

Melstrom Inspections, LLC

New Dwelling Permit Application and Submittal Process

The items below must be completed in this order. When submitting the new dwelling application, all documents are required to be turned in at the same time. When you are ready to submit, contact me to schedule a time to meet or simply email me all the documents. Processing of the permit can take ten business days from when **all** the documents have been received.

Prior to starting the new dwelling application, items 1, 2, and 3 must be completed.

1. Sanitary Permit
 - a) Provide a copy of the issued sanitary permit, issued by the County.
2. Driveway Permit
 - a) Provide a copy of the issued driveway permit from the township. If a permit is not required, a copy of a letter stating a driveway permit is not required from the Municipality. The same would apply if there is an existing driveway.
3. Land Use Permit
 - a) Provide a copy of the approved land use permit from the appropriate municipality, if applicable.
4. Building permit Application
 - a) Once items 1,2, and 3 are complete, a new dwelling online application can be completed. I have a link on my website that can be used under the applications/forms tab. www.melstrominspections.com
5. In addition to the application the following documents will need to be provided with items 1-4 above. These items can be emailed to me.
 - a) A Site plan of the project site/building lot including the well, sanitary system, all adjacent property lines, setbacks, location of the home and any accessory buildings, if applicable.
 - b) Erosion control plan.
 - c) Res Check with heat calculations and energy certificate.
 - d) 2 hard copies or 1 pdf of the home plans. The home plans must include:
 - i. A floor plan that has:
 1. Size and location of all rooms, doors, window, structural features, exit passageways, and stairs.
 2. Use of each room.
 3. Location of plumbing fixtures, chimneys, heating/cooling appliances, and a heating distribution layout.
 4. Location and construction details of wall bracing on each building side and each floor level. Provide a worksheet if this is not part of your home plans.
 5. NOTE: Any tall walls, over 12 feet in height, shall be designed and constructed with accepted engineering practice. There shall be details on the drawings for the design and accepted practice of the tall walls.
 - ii. An elevations page that shows:
 1. The exterior appearance of the building.
 2. Exterior materials and methods
 3. Location, size, and configuration of all doors, windows, roof, chimneys, exterior grade, footings, and foundation walls.
 - e) If you are installing a manufactured/modular home:
**SPS 320.13(1); No modular home, manufactured building system or component of the building system subject to this part shall be manufactured for use, sold for initial use, or installed in this state unless it is approved by the department and it bears the Wisconsin insignia issued or a state seal or an insignia reciprocally recognized by the department.
 - i. Items a, and b above will need to be submitted
 - ii. Provide documentation that the home is approved in the State of Wisconsin.
 - iii. 2 hard copies or 1 pdf of the home plans. Plans shall include the HUD certified anchoring specifications or an anchoring plan.
 - iv. A footings detail page. Method of footings or the layout for a slab approved by the State.