



VILLAGE OF WINNECONNE, WI
 ASC@winneconnewi.gov for submittals
 Payments: Village of Winneconne, P.O. Box 488, Winneconne,
 WI 54986
Building Inspector: AJ Inspection Services (920)410-6677
ajinspection@outloo.com

PERMIT APPLICATION

Permit # _____

PLEASE COMPLETE ALL APPLICABLE SECTIONS INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

LOCATION	JOB SITE ADDRESS (Street Number and Name)		PARCEL #		LOT/SUBDIVISION	
	PROPERTY OWNER'S FULL NAME					DAYTIME PHONE #
PROPERTY OWNER	PROPERTY OWNER'S MAILING ADDRESS (Include Zip Code)					Email Address
	PERMIT APPLICANT'S COMPANY NAME		PERMIT APPLICANT'S FULL NAME		DAYTIME PHONE #	
PERMIT APPLICANT	PERMIT APPLICANT'S MAILING ADDRESS (Include Zip Code)		FAX #		CELL PHONE #	
	BUILDING CONTRACTOR'S COMPANY NAME		BUILDING CONTRACTOR'S FULL NAME		DAYTIME PHONE #	
BUILDING CONTRACTOR	BUILDING CONTRACTOR'S MAILING ADDRESS (Include Zip Code)		WI DWELLING QUALIFIER #		WI DWELLING CONTRACTOR #	
	SEWER CONTRACTOR'S COMPANY NAME		SEWER CONTRACTOR'S FULL NAME		WI PLUMBING CREDENTIAL #	
SEWER CONTRACTOR	SEWER CONTRACTOR'S MAILING ADDRESS (Include Zip Code)				DAYTIME PHONE #	
	PROJECT TYPE (New, Addition, Remodel, Deck/Porch, Unattached Garage over 200ft, Roofing, Siding, Windows/Doors, Raze, Signage)		BUILDING TYPE (Single Family, Duplex Multi Family, Commercial/Industrial, Grange/Storage, Agricultural, Other)		WORK TYPE (Building Construction, Electrical Plumbing, Heating/Ventilating/Air Conditioning, Other)	
EST COST (LABOR AND MATERIALS)	BUILDING CONSTRUCTION (\$)		ELECTRICAL (\$)	PLUMBING (\$)	HVAC(\$)	OTHER (\$)
						TOTAL ESTIMATED COST (\$)
JOB DESCRIPTION (Be detailed, Include Drawing)						
BUILDING FEATURES (COMPLETE THIS SECTION FOR NEW BUILDINGS AND ADDITIONS ONLY)	CONSTRUCTION TYPE (Site Constructed or Manufactured)		BASEMENT? (Yes or No)	# OF STORIES (Above Basement)	FOUNDATION TYPE (Poured Concrete, Masonry Block, Treated Wood, Etc.)	
	ELECTRICAL SERVICE SIZE (Amperes)		ELECTRICAL SERVICE LOCATION (Overhead or Underground)		BUILDING USE (Permanent or Seasonal)	
	HVAC EQUIPMENT (Forced Air, Radiant, Heat Pump, Boiler, Etc.)		HVAC FUEL (Natural Gas, LP Gas, Fuel Oil, Electricity.)		WATER HEATING FUEL (Natural Gas, LP Gas, Fuel Oil, Electricity, Etc.)	
	CENTRAL AIR CONDITIONING? (Yes or No)		SEWER TYPE (Municipal or Private)		WATER SUPPLY (Municipal Utility or Private Well)	
SIGNATURE	ENTER YOUR INITIALS IN THIS BOX TO VERIFY THAT YOU HAVE READ AND AGREE TO THE TERMS AND CONDITIONS DETAILED BELOW (REQUIRED FOR APPLICATION TO BE PROCESSED) SIGNATURE _____ BUILDING INSPECTOR SIGNATURE _____				APPLICATION DATE	CONSTRUCTION START DATE

