after work is completed by the contractor and inspected by the Public Works Supervisor (262) 886-2862. A written request for re-imbursement must be submitted to the Clerks Office.
- Impact Fees include to the following:
  - 1) Water Connection Fee-Residential Rate for 2017 is \$900.00 per unit (only \$450.00 is required for lots in Chicory Creek)
  - 2) Sewer Connection Fee-Residential Rate for 2017 is \$4,073.00 per unit
  - 3) Park Impact Fee-Residential Rate for 2017 is \$1,250.00 per unit (not required for lots in Chicory Creek)



# 2019 Residental Building Inspection

**Footing** (before pouring)

Foundation-Wall (ACI Standard 318/318R) (Verify steel is present)

**Building Drain** (before basement is poured)

**Backfill** Exterior – Re stone

\* Building Height Re-Certification to be submitted now

**Sanitary / Storm Sewer** - Sanitary and storm laterals before back filling of trench. System should be on test at time of inspection. No sewer laterals installed prior to basement floor pour.

**Basement Floor** (before pouring)

**Electric Service** (Utility will not supply power to building without this)

# **Before Insulating**

- Rough Plumbing
- Rough Carpentry
- Rough Electrical
- Rough HVAC

# **Insulation**

\* Need insulation Re-Certification submitted now

**FINALS** for Plumbing, Carpentry, Electrical, HVAC (Needed before occupancy request.

**Occupancy** - An occupancy permit is required before moving in. It is illegal to occupy a new building without this permit.

**NOTE:** Outside sidewalks, driveway, approach downspouts, building address, and mailboxes are also needed prior to occupancy permit issuance.

If any re-inspections are needed, a \$155.00 fee will be charged and paid to the Village of Sturtevant, before further inspections will be made.



## VILLAGE OF STURTEVANT - 2019 EROSION CONTROL REQUIREMENTS

-Analysis-

This sheet is supplemental to the Code of Ordinances of the Village of Sturtevant Municipal Code relating to Erosion Control to make the process more efficient.

The Village of Sturtevant Racine County Wisconsin ordains as follows: Part 1. Section 15.04 Definitions is to be amended to add the following definitions:

- A. **Definitions.** For the purpose of this section
  - a) "Agent" shall mean the person, partnership or corporation who signs the application for the building permit for the owner of the parcel.
  - b) "Owner" shall mean the person who holds the legal title to the property at the time the building permit is issued.
- B. **Part 2.** Add an amended Article 15.045 to include the following:
  - 1. **Cash bond.** Before the issuance of any building permits for any dwelling unit, commercial building, industrial building, institutional building, or for any structure which will require any grading or drainage work, the owner, or the owner's agent, shall place on deposit with the Village Treasurer the sum of \$1,000.00 as cash bond.
  - 2. **Requirements.** Such cash bond shall guarantee that all site grading and drainage work be completed in accordance with the following requirements: Sections 2 7 of this erosion control document.
    - a) All required culverts and all other required drainage structures or appurtenances shall be:
      - i. Of the required size;
      - ii. Properly installed at the required elevations and location;
      - iii. In an undamaged condition; and
      - iv. Free of any silt or any other deposits
  - 3. All required ditches, swales, drainage easements and waterways located within the boundaries of the involved parcel or within the Village right-of-way lying adjacent to/and including the involved parcel shall be;
    - a. Graded to the proper gradients and site slopes;
    - b. Lie at the required elevations and locations; and
    - c. Have been seeded or sodded and covered with healthy growing grass.
  - 4. The proposed rough/finished yard elevation around the perimeter of any new structure shall be recertified according to a subdivision grading plan or predetermined by the Village Engineer, and the entire building site shall be generally graded to the required elevations and contours as shown on the building permit survey/grading plan which is required under Section 14.05 (2)(a)

- 5. All roof drainage and sump flowage shall be discharged pursuant to the Village Municipal Ordnances, and shall not saturate, accumulate or damage the property of an adjacent parcel.
- 6. The premises shall be cleared of all rubbish, debris or unused materials
- 7. The owner and agent shall be required to sign this site restoration application and receive a copy of the general instructions for the items (1) through (6) at the time of the building permit issuance. The instructions shall indicate that the site must be restored within 270 days of occupancy
- C. Inspection. After the Village Building Inspector issues the occupancy permit, the owner shall be notified in writing that the residence shall be inspected at the end of 270 days for compliance with par. 2-6 above. The inspection shall be completed within the 270 days; however, if the occupancy permit is issued between February 15<sup>th</sup> and July 31<sup>st</sup>, then the inspection shall be completed before May 1<sup>st</sup> of the following year.
- D. **Refund.** If the inspection as described in C., above reveals that all the requirements listed in (2 6) above have been met, the cash bond shall be released upon written request from owner or owner agent. The Building Inspector will then process this request. If the inspection does not meet such requirements, the Building Inspector shall notify the owner in writing of the deficiencies which must be corrected in 60 days. If the 60 days extends beyond October 31<sup>st</sup> then a re-inspection shall be performed by May 1<sup>st</sup> of the following year.
- E. **Completion by the Village**. All grading, drainage and clean up work shall be completed within 360 days after the issuance of the occupancy permit with respect to the building or structure for which the building permit was issued. In the event that the work is not completed within the 360 day period, the Village may have the work completed and charge any costs against the cash bond, with the balance of the bond to be refunded. In the event the bond is inadequate to pay for all the costs the owner shall pay any deficiency to the Village or the cost may be charged against the property as a special assessment. The Village shall have 540 days after the issuance of an occupancy permit to complete the work. If the Village does not complete such work within 540 days, the balance of the cash bond shall be refunded.

