

Melstrom Inspections, LLC

UDC General Building Permit Application

*****Per Wisconsin administrative code SPS 320.09(9) and Wisconsin State statute 101.654(1)b, only a home owner who owns the property and **will reside** in the residence once the project is completed is allowed to be the building contractor.***

*****Per Wisconsin State Statutes 101.862(4)a, and 145.06(4)a, only a home owner who owns the property and **currently resides** in the residence is allowed to be the electrical contractor and/or the plumbing contractor.***

All of the following items noted below under your type of project need to be submitted when applying for a building permit for dwelling addition or alteration.

Reviewing and processing a permit application can take up to ten business days to complete once all the required documents have been received.

***Any forms required below can be found under the forms/applications tab on my website, melstrominspections.com*

- 1 A completed and signed building permit application, backside of this page. Contractors shall be licensed.
- 2 If you are the applicant who owns the property and who currently resides at the project property address completing the permit application, a signed cautionary statement will need to be submitted.
- 3 If any bedrooms are being added, a copy of the issued sanitary permit, issued by the County. The total number of bedrooms in the home cannot exceed what is noted on the sanitary permit.

For an Addition,

- 4 Complete and provide items #1-3 if applicable.
- 5 A copy of the approved land use permit from the appropriate municipality, if applicable.
- 6 A site plan: A site plan is a bird's eye view of your property. The site plan shall include a North directional arrow, property lines, street(s), existing buildings, proposed home location, including any decks/porches that will be installed with the home. To be included are the distances from the proposed project to all property lines, streets, and/or any other structures on the property.
- 7 A floor plan showing and labeling all rooms with dimensions. Window size, door size, and proper wall bracing shall be noted on the plans.
- 8 An elevations page showing all details from the footings up to the roof.

For an Interior Alteration,

- 9 Complete and provide items #1-3 if applicable.
- 10 For a dwelling remodel alteration, provide a floor plan with the existing layout and a floor plan the new layout. The new layout shall have labels of the rooms with dimensions for the areas being altered. New windows, exit windows, and doors shall have sizes. Notes shall be provided with the floor plan indicating the changes that will be completed.

For all Other Projects,

- 11 Complete and provide items #1-2 if applicable.
- 12 Complete the application as it applies to your project.

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General Building Permit Application

Project Site Address	Town, Village, or City of:	Zip Code	Municipality
Owner's Name	Owners Daytime Phone	Parcel ID	
Owner's Mailing Address		Owner's Email	
Applicant's Name(If Different than owner)	Applicant Daytime Phone		
Applicant's Mailing Address		Applicant's Email	

Details about the project:

<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Other, Explain _____	Project Value: \$
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The project involves:

<input type="checkbox"/> Construction	<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Erosion Control
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Project Description: _____

Complete the information below as it pertains to this project. Note "Self" if the owner will be doing the work.

Dwelling Qualifier		Dwelling Qualifier License Number	
Dwelling/General Contractor	Contact Name	Dwelling Contractor License	Daytime Phone
Mailing Address		Email	
HVAC Contractor	Contact Name	HVAC Contractor License	Daytime Phone
Mailing Address		Email	
Plumbing Contractor	Contact Name	Daytime Phone	
Mailing Address		Email	
Master Plumber	Master Plumbing License Number		
Electrical Contractor	Contact Name	Electrical Contractor License	Daytime Phone
Mailing Address		Email	
Master Electrician	Master Electrician License Number		

One of the two boxes shall be checked:

<input type="checkbox"/>	<i>I vouch that I am or will be the owner-occupant of this dwelling for which I am applying for a building permit without a dwelling contractor license and have submitted a signed the cautionary statement regarding contractor responsibility. I certify that the information provided on this application is accurate. I understand that I am subject to all applicable codes, conditions of this permit, laws, statutes, and ordinances. I understand that the issuance of this permit creates no legal liability, express or implied, on the state, municipality, building inspector, and the inspectors authorized agent. I understand that the work installed with this permit is subject to inspection and I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which the permit is sought at all reasonable hours to inspect the work which is being done.</i>
<input type="checkbox"/>	<i>I vouch that: I am the WI credentialed contractor and I am in a contract for the described work per this application. I certify that the information provide on this application is accurate. I understand that I am subject to all applicable codes, conditions of this permit, laws, statutes, and ordinances. I understand that the issuance of this permit creates no legal liability, express or implied, on the state, municipality, building inspector, and the inspectors authorized agent. I understand that the work installed with this permit is subject to inspection and I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which the permit is sought at all reasonable hours to inspect the work which is being done.</i>

SIGNATURE OF
APPLICANT

Print Name

Date