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New Dwelling Permit Application and Submittal Process

When submitting the new dwelling application, all documents noted below are required and shall 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 building permit is required prior to the issuance of a building permit.
    - Provide a copy of the issued sanitary permit, issued by the County. Does not apply if connecting to a municipal sewer.
2. ***Driveway Permit.*** A legal access off of a roadway shall be provided prior to the issuance of a building permit.
    - Provide a copy of the issued driveway permit from the municipality that issues the driveway permit. 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/Zoning Permit.*** If applicable, a land use permit or zoning permit shall be provided prior to any construction on the proposed site.
    - Provide a copy of the approved land use permit from the appropriate municipality, if applicable.
4. ***Building permit Application.***
    - Once items 1,2, and 3 are complete, a new dwelling online application can be completed. New home applications are completed on-line. I have a link on my website, *www.melstrominspections.com,* that can be used. It is located under the applications/forms tab. It is titled: "New Home On-line Application"
5. ***Site Plan.***
    - Provide 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, the sanitary system location and well location. To be included are the distances from the proposed project to all property lines, streets, and/or any other structures on the property.
6. ***Erosion control plan.***
    - Provide a completed erosion control plan. The erosion control plans shall include entire worksheet consisting of the site map and checklist.
7. ***ResCheck and Heat Loading Energy Compliance.***
    - Provide copies of the ResCheck for energy compliance and calculated heat loads. The ResCheck shall be in the 2009 IECC version which includes the energy certificate. The Heat Loading shall be per the UDC 2009 Version or other approved heat loss calculation method. Documents to be signed by the person who completed the document.

Continued next page…….

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8. ***Building Plans. (Manufactured homes, skip to #9)***
    - 2 hard copies or 1 pdf of the home plans shall be provided. The home plans must be to scale and shall include:
        a) **A floor plan.** The floor plan shall include:
            1) Size and location of all the use of all rooms.
            2) Size and location of all the doors and windows.
            3) Size and location of all structural features (Headers/Beams/Posts).
            4) Size and location of hallways and stairways.
            5) Plumbing fixtures, chimneys, heating and cooling appliances and a heating distribution layout.
            6) Wall Bracing plan. This includes wall bracing locations and details of the wall bracing method used.
            7) 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.
        b) **Elevations Page and Cross Section Page.** Details to be shown on the elevations page and the cross-section page shall include:
            1) The exterior appearance of the building, including exterior materials.
            2) The location, size, details/sizes, and configuration of:
                - Doors and Windows
                - Roof and chimney(s)
                - Exterior grade, footings and foundation walls.

9. ***Manufactured 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.
    - If you are installing a manufactured/modular home:
        a) Provide documentation that the home is approved in the State of Wisconsin.
        b) 2 hard copies or 1 pdf of the home plans.
        c) Provide the details and specifications for the anchoring, including an plan showing anchor points.
        d) A footings detail page. Method of footings or the layout for a slab approved by the State.

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Standard Erosion Control Plan

for Construction Sites

According to Wisconsin Administrative Code SPS 321.125, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for construction in those jurisdictions where the soil erosion control provisions of the Wisconsin Code are enforced for all land disturbing activity that occurs on less than one acre of land. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

Instructions:

