

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

| | | | | | | | |
|--|--|---|--|---|--------------------------|--|--------------------------|
| Wisconsin Division of Safety and Buildings Wisconsin Stats. 101.63, 101.73 | | WISCONSIN UNIFORM BUILDING PERMIT APPLICATION | | | | Application No. _____ | |
| | | 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))] | | | | Parcel No. _____ | |
| PERMIT REQUESTED | | <input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> 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. | <input type="checkbox"/> One acre or more of soil will be disturbed | _____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E (or) W | | | |
| Building Address | | | Subdivision Name | | Lot No. | Block No. | |
| Zoning District(s) | | Zoning Permit No. | | Setbacks: | Front _____ ft. | Rear _____ ft. | Left _____ ft. |
| 1. PROJECT | 3. OCCUPANCY | 6. ELECTRIC | 9. HVAC EQUIP. | 12. ENERGY SOURCE | | | |
| <input type="checkbox"/> New <input type="checkbox"/> Repair | <input type="checkbox"/> Single Family | Entrance Panel | <input type="checkbox"/> Furnace | Fuel | Nat Gas | LP | Oil |
| <input type="checkbox"/> Alteration <input type="checkbox"/> Raze | <input type="checkbox"/> Two Family | Amps: _____ | <input type="checkbox"/> Radiant Basebd | Space Htg | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Addition <input type="checkbox"/> Move | <input type="checkbox"/> Garage | <input type="checkbox"/> Underground | <input type="checkbox"/> Heat Pump | Water Htg | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Other: | <input type="checkbox"/> Overhead | <input type="checkbox"/> Boiler | <input type="checkbox"/> Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity. | | | |
| 2. AREA INVOLVED (sq ft) | 4. CONST. TYPE | 7. WALLS | <input type="checkbox"/> Central AC | 13. HEAT LOSS | | | |
| | <input type="checkbox"/> Site-Built | <input type="checkbox"/> Wood Frame | <input type="checkbox"/> Fireplace | | | | |
| | <input type="checkbox"/> Mfd. per WI UDC | <input type="checkbox"/> Steel | <input type="checkbox"/> Other: | | | | |
| | <input type="checkbox"/> Mfd. per US HUD | <input type="checkbox"/> ICF | 10. SEWER | | | | |
| Unfin. Bsmt | | <input type="checkbox"/> Timber/Pole | <input type="checkbox"/> Municipal | | | | |
| Living Area | | <input type="checkbox"/> Other: | <input type="checkbox"/> Sanitary Permit# _____ | _____ BTU/HR Total Calculated | | | |
| Garage | | 5. STORIES | | Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report) | | | |
| Deck | | <input type="checkbox"/> 1-Story | 8. USE | | | | |
| Totals | | <input type="checkbox"/> 2-Story | <input type="checkbox"/> Seasonal | | | | |
| | | <input type="checkbox"/> Other: | <input type="checkbox"/> Permanent | | | | |
| | | <input type="checkbox"/> Plus Basement | <input type="checkbox"/> Other: | | | | |
| | | | <input type="checkbox"/> On-Site Well | 14. EST. BUILDING COST w/o LAND | | | |
| | | | | \$ _____ | | | |
| I agree to comply with 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 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. | | | | | | | |
| <input type="checkbox"/> 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. | | | | | | | |
| APPLICANT'S SIGNATURE _____ | | | | DATE SIGNED _____ | | | |
| 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. <input type="checkbox"/> See attached for conditions of approval. | | | | | |
| | | | | | | | |
| | | | | | | | |
| ISSUING JURISDICTION | | <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 _____ | |
| FEES: | | PERMIT(S) ISSUED | | WIS PERMIT SEAL # | | PERMIT ISSUED BY: | |
| Plan Review | \$ _____ | <input type="checkbox"/> Construction | | | Name _____ | | |
| Inspection | \$ _____ | <input type="checkbox"/> HVAC | | | Date _____ | Tel. _____ | |
| Wis. Permit Seal | \$ _____ | <input type="checkbox"/> Electrical | | | | | |
| Other | \$ _____ | <input type="checkbox"/> Plumbing | | | | | |
| Total | \$ _____ | <input type="checkbox"/> Erosion Control | | | Cert No. _____ | | |

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 municipality. 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 contractor, 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 - 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.

