

# Town of Neenah New home-required item checklist

## Town required items.

- \_\_\_\_\_ Copy of the Sanitary Permit 920-886-7545.
- \_\_\_\_\_ Complete the Wisconsin Online Building Permit Application (required) Building, HVAC, Electrical, & Plumbing license #'s required before entering info [https://esla.wi.gov/apex/customer\\_portal\\_intro\\_page](https://esla.wi.gov/apex/customer_portal_intro_page)
- \_\_\_\_\_ Completely filled out Wisconsin Uniform Building Permit.
- \_\_\_\_\_ 2 Sets of building plans showing all house dimensions & a separate page showing the braced wall lines.
- \_\_\_\_\_ Completed Energy Worksheet (call your Heating Contractor or Lumber Yard for this item)
- \_\_\_\_\_ Complete and sign the Conditions of Approval Sheet.
- \_\_\_\_\_ 911 address sign permit
- \_\_\_\_\_ Culvert permit if required.
- \_\_\_\_\_ Square footage for house, garage, decks, sun rooms or screen rooms.
- \_\_\_\_\_ Call Gary Klinka for an appointment with all required items at 920-727-9200 7-9 AM weekdays.

## County Zoning required items. (Click on below links)

- \_\_\_\_\_ [County Zoning Permit](#) in hand-call them for help 920-232-3344.
- \_\_\_\_\_ [County Erosion Control Permit.](#)
- \_\_\_\_\_ Site plan for County with all house & garage dimensions.
- \_\_\_\_\_ Address from the County-call 920-232-3344.

Wisconsin Division of Safety and Buildings Wisconsin Stats. 101.63, 101.73		<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b>				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.																									
<b>PERMIT REQUESTED</b>		<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																															
<b>PROJECT LOCATION</b>		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.		<b>Setbacks:</b>	Front _____ ft.	Rear _____ ft.	Left _____ ft.																								
							Right _____ ft.																								
<b>1. PROJECT</b>		<b>3. OCCUPANCY</b>		<b>6. ELECTRIC</b>		<b>9. HVAC EQUIP.</b>																									
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:		<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:		Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead		<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:																									
				<b>7. WALLS</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Fuel</td> <td colspan="1">Nat Gas</td> <td colspan="1">LP</td> <td colspan="1">Oil</td> <td colspan="1">Elec</td> <td colspan="1">Solid</td> <td colspan="1">Solar</td> </tr> <tr> <td colspan="2">Space Htg</td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Water Htg</td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> <td colspan="1"><input type="checkbox"/></td> </tr> </table>		Fuel		Nat Gas	LP	Oil	Elec	Solid	Solar	Space Htg		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Water Htg		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																								
<b>2. AREA INVOLVED (sq ft)</b>		<b>4. CONST. TYPE</b>		<input type="checkbox"/> Wood Frame		<b>12. ENERGY SOURCE</b>																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck				Totals				<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD		<input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:		<input type="checkbox"/> Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity.	
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Living Area																															
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Totals																															
		<b>5. STORIES</b>		<b>8. USE</b>		<b>10. SEWER</b>																									
		<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement		<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:		<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____																									
						<b>11. WATER</b>																									
						<input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well																									
						<b>13. HEAT LOSS</b>																									
						_____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)																									
						<b>14. EST. BUILDING COST w/o LAND</b>																									
						\$ _____																									
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.																															
<b>APPLICANT'S SIGNATURE</b> _____				<b>DATE SIGNED</b> _____																											
<b>APPROVAL CONDITIONS</b>		This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <b>XXX See attached for conditions of approval.</b>																													
1. See Culvert permit for minimum culvert size (end walls required) and crushed culverts must be replaced. 2. Do not remove the newly installed 911 address sign. 3. \$300 escrow will be returned if the applicant follows the Conditions of Approval Sheet. 4. Applicant is responsible for arranging all inspections and correcting all code violations.																															
<b>ISSUING JURISDICTION</b>		<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> State of:		Municipality Number of Dwelling Location		Gary Klinka Building Insp Inc																									
		Neenah		70-010		228 Mandella Ct Neenah WI 54956																									
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>		<b>WIS PERMIT SEAL #</b>		<b>PERMIT ISSUED BY:</b>																									
Insp Fees + Seal      \$ _____ CIF & TN FEE        \$      275.00 Escrow +RIF          \$      600.00 Sub-Total             \$ _____ 911 Sign Fee         \$      80.00 Culvert Fee          \$     150.00 Total Fees            \$ _____		<input checked="" type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion				Name <u>Gary Klinka</u> Date      _____ Tel. <u>920-727-9200</u> Cert No. <u>70172</u>																									

(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.

(c) The owner/applicant understands that he will be the general contractor and will be responsible for making sure that this site and all the sub contractors at this site will comply with all state and local building codes. The owner is not to assume the Building Inspector will act as his general contractor, job foreman, expeditor, etc. All correction notices issued by the Building Inspector must be addressed by the owner/applicant and corrected. The owner/applicant will personally check the site after noted violations by the Building Inspector to make sure the corrections have been made and not to assume that his sub contractors, etc. have corrected any noted violations without personally viewing the site and verifying the corrections have been made. If the Building Inspector starts citing multiple violations, then the Building Inspector may order at the owner/applicants expense, a professional contractor to inspect and correct the following areas: foundation, framing, electrical, plumbing, HVAC before requesting a re-inspection.

