TOWN OF WILSON BUILDING PERMIT APPLICATION CHECK LIST

— State Building Permit Application filled out ***complete with address***

— Two copies of Energy Worksheet completely filled out

— Two sets of Blueprint Plans, one to be kept by Building Inspector/Assessor

— Septic Disposal Permit (if not on sewer)

— Cautionary Statement signed by owner (if applicable). Homeowners acting as the general contractor will be required to sign a Cautionary Statement

— Two copies of certified survey map showing setbacks, locations & elevations

— List of principal contractors

— Check for building permit fee of $720 for single-family residence no more than 2,999 square feet. Over 2,999 square feet-additional $.05 per square foot for total footage of gross finished area (includes $120 for 4 electrical inspections).

— Check for building permit fee of $720 (includes $120 for 4 electrical inspections)

— Check for culvert/driveway permit fee of $175.00 (subdivision), $100 unplatted (Non-Refundable)

— Check for plumbing permit fee of $120.00

Note: all above fees can be on one check made out to "Town of Wilson"

— Copy of Shoreland Permit from Sheboygan County (required if building site is within 1,000 feet of Lake Michigan or within 300 feet of a navigable waterway. Contact Sheboygan County Planning and Resources at (920) 459-3050 to obtain written approval or permit)

— Check for Sewer Connection fee must be paid prior to the issuance of the building permit

Check to be made out to "Sanitary District #1

Subdivision Connection fees:

— Sanitary Connection Fee $3,000.00 (Includes the $1,000 Special Assessment)

— Erosion Control Permit Application

After written or verbal notice of inspection, the inspector has two (2) business days to do the inspection. We will try to be very responsive to your inspection needs. Please call with any questions or re-inspections. **PLEASE ALLOW ADEQUATE AMOUNT OF TIME WHEN CALLING FOR AND SCHEDULING INSPECTIONS.**

Please call for the following inspections:

Footing/erosion control inspection
Basement/crawl space floor inspectionInsulation/vapor inspection
Foundation/backfill inspection
Rough framing/HVAC
Final/Occupancy inspection
Rough/final plumbing inspections (946-0252
Rough/final electrical inspections (377-0074)

7.01.2013 (Sanitary District connection fees based on data gathered from Sanitary District Office)

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	**Wisconsin Uniform Building Permit Application** **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)]	Application No. Parcel No.

PERMIT REQUESTED ☐ Constr. ☐ HVAC ☐ Electric ☐ Plumbing ☐ Erosion Control ☐Other:

Owner's Name	Mailing Address		Tel.
Contractor Name & Type	Lic/Cert#	Mailing Address	Tel. & Fax
Dwelling Contractor (Constr.)			
Dwelling Contr. Qualifier		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.	
HVAC			
Electrical			
Plumbing			

PROJECT LOCATION	Lot area Sq.ft.	☐ One acre or more of soil will be disturbed	☐Town ☐Village ☐City of	____ 1/4, _____ 1/4, of Section _____, T_____N, R ____E/W

Building Address	County	Subdivision Name	Lot No.	Block No.

Zoning District(s)	Zoning Permit No.	**Setbacks:**	Front ft.	Rear ft.	Left ft.	Right ft.

1. PROJECT
☐ New ☐ Repair
☐ Alteration ☐ Raze
☐ Addition ☐ Move
☐ Other

2. AREA INVOLVED (sq ft)

	Unit 1	Unit 2	Total
Unfin. Bsmt			
Living Area			
Garage			
Deck/ Porch			
Totals			

3. OCCUPANCY
☐ Single Family
☐ Two Family
☐ Garage
☐ Other:

4. CONST. TYPE
☐ Site-Built
☐Mfd. per WI UDC
☐Mfd. per US HUD

5. STORIES
☐ 1-Story
☐ 2-Story
☐ Other:
☐ Plus Basement

6. ELECTRIC
Entrance Panel Amps: _____
☐ Underground
☐ Overhead

7.WALLS
☐ Wood Frame
☐ Steel
ICF
Timber/Pole
Other

8. USE
☐ Seasonal
☐ Permanent
☐ Other

9. HVAC EQUIP.
☐Furnace
☐Radiant Basebd
☐Heat Pump
☐Boiler
☐Central AC
☐Fireplace
☐Other:

10. SEWER
☐Municipal
☐Sanitary Permit#
_____

11. WATER
☐ Municipal
☐ On-Site Well

12. ENERGY SOURCE

Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo
Space Htg						
Water Htg						

13. HEAT LOSS
_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)

14. EST. BUILDING COST w/o LAND
$

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 reverse side of the last ply 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.**

ISSUING JURISDICTION	☐Town of ☐Village of ☐City of ☐County of ☐State→	State-Contracted Inspection Agency#	Municipality Number of Dwelling Location ___ ___ - ___ ___ ___

FEES:		**PERMIT(S) ISSUED**	**WIS PERMIT SEAL #**	**PERMIT ISSUED BY:**
Plan Review	$ _____	☐ Construction		
Inspection	$ _____	☐ HVAC		Name _____
Wis. Permit Seal	$ _____	☐ Electrical		
Other	$ _____	☐ Plumbing		Date _____ Tel. _____
		☐ Erosion Control		
Total	$ _____	_____		Cert No. _____

SBD-5823(R06/14) Distribute: ☐ Ply 1 – Issuing Jurisdiction; ☐ Ply 2- Issuer forwards to state w/in 30 days; ☐ Ply 3- Inspector; ☐ Ply 4- Applicant

(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 and will comply with those standards.

Owner's Signature: _____ Date: _____

Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

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. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
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.

INSPECTORS: PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Industry Services Division
PO Box 7302
Madison WI 53707-7302

TOWN OF WILSON

DRIVEWAY/CULVERT PERMIT PROCESS

1. Building permit and driveway/culvert applications are completed and dropped off at the Town Office.

2. Culvert location must be marked at the same time the actual site location is marked for construction.

3. Driveway/culvert application is forwarded to the Town's engineer for proper elevations, size and placement. Elevations are based on the master site grading plan for the subdivision.

4. Driveway/culvert elevation and size information will be provided by the time the building permit is ready and available to be picked up. Culvert must be installed per engineer specifications.

5. Elevations of culvert, ditch, top of foundation, culvert size and setbacks must be certified by the surveyor on the Town's certification form stating that the top of foundation and culvert are within .2' of what was approved along with a certification that silt fencing has been installed per the site plan.

6. The certification form must be received at the Town Office **prior** to the start of rough framing.

7. Final inspection of culvert must be requested by the contractor or property owner prior to driveway paving or the issuance of an occupancy permit.

8. Failure to comply with the above specifications can result in a stop work order being issued.

TOWN OF WILSON DRIVEWAY PERMIT APPLICATION

Town of Wilson
5935 South Business Drive
Sheboygan WI 53081

Permit Application Fee: <u>$175.00 per driveway/ Subdivision</u>
$100.00 Un-Platted Driveway
(Due when submitting) Make Check payable to:
Town of Wilson
5935 S. Business Dr, Sheboygan WI 53081

TYPE OF PRINT APPLICATION IN INK

Name of applicant (property owner's full name): _____

Present mailing address: _____
(For return of application) Address City State Zip

Phone # between 8:00 a.m. and 4:30 p.m. Monday through Thursday _____

_____

PERMIT INFORMATION

(To be filled in by applicant for each driveway requested)

Type of driveway requested:
16' to 24' R1, R2, R3, A4 Zoning: _____ (subdivisions)
"HC" Highway Commercial: _____ (Plan Commission determination)
"I" Industrial: _____ (Plan Commission determination)

Please check one: _____ new driveway _____ improve existing driveway _____ relocate driveway

What Town Road or County Road does the proposed driveway enter onto: _____

What side of the road is the proposed driveway on (i.e. north, south, east west): _____

Applicant shall place stakes in ditch line where driveway is proposed, Town of Wilson will inspect proposed location.

This driveway will result in how many driveways serving this property, include driveways on adjoining roads: _____

I, the undersigned applicant do hereby certify that I have requested this driveway permit and that I have read, understand, and agree to abide by all the applicable provisions and restrictions which are shown on the reverse side of this permit application. Please see other side for owner's covenant.

_____ _____
Applicant/owner's signature Date

DO NOT WRITE BELOW THIS LINE – TOWN OF WILSON USE ONLY

Section _____ _____ ¼ _____ ¼

Does property presently have any access restriction? Yes _____ No _____
If yes, explain nature of restriction _____

Is further subdivision of adjoining lands possible: Yes _____ No _____

Culvert pipe required under driveway: Yes _____ No _____ Diameter _____ Length _____

Town of Wilson Engineer approval _____ Date _____

Date Payment Received: _____ Paid by Check # _____ Receipt # _____

OWNER'S COVENANT

A. Any grading, special ditching, alteration of slopes, or any other disturbance of any portion of the right of way, shall be restored by and at the expense of the applicant, to the condition existent prior to such disturbance and to the satisfaction of the Town of Wilson or designated representative.

B. The entire cost of the driveway construction or installation shall be the obligation of the applicant.

C. Applicant **shall** at all times keep the driveway culvert free of debris and other obstructions to provide proper drainage along the highway.

D. Maintenance and upkeep of driveway on and Right of Way shall be the responsibility of the applicant.

E. The area within 5 feet of a property line shall be a restricted area over which no driveway may be developed. The 5 foot restriction shall be measured parallel to the pavement edge and shall be effective between the right of way line and a line 10 feet from and parallel to the pavement edge. This is to serve as an island area should the adjoining property owner request a permit for a driveway.

F. The centerline of that part of the driveway lying on the county right of way shall be at approximately right angles to the pavement except as topography may make certain angular placement necessary.

G. Driveway width is measured at the ditch line, and is equal to the actual drivable width.

H. Culvert materials are restricted to corrugated steel, concrete, and Corrugated Polyethylene Pipe (HDPE), meeting AASHTO M 294, Type S Specifications.

I. At a distance of six (6) feet from the edge of the road pavement, the finished grade of the driveway shall be at least four (4) inches below the grade of the edge of the adjacent pavement.

J. **This permit is revocable.** If the applicant fails to complete the driveway within 90 days, or if the road right of way is not restored within thirty (30) calendar days, or if the driveway is not installed in accordance with this permit and/or the Town of Wilson rules for driveway construction, the Town may arrange for the restoration, and all resulting costs shall be the obligation of the permit applicant.

K. The applicant, his successors, or assigns, agree to hold harmless the Town of Wilson and it's duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the issuance or exercise of this permit.

L. All new driveways shall be constructed to have permanently vegetated sloped sides, unless the streets have curb and gutter. Such construction shall be accomplished using only soil materials. The side slopes of the driveway shall be sloped at no more than a length to height ration of 2.5:1. All slopes shall be seeded or sod by the property owner.

The following special provisions, as deemed necessary by the Town of Wilson duly appointed agents and employees, shall apply to this permit:

Sheboygan County
Planning & Conservation Department
Administration Building 508 New York Avenue Sheboygan, WI 53081-4126
P: (920) 459-3060 P: (920) 459-1370 F: (920) 459-1371
E: plancon@sheboygancounty.com
Director
Aaron C. Brault

Building Permits Will Not be Issued Without an Address Number Assigned to the Property

Before you start construction of your new building, you will need to obtain an address from the Sheboygan County Planning & Conservation Department. When the address is assigned, it is also entered into the 911 system.

You may see locational addresses on permits, bills, etc. If this number was not assigned by the Planning & Conservation Department, it is incorrect.

To obtain an address, please contact the Planning & Conservation Department. If your property is not in a subdivision, you will need to stake the exact location of your new driveway. Department staff needs to measure the distance between your new driveway and an existing driveway or intersection to calculate the new address number. You will also need to pay for the address before it will be assigned.

It may take up to two weeks for your address to be assigned. Once your address has been assigned, we will order the sign and contact you with the assignment information. The new address sign will be need to placed at the end your driveway according to County Ordinance. Vanity address numbers may be used, but they must be used only in addition to the official address sign. The County Ordinance requiring the address sign and its placement has been established to insure uniformity; this will allow emergency personnel to quickly and easily identify your building.

TOWN OF WILSON

Erosion Control Permitting Process
Land Disturbing Activities Covering Less Than One Acre

Content of Control Plan Statement for Land Disturbing Activities Covering Less Than One Acre, But Meeting the Applicability Requirements stated in the Ordinance.

A control plan statement (with simple map) shall be submitted to briefly describe the site and best management practices (including the site development schedule) that will be used to meet the requirements of the ordinance.

Erosion control plans for sites of less than one acre. Within 10 working days of receipt of the application, erosion, control plan, and fee, the **Town of Wilson** shall review the application and erosion control plan to determine if the requirements of this ordinance are met. The **Town of Wilson** may request comments from other departments or agencies. If the requirements of this ordinance are met, the **Town of Wilson** shall approve the plan, inform the applicant, and issue a permit. If the conditions are not met, the **Town of Wilson** shall inform the applicant in writing and may either require needed information or disapprove the plan. Within 10 days of receipt of needed information, the **Town of Wilson** shall again determine if the erosion control plan meets the requirements of this ordinance. If the erosion control plan is disapproved, the **Town of Wilson** shall inform the applicant in writing of the reasons for the disapproval.

A building permit or footing and foundation permit for the site may not be issued without an approved erosion control plan.

EROSION CONTROL PERMITS

(a) Duration. Erosion Control Permits shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The **Town of Wilson** may extend the period one or more times for up to an additional 180 days. The **Town of Wilson** may require additional BMP's as a condition of the extension if they are necessary to meet the requirements of this ordinance.

(b) Surety bond, cash escrow, or letter of credit. As a condition of approval and issuance of the permit, the **Town of Wilson** may require the applicant to deposit a surety bond, cash escrow, or irrevocable letter of credit to guarantee a good faith execution of the approved control plan and any permit conditions.

TOWN OF WILSON

Application for an Erosion Control Permit

Permit Required

No landowner or land user may commence a land disturbance, land redevelopment, or land development activity to Ordinance 33 3/2005 without receiving prior approval of a control plan for the site and a permit from the Town of Wilson.

Instructions

Applications are to be filed with the Town Officer/Town Clerk and they shall refuse applications that are not complete or legible.

Name and Addresses

Applicant_____

Owner of the site_____

Architect_____

Professional Engineer_____

Contractor_____

Description of the Subject Site

Address of premises affected_____

Lot_____ Block_____ Subdivision_____

Metes and Bounds Description_____

Zoning Districts Classifications_____

Type of Erosion Control Permit (Circle One)

1. One & Tow Family Construction (New)
2. Land Disturbing Activities Covering More Than One Acre.
3. Land Disturbing Activities Covering Less Than One Acre.

Attachments

A permit application must be accompanied with the information as set forth in Ordinance 33 3/2005.

FEE – Circle One

1. Existing Residential – Fee is included with Building Permit (Additions, Garages, Sheds, Driveways, Patios)

2. One & Two Family Construction (New) – Fee is included with Building Permit.

3. Commercial, Subdivisions, CSM's and Land Disturbing Activities Covering More than One Acre - $25.00 plus cost of professional review.

Certificate

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Applicant_____

Address_____

Date_____

Phone Number _____

Approval or Refusal

Date Permit Issued, Denied_____

Building Inspector_____

TOWN OF WILSON

POLICY FOR HANDLING REQUEST FOR MINOR CHANGES TO APPROVED GRADES AND ELEVATIONS

1. **Purposes:** The purpose of this policy is to establish a streamlined procedure for handling urgent request for changes to building grades/elevations during the construction process, after the required grades/elevations have been established and approved. If the criteria and restrictions set forth below do not apply, a request for change to an established grade/elevation must be presented to the Town Board.

2. **Applicability:** This policy only applies to new construction in all zoning districts.

3. **Authority to Approve Changes:** The Building Inspector, after review and concurrence by the Town Engineer may approve requests for changes of up to twelve (12) inches to be previously approved grade/elevation level of new residential construction, if the criteria in the following section have been met.

4. **Criteria for Determination:** The request must be presented in writing to the Building Inspector, and must specifically indicate the locations of the requested changes and the amount of change sought. The request must be signed by all owners of the property and must be countersigned by the owner's general contractor. This request will be reviewed by the Town Engineer and if it is determined by the Town Engineer that the request for a change in the grade or elevation will have no material impact on surface water drainage patterns, volumes or flow rates to navigable waterways, wetland, adjoining properties, or to streets or other public improvements (the engineer will provide a written statement indicating same), there is no further review needed.

5. **Further Review.** If the Town Engineer determines that more information is needed and that a full review is necessary, the following information is then required:
    a. A letter signed by a professional engineer licensed in Wisconsin, or by the original design engineer of the subdivision, stating that the requested change will have no material impact on surface water drainage patterns, volumes or flow rates to navigable waterways, wetlands, adjoining properties, or to streets or other public improvements shall be submitted;
    b. A survey of the lot of the subject property showing all elevations and the proposed improvement, top-of block of adjoining properties must be shown

along with existing drainage from the subject property and the adjoining properties:

c. The application shall state the reason(s) for the request. Aesthetic benefits shall not be sufficient to justify approval.
The application must not be based on sound engineering, safety, and/or environmental benefits. The request must be reviewed and approved by the Town Engineer with a determination that the requested change will have no material impact on surface water drainage volumes or flow rates to navigable waterways, wetlands, adjoining properties, or to streets or other public improvements.

6. **Fees** A review by the Town Engineer will be processed for a fee of $160 paid at the time of the application.

If the Town Engineer determines that further information is necessary the applicant shall submit a fee deposit with the request in the amount of $500. The deposit is intended to reimburse the Town for the expenses incurred by the request, including but not limited to fees incurred for engineering review, and an administrative charge to the Town Clerk of $35. Any amounts remaining shall be refunded to the applicant.

TOWN OF WILSON

POLICY FOR HANDLING BUILDING PERMITS FOR ALL CONSTRUCTION

1. **Purposes:** The purpose of this policy is to establish a streamlined procedure for handling building permit requests for all construction.

2. **Applicability:** This policy applies to new construction in all zoning districts.

3. **Authority to Approve Changes:** The Building Inspector, after review and concurrence by the Town Engineer may approve requests for building permits, if the criteria in the following section have been met.

4. **Criteria for Determination:** The request must be presented in writing to the Building Inspector, and must specifically indicate the locations of the construction. The request must be signed by all owners of the property and must be countersigned by the owner's general contractor. This request will be reviewed by the Town Engineer and if it is determined by the Town Engineer that the request for the construction will have no material impact on surface water drainage patterns, volumes or flow rates to navigable waterways, wetlands, adjoining properties, or to streets or other public improvements (the engineer will provide a written statement indicating same), there is no further review needed.

5. **Further Review:** If the Town Engineer determines that more information is needed and that a full review is necessary, the following information is then required:
    a. A letter signed by a professional engineer licensed in Wisconsin stating that the request for the construction will have no material impact on surface water drainage patterns, volumes or flow rates to navigable waterways, wetlands, adjoining properties, or to streets or other public improvements shall be submitted;
    b. A survey of the lot of the subject property showing all elevations and the proposed improvement, top-of-block of adjoining properties must be shown along with existing drainage from the subject property and the adjoining properties.

The application must be based on sound engineering, safety, and/or environmental benefits. The request must be reviewed and approved by the Town Engineer with a determination that the request will have no material impact on surface water drainage volumes or flow rates to navigable waterways, wetlands, adjoining properties, or to streets or other public improvements.

6. **Fees:** A review by the Town Engineer will be processed for a fee of $160 paid at the time of the application.

   If the Town Engineer determines that further information is necessary the applicant shall submit an additional deposit with the request in the amount of $500 along with the required information. The deposit is intended to reimburse the Town for the expenses incurred by the request, including but not limited to fees incurred for engineering review, and an administrative charge to the Town Clerk of $35. Any amounts remaining shall be refunded to the applicant.

TOWN OF WILSON
5935 S. BUSINESS DRIVE
SHEBOYGAN, WI 53081
920-208-2390

Date_____

I hereby certify that I have surveyed the proposed footing forms, setbacks, ditch, culvert, silt fence installation for the proposed building located at _____ and the established setbacks and footing elevations for the proposed building are as follows:

Front yard setback_____

Side yard setback_____

Side yard setback_____

Rear yard setback_____

Elevation of top of foundation_____

Culvert size_____

Culvert elevations_____

Silt fence installed per site plan_____

Comments:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Surveyor Registration Number

TOWN OF WILSON
INSPECTION CHECKLIST

YOU OR YOUR CONTRACTOR ARE REQUIRED TO NOTIFY THE INSPECTORS FOR THE FOLLOWING INSPECTIONS:

_____FOOTING (prior to pouring)

_____FOUNDATION/BACKFILL (prior to backfilling the excavation)

_____BASEMENT/CRAWL SPACE FLOOR (prior to pouring)

_____ROUGH FRAMING/HVAC (before insulation)

_____ROUGH ELECTRIC (before insulation) **CONTACT TOM ROGERS AT 377-0074**

_____ROUGH PLUMBING INSPECTIONS (Note there may be several phases of plumbing that need inspection - **CALL LARRY HILBELINK AT 946-0252)**

_____INSULATION/VAPOR RETARDER INSPECTION

_____FINAL ELECTRICAL INSPECTION (**when COMPLETED call Tom Rogers at 377-0074**)

_____FINAL PLUMBING INSPECTION (**when COMPLETED call Larry Hilbelink at 946-0252**)

_____FINAL INSPECTION (**when COMPLETELY finished call Larry Hilbelink at 946-0252**)

The final inspection is required prior to occupancy-FINES APPLY TO VIOLATORS

THE ABOVE INSPECTIONS ARE TO BE CALLED FOR IN A LOGICAL ORDER:

Example: THE ROUGH FRAMING INSPECTION MUST BE COMPLETED PRIOR TO INSULATION BEING INSTALLED. FAILURE TO CALL FOR THE REQUIRED INSPECTIONS MAY RESULT IN FINES, OR THE JOB MAY BE OFFICIALLY STOPPED.

CALL BUILDING INSPECTOR LARRY HILBELINK AT 946-0252 FOR ALL INSPECTIONS
EXCEPT PLUMBING AND ELECTRIC-SEE ABOVE.

ALL INSPECTIONS WILL BE MADE WITHIN TWO WORKING DAYS (48 HOURS). PLEASE ALLOW ADEQUATE TIME WHEN CALLING FOR ALL INSPECTIONS.

Building Inspector: Larry Hilbelink 946-0252
Plumbing Inspector: Larry Hilbelink 946-0252
Electrical Inspector: Tom Rogers 377-0074

TOWN OF WILSON
OCCUPANCY PERMIT

1) Final Inspections must be called for as soon as possible. This includes building, electrical and plumbing.

- Larry Hilbelink – 920-946-0252 for heating, building and plumbing inspections;
- Tom Rogers – 920-377-0074 for all electrical inspections;

2) No occupancy permit will be issued until final inspections have been completed and the inspector has signed off.

3) Fines: Failure to obtain the occupancy permit before taking occupancy. Moving into a resident before the final inspection or issuance of the occupancy permit – will result in fines of between $50 and $1,000 per Day of violation.

SANITARY DISTRICT No.1

TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN

As of January 1, 2015 the Sanitary District No. 1 of the Town of Wilson is requiring all new construction to have a backwater valve installed on the building drain per Section 4.03 of the Sanitary District Ordinances.

4.03 Backflow Preventers

In this section, "sanitary building drain" means horizontal piping within or under a building, installed below the lowest fixture or the lowest floor level from which fixtures can drain by gravity to the building sanitary sewer. All new residential, commercial and industrial buildings shall have backflow prevention valves installed on all sanitary building drains at the owner's expense, except as provided below. A property owner may apply in writing to the plumbing inspector for an exception to the provisions of this section. The application must include evidence of the elevation of both the sanitary building drain and the nearest manhole to which the sanitary building drain is or will be connected. The plumbing inspector may approve the exception if the elevation of the sanitary building drain is at least two feet higher than the elevation of the nearest manhole to which the sanitary building drain is or will be connected.

If you have any questions please call the Sanitary District inspector, Larry Hilbelink, at 946-0252.

SANITARY DISTRICT OFFICE ADDRESS: 5935 South Business Drive, Suite 101, Sheboygan, WI 53081 **PHONE:** (920) 694-0088
EMAIL: sanitary@townwilson.com **WEBSITE:** www.townwilson.com **FAX:** (920) 452-0548