



CHECKLIST FOR COMPLETING BUILDING AND ZONING APPLICATIONS

YOUR **COMPLETED** BUILDING PERMIT APPLICATION SHOULD INCLUDE THE FOLLOWING (HARD COPIES ARE REQUIRED OF EVERYTHING UNLESS OTHERWISE STATED ON THIS CHECKLIST) :

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 PERMIT APPLICATION WITH ALL NAMES, ADDRESSES, AND PHONE NUMBERS
- SIGNATURE OF THE APPLICANT ON BUILDING PERMIT APPLICATION AND ZONING PERMIT APPLICATION
- SIGNED DEVELOPERS' APPROVAL LETTER
- SITE PLAN, DRAWN TO SCALE SHOWING ALL SETBACKS AND SITE IMPROVEMENTS (E.G. BUILDING, SIDEWALKS, DRIVEWAYS, ETC.)
- TWO COMPLETE FULL SIZE SETS OF BUILDING PLANS DRAWN TO SCALE WHICH MUST INCLUDE WIND BRACING PLAN
- ONE COMPLETE ELECTRONIC SET OF PLANS, PDF (NEW REQUIREMENT AS OF 2020) CONTACT BUILDINGPERMITS@FITCHBURGWI.GOV FOR LARGE FILE, OR SUBMIT A USB DRIVE WITH THE PLANS
- COMPLETED EROSION CONTROL PLAN (If land disturbance is greater than one acre, a separate City of Fitchburg Erosion Control Permit is required, as well as a DNR WRAPP/NOI)
- ENERGY WORKSHEET FORM WITH COMPLETED HEAT LOSS CALCULATIONS
- BUILDING CONTRACTOR'S E-MAIL ADDRESS (FOR ELECTRONIC NOTIFICATION WHEN THE PERMIT IS APPROVED.)
- COMPLETED DRIVEWAY PERMIT APPLICATION (IF NOT ALLY LOADED)
- COMPLETE ONLINE FORM THROUGH WI DSPS BUILDING PERMIT SYSTEM (1&2 FAMILY) ([DSPS Online Building Permit System - Application \(wi.gov\)](http://www.fitchburgwi.gov/157/Permit-Applications-Requirements))

*Terravessa Building Permits require special handling. Please see <http://www.fitchburgwi.gov/157/Permit-Applications-Requirements> for requirements.

JOB ADDRESS: _____

CONTACT NAME & EMAIL ADDRESS _____