

ADDITION TO EXISTING STRUCTURE PERMIT APPLICATION INSTRUCTIONS

Who can take out a permit:

- property owner
- contractor (on properties with 1 or 2 family dwellings, contractor must hold a current Dwelling Contractor Certification & Dwelling Contractor Qualifier Certification)

Complete Wisconsin Uniform Building Permit application.

Permit application to include:

- Owners name, mailing address and telephone number (if tenant applying for permit, letter is needed from property owner allowing project)
- Contractor's name, mailing address, telephone number and certification number
- Current use of property
- Property address
- Estimated cost of project
- For properties on sanitary sewer, Waupaca County to determine if a system evaluation is required and provides the City with a letter regarding their determination.
- Site plan showing:
 - all lot dimensions of the subject property
 - location and size of proposed structure
 - distances to all property lines, streets, alleys and structures from farthest projection point
 - size and location of other structures
 - dimensions/square footage of all non-permeable areas on lot
 - existing parking for commercial expansion
 - location and distance of proposed structure to septic system/drainfield and well of property owner and to neighbors septic system/drainfield and well (if applicable)
 - erosion control plan
 - *NOTE: Zoning regulations should be checked regarding size and setback limitations.*
- Plan or drawing (cross section) showing the following:
 - Footing size and depth
 - Post pad size and location
 - Foundation wall size
 - Floor thickness
 - Floor joist size and spacing
 - Building height
 - Wall material size and spacing
 - Window sizes
 - Door sizes
 - Window and door header sizes
 - Truss calculations if trusses are being used
 - Ceiling and roof framing, decking, sheathing
 - Exit doors and sizes
 - Stair detail if applicable
 - How foundation walls are tied together
 - How roof systems are tied together
 - How grade and/or different floor levels are overcome (steps/deck)
- *If electrical service or wiring is installed, a permit is required. Work must be done by a Master Electrician licensed by the City and all work must be done according to State Code requirements.*

- *If plumbing service or fixtures are being installed, work may be performed by the homeowner, if property is owner occupied, or a Master Plumber only and a permit is required. Inspection to be performed for State Code compliance.*
- Permit Fee:
 - RESIDENTIAL
 - Inspection fee: \$.11/sq ft all areas / minimum \$75.00
 - Zoning fee: \$50.00
 - Electrical fee: \$35.00 + .035/sq ft all areas / minimum \$30.00 (if applicable)
 - Plumbing fee: \$35.00 + .035/sq ft all areas / minimum \$30.00 (if applicable)
 - HVAC fee: \$35.00 + .025/sq ft all areas / minimum \$30.00 (if applicable)
 - Erosion control fee: \$40.00 (if applicable)
 - COMMERCIAL
 - Inspection fee:
 - a. Multi-Family (3 family or more), Motels, CBRF -\$.12/s.f.
 - b. Mercantile, Restaurants, Taverns, Assembly Halls, Offices -\$.12/s.f.
 - c. Schools, Institutional, Hospitals -\$.13 s.f.
 - d. Manufacturing and Industrial -\$.11 s.f. (Office area to follow fees in b.) .
 - e. Vehicle Repair and Vehicle Storage -\$.13 s.f.
 - f. Warehouse, Mini Warehouse, Building Shells* for Multi-Tenant Buildings-\$.07 sf. (Office area to follow fees in b.)
 - g. Build-Out* -See above New Structure fees a-f
 - h. Special Occupancies (Outdoor Pools, Towers, Tents, etc .)-\$.08 s.f.
 - i. The above referenced permits (a-h) have a \$75.00 minimum permit fee
 - Zoning fee: \$75.00
 - Electrical fee: \$35.00 + .04/sq ft all areas / minimum \$75.00 (if applicable)
 - Plumbing fee: \$35.00 + .04/sq ft all areas / minimum \$75.00 (if applicable)
 - HVAC fee: \$35.00 + .035/sq ft all areas / minimum \$75.00 (if applicable)
 - Erosion control fee: \$75.00 (if applicable)

Give permit application to Building Inspector for fee determination, permit approval and signature.