

## NEW COMMERCIAL PERMIT APPLICANT INSTRUCTIONS

Who can take out a permit:

- property owner
- contractor

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)
  - Name, mailing addresses and telephone numbers of contractors:
    - \* Building
    - \* Electrical (must be a Master Electrician licensed by the City of Waupaca)
    - \* Plumbing (must be a Master Plumber; lateral work requires a state license)
      - If separate interior and exterior plumbers are used, indicate each contractor on application form
    - \* Heating
  - Property address
  - Proposed use of property
  - Estimated building cost
  - 2 Sets of State Approved Commercial Plans (building, HVAC & plumbing) one to be kept by inspector and one returned to applicant upon approval
  - Truss Calculations (if trusses are used)
  - Waupaca County Sanitary Permit, if not on City utilities (if applicable)
  - Site plan showing:
    - \* all lot dimensions of the subject property
    - \* location and size of proposed structure(s)
    - \* 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
    - \* location and distance of proposed structure(s) to septic system/drain field and well of property owner and to neighbors septic system/drain field and well (if applicable)
    - \* parking configuration
    - \* location of proposed signage or location of non tracking access to roadway
    - \* *NOTE: Zoning regulations should be checked regarding size and setback limitations.*
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- Erosion Control Plan
  - Multi-Family Development Public Site Fee form (if applicable)
  - Agreement Providing Accessibility to Water Meters (apartment buildings only)

- Driveway and culvert permits – contact Roger Hansen, Street Superintendent at 258-4421.

- Permit Fee: New Structure \*\* Addition

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 \$.07s.f. (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: New Structure \$100.00 \*\* Addition \$75.00

Electrical fee: \$35.00 + .04 /sq ft all areas /minimum \$30.00

Plumbing fee: \$35.00 + .04 /sq ft all areas /minimum \$30.00

HVAC fee: \$35.00 + .035 /sq ft all areas /minimum \$30.00

Erosion control fee: \$100.00

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