BY INITIALING THE BOX ABOVE, THE PERMIT APPLICANT DOES HEREBY CERTIFY THAT: (1) ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT. (2) THE PERMIT APPLICANT UNDERSTANDS THAT THE ISSUANCE OF A PERMIT CREATES NO LEGAL LIABILITY, EXPRESSED OR IMPLIED, ON THE VILLAGE OF WINNECONNE OR ON ANY OF ITS EMPLOYEES. (3) IN THE PERFORMANCE OF ALL WORK COVERED, THE PERMIT APPLICANT WILL BE BOUND BY AND SUBMIT TO ALL STATUTES OF THE STATE OF WISCONSIN, CONFORM TO ALL APPLICABLE CODES AND ORDINANCES OF THE VILLAGE OF WINNECONNE, AND ABIDE BY ALL RULES AND REGULATIONS PRESCRIBED BY THE DEPARTMENT OF CODE ADMINISTRATION.



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INFORMATION FOR BUILDING PERMIT APPLICANTS

THE ITEMS LISTED BELOW SHALL BE SUBMITTED TO THE DEPARTMENT OF CODE ADMINISTRATION FOR REVIEW AND APPROVAL PRIOR TO PERMIT ISSUANCE:

() **PERMIT APPLICATION** for all projects. The application shall be completed, signed, and dated by the contractor responsible for the proposed work. Incomplete applications will not be accepted.

() **ELECTRONIC SET OF BUILDING PLANS** emailed for new buildings and additions or alterations to existing buildings including use changes. Required drawings shall include floor plans for each floor level and basement (foundation plan), exterior elevations of all sides of the building, a typical wall section, wall bracing, and other details and calculations as required by the plan reviewer. Plans shall be legible, drawn to scale, fully dimensioned, and shall contain sufficient information to determine compliance with applicable codes and regulations. The requirement for filing of plans may be waived for smaller projects if the character of the work is sufficiently described on the permit application. **A hard copy of all plans will also be required on 11 x 17 size paper when submitting applications.**

Sq-Ft Living Area _____ **Basement** _____ **Garage** _____ **Porch/Deck** _____

() **SITE PLAN OR PLOT PLAN** for all additions or alterations to existing buildings including use changes. The plan shall be legible, drawn to scale, fully dimensioned and shall accurately show the location of all buildings, structures, streets, property lines, wells, septic systems, power lines, easements, etc.

() **RESIDENTIAL SITE SURVEY REQUEST FORM** for all **new homes and garages over 200sqft**. The plan shall be legible, drawn to scale, fully dimensioned and shall accurately show the location of all buildings, structures, streets, property lines, wells, septic systems, power lines, easements, etc. (If in a Flood Plane this is also needed if under 200 sqft)

() **EROSION CONTROL PLAN** for all new buildings and additions to existing buildings. The plan shall be legible, drawn to scale, and shall accurately show site topography, water courses, soil types, vegetative cover, and all proposed erosion control measures. The plan shall be designed to comply with the provisions of Chapter 540 of the Village of Winneconne Municipal Code entitled Construction Site and Stormwater Runoff Management

() **ENERGY CALCULATIONS** for all new single family and two family dwellings. Calculations shall be submitted on a State of Wisconsin approved "Energy Worksheet" and sufficient information shall be provided to determine compliance with applicable energy codes. Incomplete calculations, non-approved forms, or forms with missing information will not be accepted.

() **DRIVEWAY DESIGN APPROVAL** from the Department of Public Works for all new and reconstructed driveways. 920-582-4381

() **STATE OF WISCONSIN, COMM APPROVED PLANS** for all public buildings and places of employment. Plans for all new buildings and additions, alterations, or change of use of existing buildings shall be approved, stamped, signed, and dated by the State plan examiner unless specifically exempted in COMM 50.21. Contact the Department of Safety and Professional Services @ (608) 266-2112 for more information.

