

## NEW 1 & 2 FAMILY HOME PERMIT APPLICATION INSTRUCTIONS

Who can take out a permit:

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

Complete Wisconsin Uniform Building Permit application.

Permit application to include:

- Owners name, mailing address and telephone number
- Name, mailing addresses and telephone numbers of contractors:
  - Building (must hold a State Certification or owner will be required to sign permit)
  - Electrical (must be a Master Electrician licensed by the City of Waupaca)
  - Plumbing (must be a Master Plumber)
    - If separate interior and exterior plumbers are used, indicate each contractor on application form
  - Heating Contractor information
- Building Contractor's State Dwelling Contractor Qualifier Certification Number
- Property address and Parcel number
- Estimated building cost
  
- 2 Sets of Building Plans one to be kept by inspector and one returned to applicant upon approval
  
- Heat Loss Calculations (also known as energy calculations) signed by designer
  
- 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
  - 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)
  - location of non tracking access to roadway
  - *NOTE: Zoning regulations should be checked regarding size and setback limitations.*
  
- Drain Tile Form Completed (Provided by inspection office)
  
- Erosion Control Plan – may be incorporated into site plan

- Driveway and culvert permits – contact Roger Hansen, Street Superintendent at 258-4421.
- Permit Fee:
  - Building Fee - \$.11 per square foot of all areas - \$75 Minimum
  - Occupancy Permit - \$30.00
  - Zoning Fee - \$75.00
  - Wisconsin UDC Seal - \$35.00
  - Electrical Permit Fee - \$35.00 + .035 per square foot of all applicable areas
  - Plumbing Permit Fee - \$35.00 + .035 per square foot of all applicable areas (includes laterals)
  - HVAC Permit Fee - \$35.00 + .025 per square foot of all applicable areas
  - Erosion Control Permit Fee - \$60.00
  - Early Start Permit - \$50.00 (if needed)
  - Temporary Occupancy Permit - \$50.00  
(if occupancy is desired before final inspection approval)

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

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