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.):

Safety & Buildings Division
P O Box 2509
Madison, WI 53701-2509

(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.

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: _____

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:

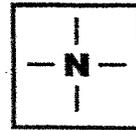
1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change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

PROJECT LOCATION _____

BUILDER _____ OWNER _____

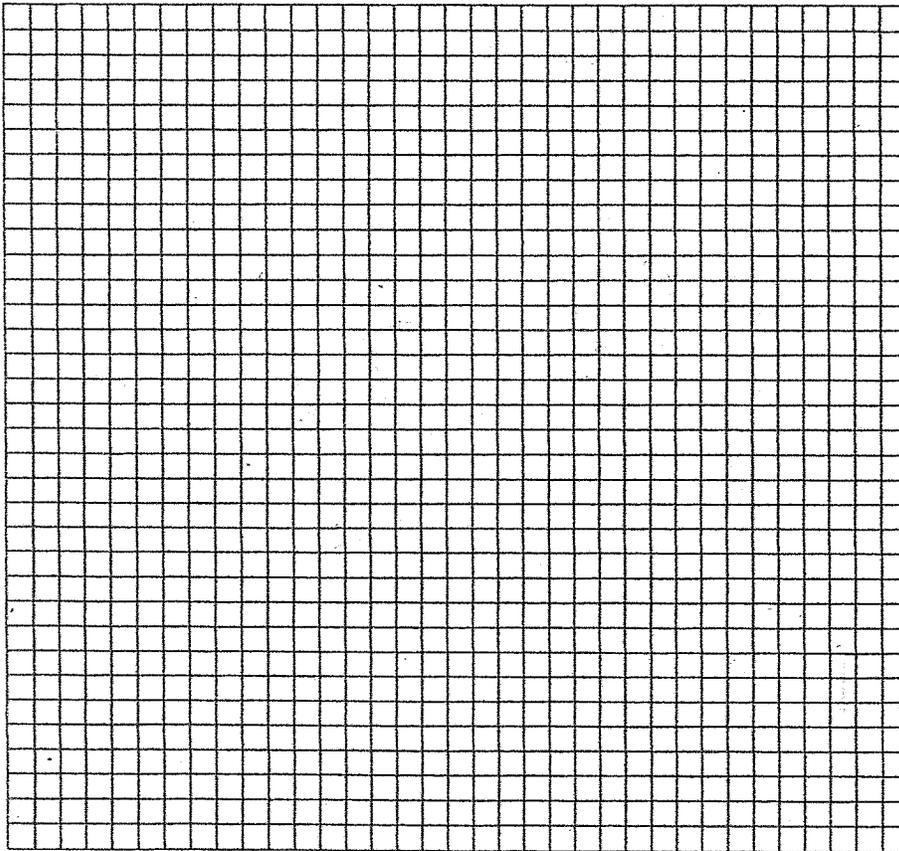
WORKSHEET COMPLETED BY _____ DATE _____

Please indicate north by completing the arrow.



SITE DIAGRAM

Scale: 1 inch = ____ feet



EROSION CONTROL PLAN LEGEND

- PROPERTY LINE
- > EXISTING DRAINAGE
- > TD 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)

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.

| | |
|------------------------------|--|
| Footings | Minimum of 48" below finish grade. |
| Load | Must be able to support 40lbs. per square foot live load |
| Railing and Guardrail | Minimum height of 36" with no more than 4" openings for balusters. Required if higher than 24" to grade. |
| Steps | Minimum width is 36" Maximum riser 8" Minimum run 9" All steps must be uniform |
| Handrail on Seps | Required if 4 risers or more. Height of at least 30" but not more than 38" |
| Cantilever | Maximum of 24" overhang of Joists from support beam |
| Flashing | All connections between deck and dwelling need to be weatherproof. |
| Joist Hangers | All Joist need to be properly secured with approved Joist hangers and nails. |
| Nails and Screws | Use only stainless steel, high strength aluminum, or hot-dipped galvanized. |
| Wood Materials | 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

REQUIRED INSPECTIONS WHEN BUILDING

(New construction / Additions 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