

Town of Charlestown

1. **Permit issuance** Fill out completely-County Land Use permit & site plan for the County. Energy worksheet, Braced Wall Plan, Wisconsin Uniform Building permit (Electronic), Erosion control application and site drainage plan. Other required items-Sanitary permit, 2 sets of house plans, culvert permit if required, & address from the County if not in a subdivision. Site plan for the Town. **You must have all the above items before permit issuance.**
2. **Zoning** **The Town of Charlestown has County zoning.**
3. **Culvert** Set stakes 2' past both ends and call the Building Inspector 48 hours in advance @ 920-849-9274. **Do not** remove stakes until the culvert has been inspected.
Do Not concrete over the culvert or in the Road Right of Way.
4. **Road Clean-Up** **Road Clean-up is the responsibility of the Contractor/Owner on the same day .**
5. **Excavation** Erosion control must be installed within 24 hours after backfilling.
6. **Footings** Before placement of concrete.
7. **Foundation** Prior to backfilling. Construction driveway required after backfilling.
8. **Plumbing** Before basement floor is poured
9. **Elect Service** After meter base is set.
10. **Rough-in** To include framing, electrical, plumbing, and heating.
11. **Insulation** Before covering any walls.
12. **Final** A completed & approved final inspection before occupancy including erosion control.
13. **Escrow return** The escrow deposit will be returned after an approved completed final inspection before occupancy including erosion control. Forfeiture of escrow will result if occupancy is taken before the approved final inspection or failure to maintain proper erosion control. Failure to correct any items on final inspection report within 30 days of report will also cause a loss of escrow and possible fine from the state of WI.
14. **Additional Requirements.**
 1. Additional unnecessary inspections will be extra.
 2. **Comply with all State and local Building Codes.**

Owner /Contractor. _____ Date _____

Project Address. _____