I have read the document above, and fully agree, and accept these terms as stated.

Owner	Date
Contractor	 Date

#### Required Erosion Control Measures - Installation / Maintenance Agreement

- 1. All erosion control procedures shall be installed to maximize performance.
- 2. Erosion control procedures shall be installed according to the time frame set. Forth in the UDC, and Chapter 15, Municipal Code (Perimeter controls within 24 hours of land disturbance and non-tracking access drive prior to framing above the first floor decking.)
- 3. Sediment shall be removed from behind sediment controls once it has reached a depth that is equal to half the controls height.
- 4. Breaks and gaps in sediment controls shall be repaired. Decomposing straw bales shall be replaced.
- 5. All sediment that moves off-site due to construction activity shall be cleaned at the end of the workday.
- 6. All sediment that moves off-site due to storm events shall be cleaned before the end of the next workday.
- 7. Non-tracking access drives shall be maintained throughout construction.
- 8. All erosion control procedures shall be maintained until upland areas are stabilized.
- 9. Implemented storm water management systems within 100 feet of construction site or of the site disturbance.

Preventative erosion control documents are to be returned within 30 days of issuance of Building Permit to:

Village of Sturtevant, 2801 89th Street
Sturtevant Wisconsin, 53177-0595

#### **AGREEMENT**

I hereby certify that I understand the construction site erosion control provisions of the Wisconsin Uniform Dwelling Code/Department Of Commerce 20–25, Municipal Ordinance Chapter 15 of the Sturtevant Municipal Code and attached signed erosion control documents included in this packet, and I accept responsibility for carrying out the erosion control plan as approved by the code enforcement authority

Name of Responsible Party	Telephone Number
Signature of Responsible Party	Date
Project Address	Telephone Number
Homeowners Signature	Date
APPRO	/AL
Code Enforcement Authority 2019	Date



STURTEVANT	
Building Permit Application	

Date Issued: \_\_\_\_\_

Job Address	G (If Known) _					Permit #	
Subdivision					_Lot#	_Tax Key#	
Owner						Phone	
Address						ZIP Code	
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•			_	Other Floor		sq. ft.	Area =
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Rear Yard S			feet			_	Sq. Ft.
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		Board of A	nneale			Fire Dept	
Architect De						_ '	
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Address							
Sprinkler					State Plan		
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Electrical Se		& Type	_ Gable		_ Heating Fu	el & Type	
Air Condition			Bedrooms		Bathrooms		
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opia00	- activity				y. Jus		g. 00.10
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	Review			Fireplace			
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Owner or	Agent X					Date	
Permit Appı	roved By					Date	

Services	liai	Wisconsin Uniform Building Application No.													
Industry Services Division		Permit Application													
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,		used by other g													
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Dwelling Contr.)															
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Electrical Contractor						-									
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Electrical Master Electrica	.11														
Plumbing															
8															
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#### **INSTRUCTIONS**

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing jurisdiction, which is usually your municipality or county. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. Please type or use ink and press firmly with multi-ply form.

#### PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contactor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

#### PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site.
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County
  approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):

Basements - include unfinished area only

Living area - include any finished area including finished areas in basements

Two-family dwellings - include separate and total combined areas

- 3. Occupancy Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
- 9. HVAC Equipment Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
- 10. Sewage Indicate if the dwelling will be served by municipal sewer or privately owned treatment system. If a private system is used, include the Sanitary Permit number. Note: A building permit cannot be issued for a new dwelling that utilizes a privately owned wastewater treatment system until a sanitary permit has been issued. This applies to any new or existing private onsite wastewater treatment system that will be used by the dwelling.
- 13. Heat Loss Provide heat loss summation data (BTUs/HR) derived from the ResCheck report or the "Heating System Sizing Summary Calculator" available on the Division's website: <a href="http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC">http://dsps.wi.gov/Programs/Industry-Services/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC</a>.
- 14. Estimated Cost Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE – The owner or the contractor's authorized agent shall sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

## (Part of Ply 4 for Applicants)

# **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:



# 2019 CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65 (Ir) 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.

Homeowner's Signature
Subscribed and sworn to before me this , 2019
Notary Public, Racine, Co., WI My Commission Expires on: