

# PROCEDURE TO OBTAIN A BUILDING PERMIT FOR ADDITIONS AND ALTERATIONS TO DWELLINGS, AND NEW / USED MANUFACTURED HOME.

The information below must be obtained and included in your building permit application:

1.) Contact Jayne Brand, City of Prescott Zoning Administrator, to address or discuss any possible zoning issues. (715) 262-5544

2.) Include a copy of any variances issued.

3.) Once all necessary permits or variances (above #1 and #2) are obtained please fill out the below information (forms enclosed):

A.) **Wisconsin Uniform Building Permit Application** (form SBD-5823).

-Include owners name, address, and phone number. Name, address, phone number and license number of all your contractors (Contractor, HVAC, Electric, and Master Plumber).

-Fill out the entire Project Location section (Legal description, setbacks) Fill out and all *applicable* sections in # 1 Project type through # 14 Building Cost. Sign and date the application.

- Also read date and sign Cautionary Statement if you are acting as the general contractor, otherwise we need Dwelling Contractor and Qualifier License Numbers.

B.) Site plan showing where the building addition, deck, or alteration is in relation to the existing house and lot lines.

4.) **INCLUDE:** Copy of plans **OR** Written description of work to be performed with enclosed Form 20.09.

5.) Verify and mark property lines with adjacent owner (s) or supply a certified survey.

Return permit application to City of Prescott, 800 Borner Street N., Prescott WI 54021.

Please allow the building inspector 2-3 business days to review and approve the application.

Upon approval, Building Permit Card can be picked up at City Of Prescott, 800 Borner Street N., Prescott WI 54021. All applicable fees to be paid at the time of Permit Card pick up.

All Croix Inspections LLC,  
1810 Crestview Drive Suite 1 C,  
Hudson WI 54016

Office 1- (715)-377-2152.  
Fax 1-(715)-377-9740  
Email: [tdolan@allcroix.com](mailto:tdolan@allcroix.com)

# REQUIRED INSPECTIONS WHEN BUILDING

(New construction / Additions/ Decks or remodeling where applicable)

## 1.) EROSION CONTROL / SETBACK INSPECTION:

Erosion control measures must be placed **prior** excavating, per erosion control plan. Inspection is done at the footing inspection and throughout the building process, also includes garbage. Maintain until permanent vegetation established.

## 2.) FOOTING:

Call for this inspection BEFORE cement is poured. Forms should be in place in suitable soil with the required reinforcing rods. The continuous forms should also have the correct width and depth. **Zoning set back's** (distance from lot lines road act.) is also commonly verified at the time of this inspection.

## 3.) FOUNDATION:

For poured foundations call BEFORE cement is poured. For wood or block foundations call after waterproofing but before backfilling. If required / installed, drain tile and exterior insulation also need's to be inspected prior to backfilling.

## 4.) ROUGH CONSTRUCTION / FRAMING:

Call when the basic framing of project is complete. This inspection will also be done during the electrical, plumbing and heating so that notching and boring can be checked at that time. Fireplace construction and clearances also inspected.

## 5.) PLUMBING:

Your plumber will call when they are ready with an air test. Waste and vent plumbing must hold 5 PSI of air for 15 minutes. There may be separate required inspections for the sewer and water laterals, under slab plumbing and the rest of the rough plumbing to fixtures. Gas and water lines also need to be pressure tested.

## 6.) ROUGH ELECTRIC:

This is done after framing but before insulation. All electrical box's are in place, wire is pulled and stapled, wires in the boxes are stripped, tied, and pigtailed. \* Utilities require inspector signed inspection form prior to service hook-up. Leave completed utility form in meter box or fax to me prior to calling for inspection. I will fill out and fax form to them.

## 7.) ROUGH HVAC:

This is done after framing but before insulation. Most heat register openings and cold air return cavities are in place.

## 8.) INSULATION:

The inspection of insulation and vapor barrier are done prior to the hanging of drywall. Make sure all rough-in inspections have been made prior to insulating.

## 9.) FINAL:

**The final inspection of all components and systems is needed before occupancy.** Inspect for "health and safety" items like complete exiting arrangements, open electrical boxes, open plumbing drains, missing guardrails, and basic plumbing requirements. This inspection does not include cosmetic items like unpainted rooms, incomplete trim work, lack of carpeting, etc. A written report is made at this inspection listing violations or clearance to occupy if a new dwelling. Upon correcting any violations a "Certificate of Occupancy" is then issued. **Daily citations issued if permit holder moved in before Occupancy granted.**

*\*CALL BEFORE EACH INSPECTION; ASK YOUR CONTRACTOR WHO WILL MAKE THE CALLS!*

Call a day or two in advance of when you will need the inspection. (Business Hours below)

All Croix Inspections LLC.

Business Hours ((M-F) 8am – 5 pm)

**Todd Dolan**

**(715) 377-2152 office (715) 377- 9740 fax**



1810 Crestview Drive #1C Hudson, WI 54016  
1-715-377-2152 Office 1-715-377-9740 Fax

### CITY OF PRESCOTT RESIDENTIAL BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Permit # \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Lic. / Cert #: \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Setbacks (if applicable): Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

If Applicable, include copies of any approved variances.

**Type of permit(s) requested (Check ALL that applies):**  Elec.  Const.  HVAC  Plumb.  Erosion  Other

Addition \_\_\_\_\_ Sq. Ft  Alteration \_\_\_\_\_ Sq. Ft

Deck \_\_\_\_\_ Sq. Ft  Attached Garage \_\_\_\_\_ Sq. Ft

Detached Garage / Outbuilding \_\_\_\_\_ Sq. Ft  Driveway

Swimming Pool  Windows ( same size opening /  enlarge or  decrease)

Finish Basement (Check type(s):  Bedroom /  Living Room /  Bathroom /  kitchen /  other room type \_\_\_\_\_)

New Foundation under existing home  Upgrade Electrical Service (Amp size \_\_\_\_\_)

Re-roofing  Re-siding

Other \_\_\_\_\_

Please give a brief description of all above work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

**(Include building plans, and survey or lot plan with this application)**

I understand that I am subject to all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the 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 storm water 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 that is being done. Applicant agrees to arrange and supervise daily cleanup and repair of the street, including pavement, curb and gutter, shoulders, ditches and slopes, made necessary in any way by this construction, whether directly or indirectly.

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 enclosed in this application.

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.



**City of Prescott**  
800 Borner Street  
Prescott WI 54021  
1-715-262-5544  
1-715-262-5764 FAX

Inspection Fee:  
Plan Review:  
Other:  
Total FEE:

Application Approved by:  
  
Date:

# Standard Erosion Control Plan

## for 1- & 2-Family Dwelling Construction Sites

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According to Chapters ILHR 20 & 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

**Instructions:**

1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

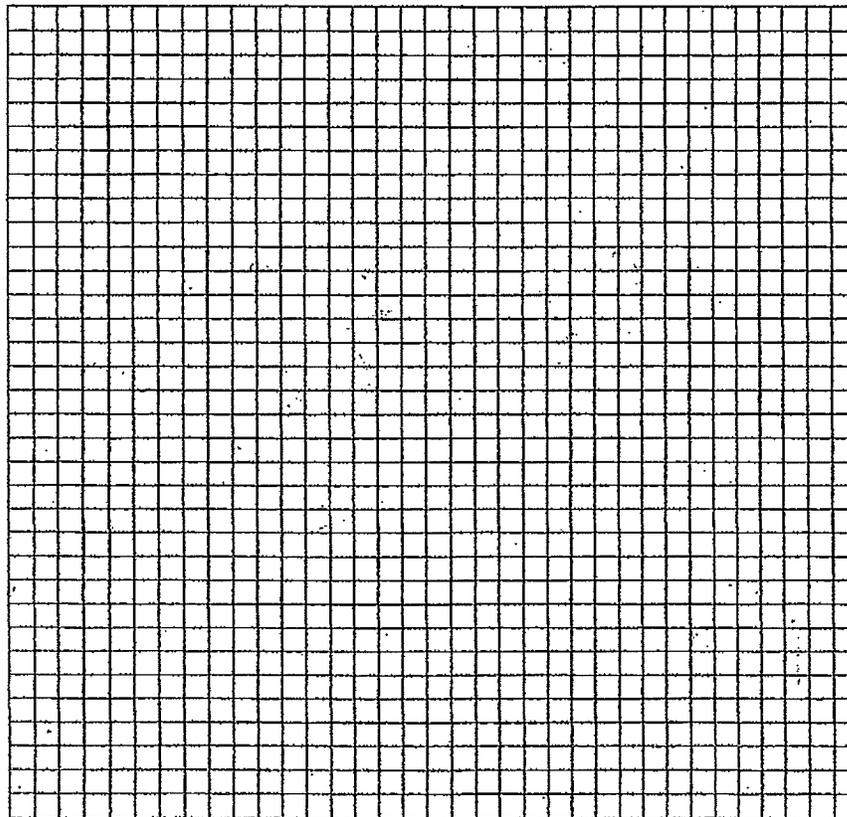
PROJECT LOCATION \_\_\_\_\_

BUILDER \_\_\_\_\_ OWNER \_\_\_\_\_

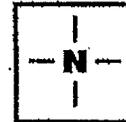
WORKSHEET COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

**SITE DIAGRAM**

Scale: 1 inch = \_\_\_\_\_ feet



Please indicate north by completing the arrow.



**EROSION CONTROL PLAN LEGEND**

- — — — — PROPERTY LINE
- EXISTING DRAINAGE
- TO TEMPORARY DIVERSION
- FINISHED DRAINAGE
- - - - - LIMITS OF GRADING
- — — — — SILT FENCE
- — — — — STRAW BALES
- GRAVEL
- VEGETATION SPECIFICATION
- TREE PRESERVATION
- STOCKPILED SOIL

**ON THIS FORM OR YOUR OWN, PLEASE INCLUDE THE FOLLOWING INFORMATION:**

- Existing Buildings
- Proposed location of new building and set backs
- Centerline of street: (If applicable)
- Side, Front, and Back of property lines (If applicable)
- Erosion control measures (if applicable)

FORM 20.09

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

\_\_\_\_\_ RIDGE BOARD

\_\_\_\_\_ TIES

\_\_\_\_\_ CEILING FINISH  
 \_\_\_\_\_ VAPOR BARRIER  
 \_\_\_\_\_ INSULATION  
 \_\_\_\_\_ JOISTS

\_\_\_\_\_ CEILING HT:

\_\_\_\_\_ FINISH FLOOR  
 \_\_\_\_\_ FLOOR DECK  
 \_\_\_\_\_ JOISTS

\_\_\_\_\_ FDTN. HT:

\_\_\_\_\_ FLOOR  
 \_\_\_\_\_ BASE COURSE  
 \_\_\_\_\_ FOOTING

NOTE: With proper detailing of building dimensions, material types, spans, sizes, spacing,  $F_b$  properties, etc., and strikeouts of non-applicable details, this cross section would provide an acceptable plan drawing. With the local inspection authority's permission, this drawing may be detailed by a designer and submitted as part of a plan package for plan review. ( $F_b$  - Fiber bending stress of selected lumber. Alternatively, grade and species information may be noted.)

VENTING: \_\_\_\_\_  
 ROOF SLOPE: \_\_\_\_\_  
 ROOFING: \_\_\_\_\_  
 UNDERLAYMENT: \_\_\_\_\_  
 DECKING: \_\_\_\_\_  
 RAFTERS/TRUSSES: \_\_\_\_\_  
 AIR CHUTES: \_\_\_\_\_  
 EAVE PROT: \_\_\_\_\_  
 VENTING: \_\_\_\_\_  
 EXT. COVERING: \_\_\_\_\_  
 EXT. SHEATHING: \_\_\_\_\_  
 MAS. VENEER: \_\_\_\_\_  
 AIR SPACE: \_\_\_\_\_  
 ANCHORAGE: \_\_\_\_\_  
 FELT/FLASHING: \_\_\_\_\_  
 SILL PLATE: \_\_\_\_\_  
 TOP COURSE: \_\_\_\_\_  
 GRADE: \_\_\_\_\_  
 FDTN. INSUL: \_\_\_\_\_  
 INSUL. PROT: \_\_\_\_\_  
 FDTN. TYPE: \_\_\_\_\_  
 FDTN. THICKNESS: \_\_\_\_\_  
 REINFORCEMENT: \_\_\_\_\_  
 PLASTERS: \_\_\_\_\_  
 DAMPROOFING: \_\_\_\_\_  
 BACKFILL: \_\_\_\_\_  
 DRAIN TILES: \_\_\_\_\_  
 BLEEDERS: \_\_\_\_\_  
 FOOTING: \_\_\_\_\_