Site Address \_\_\_\_\_

Owner Obtaining Permit \_\_\_\_\_

Date \_\_\_\_\_

## 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

# Wisconsin Department of Safety and Professional Services

<b>Mail To:</b>	<b>P.O Box 8935</b>	1400 E. Washington Avenue
	<b>Madison, WI 53708-8935</b>	Madison, WI 53703
<b>FAX #:</b>	(608) 261-7083	E-Mail: <a href="mailto:web@dsps.wi.gov">web@dsps.wi.gov</a>
<b>Phone #:</b>	<b>(608) 266-2112</b>	Website: <a href="http://dsps.wi.gov">http://dsps.wi.gov</a>

## INDUSTRY SERVICES DIVISION

### FREQUENTLY ASKED QUESTIONS

#### FOR REQUESTING ELECTRONIC BUILDING PERMITS (ONE & TWO FAMILY DWELLINGS)

**Q: What do I need to complete the online building permit request process?**

**A:** To complete the permit request process, you will need the following information where required by the Municipality:

**1. Jurisdiction, Submitter, Project and Permit Type Information**

- Jurisdiction: City, Township, Village, County.
- Submitter Name, Address, City, Zip-code, Phone and Email.
- New, Alteration, Addition, Repair, Raze, Other Project Types.
- Construction, HVAC, Electric, Plumbing, Erosion Control, Other Permit Types.

**2. Owner and Contractors Information (If available)**

- Dwelling Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
- Dwelling Contractor Qualifier Name, DSPS License Number, License Expiration Date, Phone and Email.
- HVAC Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
- Electrical Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
- Plumbing Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.

**3. Project Location Information (If available)**

- Lot, Building and Zoning.

**4. Project Information (If available)**

- Area, Occupancy, Construction Type, Stories, Electric, Walls, Use, HVAC Equip., Sewer, Water, Energy Source, Heat Loss and Est. Building Cost w/o Land.

**5. Electronic Signature**

**Q: I am a homeowner and want to general my own project; do I have to fill out the Dwelling Contract and Qualifier information?**

**A:** You will leave those areas blank. At step five you will check the box above your electronic signature which states "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."

## Wisconsin Department of Safety and Professional Services

**Q: How long does it take to process my permit once I have completed the electronic process?**

**A:** Upon successfully completing the permit application on Online Building Permit System, the request is electronically been sent to the intended Municipality already. You will receive a confirmation email from Online Building Permit System upon Municipality approval. If you have any questions regarding the processing time of your permit, please contact the Municipality directly.

**Q: The Online Building Permit System cannot find my Municipality. What do I do?**

**A:** Municipality Clerk and Building Inspector needs to register with DSPS to utilize the Online Building Permit System. After successful registration, the Municipality will be then listed in Online Building Permit System. If you still cannot find your Municipality, please contact the Department of Safety and Professional Services at 608-266-2112 or [DSPSSBUDCTech@wisconsin.gov](mailto:DSPSSBUDCTech@wisconsin.gov) for assistance.

**Q: I am having trouble completing the permit application process through The Online Building Permit System. Who should I contact?**

**A:** If you have any issues or questions regarding the permit application filing process, please contact the respective Municipality Clerk and Building Inspector Office.

**Q: How do I confirm that my permit request was received by the Municipality?**

**A:** Once permit request has been filed with the respective Municipality, you will receive a receipt email from the Online Building Permit System. If you have any issues or questions regarding the permit, please contact the respective Municipality Clerk and Building Inspector Office. Please reference your Filing Number, which may be found in the email you received from the Online Building Permit System.

**Q: I submitted permit request but have not received any emails?**

**A:** Once permit request has been filed with the respective Municipality, you will receive a receipt email from the Online Building Permit System. Check your spam folder as emails may be automatically marked as spam.

**Q: I started the permit request process, but stopped before completing. How do I complete the request?**

**A:** To complete the permit request process, you must call the respective Municipality and ask for the filing link to be emailed to you. Please reference your Filing Number, which may be found in the email you received from the Online Building Permit System.

**Q: Where can I find my Filing Number or Confirmation Number?**

## Wisconsin Department of Safety and Professional Services

**A:** You may find your Filing Number in the Email you received and on Confirmation page from the Online Building Permit System.

**Q:** **I haven't received any emails from the Online Building Permit System. What do I do?**

**A:** Check your spam folder as emails may be automatically marked as spam. If you cannot find any emails from the Online Building Permit System, contact the Department of Safety and Professional Services at 608-266-2112 or [DSPSSBUDCTech@wisconsin.gov](mailto:DSPSSBUDCTech@wisconsin.gov). If possible, reference your Filing Number.

**Q:** **I am a Municipality Clerk or Building Inspector and would like to connect to the Online Building Permit System. Where do I get more information?**

**A:** For more information on how to connect to Online Building Permit System, please contact Division of Industry Services, at [DSPSSBUDCTech@wisconsin.gov](mailto:DSPSSBUDCTech@wisconsin.gov) or (608) 266-2112.