

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.**

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

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.

For an Addition,

- 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.
- 4 A copy of the approved land use permit from the appropriate municipality, if applicable.
- 5 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.
- 6 Building plans of the addition showing construction details with dimensions. This shall include a floor plan and a cross section of the footings up to the roof.

A floor plan. The floor plan shall include:

- 1 Size of the addition. Show location, size, and 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 Wall Bracing. This includes wall bracing locations and details of the wall bracing method used.

NOTE: If this is a convectional stick built shed/garage with 2X construction, 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.

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

Exterior grade, footing and foundation post/wall details, wall framing and finishing, and roof framing.

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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:

Addition
 Alteration
 Other, Explain _____
 Project Value: \$ _____

The project involves:
 Construction
 HVAC
 Electrical
 Plumbing
 Erosion Control

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:

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 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.

SIGNATURE

OF _____ Print Name _____ Date _____