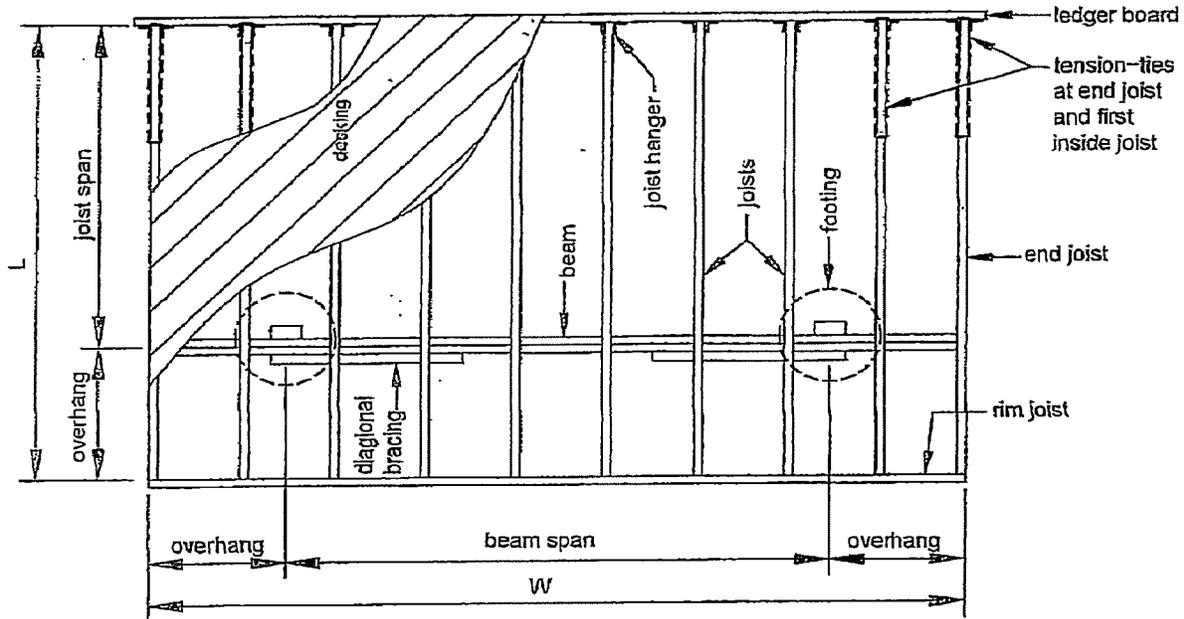
\_\_\_\_\_ WALL FRAMING  
 \_\_\_\_\_ INSULATION  
 \_\_\_\_\_ VAPOR BARRIER  
 \_\_\_\_\_ INT. WALL FINISH

\_\_\_\_\_ BEAM

\_\_\_\_\_ COLUMN

-2004-20-47-

Figure 35  
TYPICAL DECK FRAMING PLAN



Decking:  2x4  2x6  five-quarter board  wood-plastic composite (per ASTM D 7032)  
 Other decking, evaluation report number: \_\_\_\_\_

Joists: size:  2x6  2x8  2x10  2x12 spacing:  12 in.  16 in.  24 in.  
 joist span dimension: \_\_\_\_\_ ft - \_\_\_\_\_ in.  
 overhang:  Yes  No overhang dimension: \_\_\_\_\_ ft - \_\_\_\_\_ in.  
 rim joist:  2x6  2x8  2x10  2x12

Beam(s): number of plies:  2  3 size:  2x6  2x8  2x10  2x12  
 overhang:  Yes  No overhang dimension: \_\_\_\_\_ ft - \_\_\_\_\_ in.

Posts: size:  4x4  4x6  6x6 height: \_\_\_\_\_ ft - \_\_\_\_\_ in.

Post Locations: \_\_\_\_\_ ft - \_\_\_\_\_ in. out from house

Post Spacing: \_\_\_\_\_ ft. \_\_\_\_\_ in. apart

Footings: size: \_\_\_\_\_ in.  square  round thickness: \_\_\_\_\_ in.

Ledger: ledger board size:  2x8  2x10  2x12  Not applicable (free-standing deck)  
 fastener:  Through bolt  Lag screw  Wood screw  
 Expansion anchor  Adhesive anchor

Lateral support:  Tension-tie  Diagonal bracing, size:  2x  
 (not permitted for free-standing deck)

Deck size: L = \_\_\_\_\_ ft - \_\_\_\_\_ in. W = \_\_\_\_\_ ft - \_\_\_\_\_ in.

NEW DECK CODES

## Residential Deck Information

The following are some major requirements concerning decks from the Wisconsin State Building Code. Each new deck built must conform to these specifications.

Decks are required to be inspected by All Croix Inspections.

<b>Footings</b>	Minimum of 48" below finish grade.
<b>Load</b>	Must be able to support 40lbs. per square foot live load
<b>Railing and Guardrail</b>	Minimum height of 36" with no more than 4" openings for balusters. Required if higher than 24" to grade.
<b>Steps</b>	Minimum width is 36" Maximum riser 8" Minimum run 9" All steps must be uniform
<b>Handrail on Steps</b>	Required if 4 risers or more. Height of at least 30" but not more than 38"
<b>Cantilever</b>	Maximum of 24" overhang of Joists from support beam
<b>Flashing</b>	All connections between deck and dwelling need to be weatherproof.
<b>Joist Hangers</b>	All Joist need to be properly secured with approved Joist hangers and nails.
<b>Nails and Screws</b>	Use only stainless steel, high strength aluminum, or hot-dipped galvanized.
<b>Wood Materials</b>	All exposed wood used in the construction of decks is required to be approved wood of natural resistance to decay or approved treated wood. This includes posts, beams, joists, decking, and railings.

Inspection of footing is required before backfilling post of placement of concrete.  
Final inspection when deck is completed.

All Croix Inspections LLC  
715-377-2152

### **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 <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> for details of how to be in compliance

Contractor Lead CERT LIC #: \_\_\_\_\_

### **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 storm water management and will comply with those standards.

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