



## **CHECKLIST FOR COMPLETING BUILDING AND ZONING APPLICATIONS**

**YOUR COMPLETED BUILDING PERMIT APPLICATION SHOULD INCLUDE THE FOLLOWING:**

### New Construction and Additions:

- COMPLETED UNIFORM PERMIT APPLICATION – FOR RESIDENTIAL MUST INCLUDE BUILDING CONTRACTOR AND BUILDING QUALIFIER NUMBERS
- A LIST OF ALL SUB-CONTRACTORS WITH ADDRESSES, PHONE NUMBERS, FAX NUMBERS, AND ANY REQUIRED STATE CERTIFICATION
  - A.) EXCAVATOR
  - B.) CEMENT CONTRACTOR
  - C.) ELECTRICIAN
  - D.) BUILDER
  - E.) HVAC CONTRACTOR
  - F.) PLUMBING FIRM
  - G.) LANDSCAPER
- ZONING APPLICATION WITH ALL NAMES, ADDRESSES, AND PHONE NUMBERS
- SIGNATURE OF THE APPLICANT
- SIGNED DEVELOPERS' APPROVAL LETTER
- SITE PLAN, DRAWN TO SCALE SHOWING ALL SETBACKS AND SITE IMPROVEMENTS (E.G. BUILDING, SIDEWALKS, DRIVEWAYS, ETC.)
- TWO COMPLETE SETS OF BUILDING PLANS DRAWN TO SCALE WHICH MUST INCLUDE WIND BRACING PLAN
- COMPLETE EROSION CONTROL PLAN
- ENERGY WORKSHEET FORM WITH COMPLETED HEAT LOSS CALCULATIONS
- BUILDING CONTRACTOR'S E-MAIL ADDRESS (FOR ELECTRONIC NOTIFICATION WHEN THE PERMIT IS APPROVED.)
- COMPLETE DRIVEWAY PERMIT APPLICATION
- COMPLETED ONLINE FORM THROUGH WI DSPS BUILDING PERMIT SYSTEM (1&2 FAMILY) (<https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>)

JOB ADDRESS: \_\_\_\_\_

CONTACT NAME & EMAIL ADDRESS \_\_\_\_\_