PERMIT APPLICATIONS WILL BE PROCESSED ONLY UPON RECEIPT OF ALL REQUIRED SUBMITTALS. PLANS AND DATA SUBMITTED WILL BE REVIEWED TO DETERMINE SUBSTANTIAL COMPLIANCE WITH VILLAGE AND STATE CODES. APPLICANTS WILL BE NOTIFIED WHEN THE DEPARTMENT REVIEW IS COMPLETE AND PERMITS ARE READY TO BE ISSUED. PERMITS MAY BE PICKED UP AT THE VILLAGE HALL DURING NORMAL BUSINESS HOURS UPON PAYMENT OF REQUIRED FEES.

NO BUILDING CONSTRUCTION OR EARTH DISTURBING ACTIVITY SHALL TAKE PLACE UNTIL REQUIRED FEES ARE PAID, THE BUILDING PERMIT IS ISSUED, AND THE PERMIT PLACARD IS POSTED ON THE JOB SITE. PERMIT FEES MAY BE DOUBLED AND/OR OTHER PENAL TIES IMPOSED IF REQUIRED PERMITS ARE NOT OBTAINED PRIOR TO COMMENCING WORK.



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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.

Owner's Signature: _____ Date: _____

Contractor Credential Requirements

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

Village of Winneconne Building Permit & Inspection Fees

Residential-New Construction

Type of Fee	Fee
Base Fee (1 & 2 Family)	\$500.00
<i>All Finished Areas</i>	\$0.50 (Add Per Square Foot)
<i>Attached Garage</i>	\$0.50 (Add Per Square Foot)
<i>Decks & Porches</i>	\$0.50 (Add Per Square Foot)
Erosion Control	\$100.00
State Building Seal	\$40.00
New Construction Site Surveying Fees	\$850.00
New Construction Escrow (returned after final inspection)	\$300.00

Residential-Remodel

Type of Fee	Fee
Base Fee (Finished Additions and Remodeling)	\$425.00
<i>Any addtl. inspections required</i>	\$100.00
Base Fee (Remodeling Multi-room)	\$425.00
Base Fee (Remodeling Single-room)	\$325.00
Base Fee (Unfinished additions, garages, decks, accessory buildings)	\$325.00
<i>Any addtl. inspections required</i>	\$100
*Unattached Garage Site Survey Form & Fee Needed for any building over 200sq ft (If in Flood plain any size building will need this)	\$300.00
No base fee for the below permits – only cost listed:	
Roofing Permit	\$55.00
Siding Permit	\$55.00
Window & Doors (Same Size or Smaller)	\$55.00
Window & Doors (New Location or Larger)	\$100.00
Raze Permit	\$55.00
Sign Permit	\$50.00 (\$0.80 per addtl. sq ft)

Commercial-New Construction

Type of Fee	Fee
Base Fee	\$500.00
<i>Plus Finished Areas</i>	\$0.50 (Add Per Square Foot)
Permission to Start Footings (Letter from State)	\$300.00
Erosion Control	\$100.00
*Building Escrow	\$300.00
*Returned After Completed Final Inspection	

Commercial-Remodel and Additions

Type of Fee	Fee
Base Fee – Finished Additions and Remodeling	\$500.00
<i>Addtl. per sq. ft of finished additions and remodeling</i>	\$0.50 (Add Per Square Foot)
Base Fee – Electrical (Licensed Contractor Required)	\$25.00
<i>Per Additional Inspection Required</i>	\$100.00
Base Fee – HVAC & Furnace Replacements (Licensed Contractor Required)	\$25.00
<i>Per Additional Inspection Required</i>	\$100.00

Miscellaneous Fees

<i>Additional Work (legal issues, citations, condemnations, etc.)</i>	\$100 per hour
<i>Additional or re-inspections</i>	\$100 each
<i>Permit Issuance (Misc)</i>	\$25
<i>Records Research</i>	Time and materials

Failure to obtain a permit before start of work will result in a fee of two times the original application cost