1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

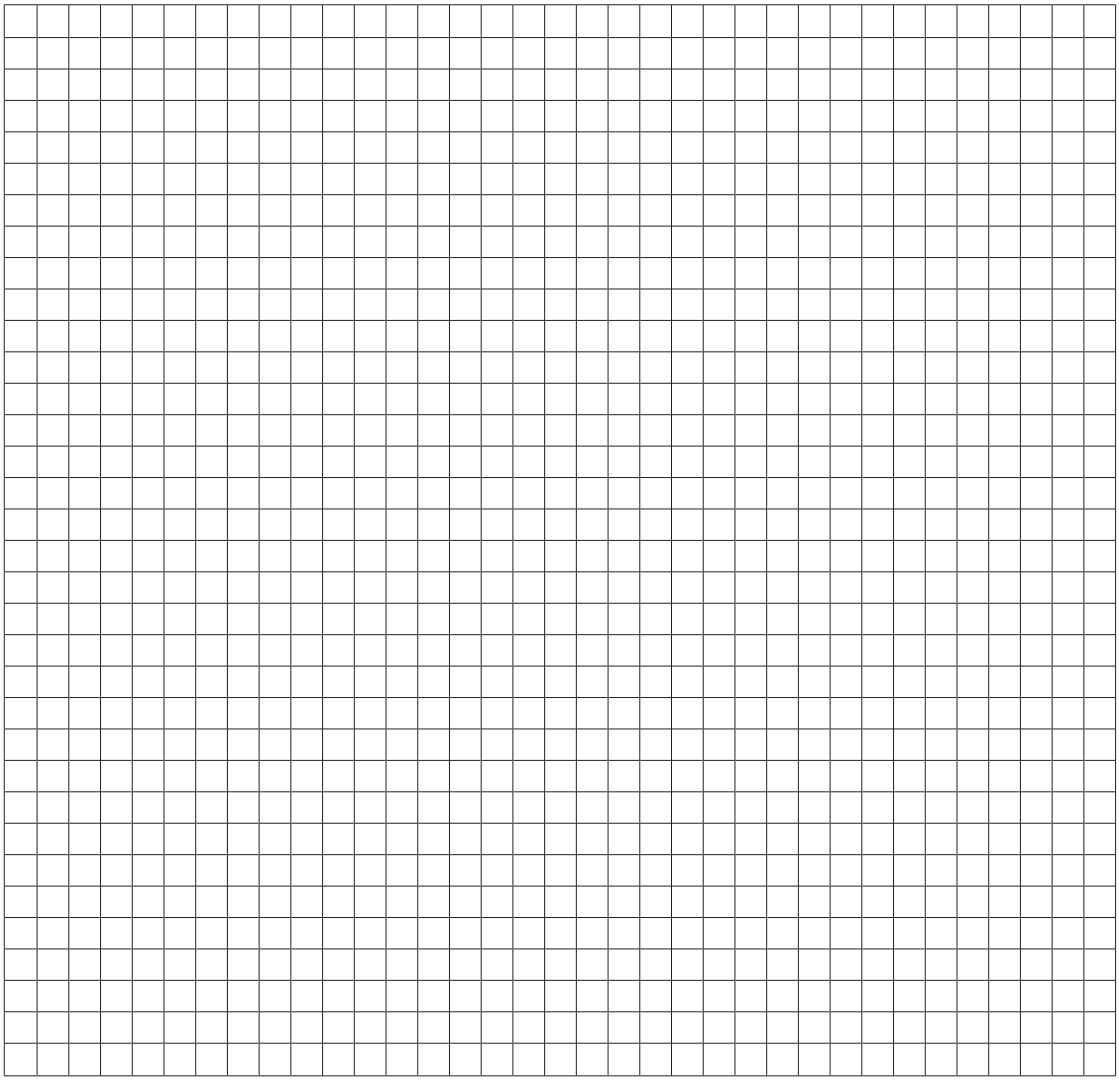
PROJECT LOCATION _____

BUILDER _____ OWNER _____

WORKSHEET COMPLETED BY _____ DATE _____

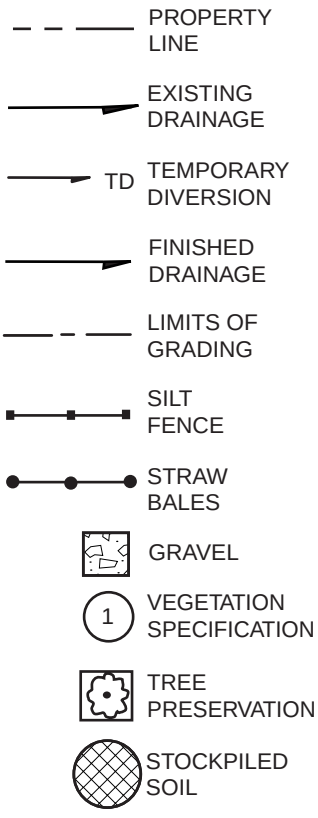
SITE DIAGRAM

Scale: 1 inch = ____feet



Please indicate north by completing the arrow.

EROSION CONTROL PLAN LEGEND



EROSION CONTROL PLAN CHECKLIST

Check (✔) appropriate boxes below, and complete the site diagram with necessary information.

COMPLETED	NOT APPLICABLE	
		Site Characteristics
❒		North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.
❒	❒	Location of existing drainageways, streams, rivers, lakes, wetlands or wells.
❒		Location of storm sewer inlets.
❒		Location of existing and proposed buildings and paved areas.
❒		The disturbed area on the lot.
❒		Approximate gradient and direction of slopes before grading operations.
❒		Approximate gradient and direction of slopes after grading operations.
❒	❒	Overland runoff (sheet flow) coming onto the site from adjacent areas.
		Erosion Control Practices
❒	❒	Location of temporary soil storage piles.
		Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway.
❒		Location of access drive(s).
		Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).
❒	❒	Location of sediment controls (filter fabric fence, straw bale fence or 10-foot-wide vegetative strip) that will prevent eroded soil from leaving the site.
❒	❒	Location of sediment barriers around on-site storm sewer inlets.
❒	❒	Location of diversions.
		Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow)from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.
❒	❒	Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).
		Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.
❒	❒	Location of practices that will control erosion on areas of concentrated runoff flow.
		Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).
❒	❒	Location of other planned practices not already noted.

Indicate management strategy by checking (✔) the appropriate box.

Management Strategies

COMPLETED	NOT APPLICABLE	
❒	❒	Temporary stabilization of disturbed areas. Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.
❒		Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment). • Indicate re-vegetation method: ❒ Seed ❒ Sod ❒ Other _____ • Expected date of permanent re-vegetation: _____ • Re-vegetation responsibility of: ❒ Builder ❒ Owner/Buyer • Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? ❒ Yes ❒ No
❒	❒	Use of downspout and/or sump pump outlet extensions. Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.
❒	❒	Trapping sediment during de-watering operations. Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.
❒		Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.
❒		Maintenance of erosion control practices. • Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height o f the barrier. • Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months). • All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday. • All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday. • Access drives will be maintained throughout construction. • All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

EROSION CONTROL REGULATIONS

Erosion control and stormwater regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 267-5113.

STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook,* and UW–Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

Erosion Control for Home Builders (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at http://clean-water.uwex.edu/pubs/sheets

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin–Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.

GWQ001A Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites

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