



## **Zoning & Building Permit Application Instructions New Construction**

Single-Family and Two-Family Dwellings

**The Village of Windsor may require up to 10 business days to review all Zoning and Building Permit Applications once the application has been determined to be complete by the Director of Planning / Zoning Administrator.**

**The following items must be submitted for issuance of a Zoning and Building Permit (One Electronic Copy)**

1. Complete Building Permit Application
  - Wisconsin Uniform Building Permit Application
  - Plan Sets Complying with SPS 321.25(8) – Wall Bracing
  - Sanitary Permit Approval (If on private septic system)
  - Energy Loss Worksheet (As provided by contractor)
2. Complete Zoning Permit Application
  - Zoning Permit Application
3. Complete Site Plan/Plot Plan/Location Survey
  - Site Plan/Plot Plan/Location Survey must include:
    - i. Setbacks for the Zoning District
    - ii. Setbacks for the Structure(s)
    - iii. Easements, Floodplains, Wetlands and Any Other Requirements That Pertain to the Lot
    - iv. Directional Arrows of Perimeter Drainage
    - v. Erosion Control Plan
4. Complete Grading Plan Application
  - Grading Plan Application
5. Provide Developer or Architectural Control Committee Approval Letter
6. Payment of Building Permit Fees

**The following items must be submitted prior to Final Inspection and Issuance of Occupancy Permit (One Electronic Copy)**

1. Complete Certified Foundation Survey (Required if structures are within 10 feet of a setback.)
  - Certified Foundation Survey
2. Complete Grading Certificate of Completion
  - Grading Certificate of Completion

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2> <p style="margin:0; font-size: small;">Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]</p>	Application No.  Parcel No.
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**PERMIT REQUESTED**     Constr.     HVAC     Electric     Plumbing     Erosion Control     Other:

Owner's Name	Mailing Address	Tel.
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Contractor Name & Type	Lic/Cert#	Exp Date	Mailing Address	Telephone & Email
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Dwelling Contractor (Constr.)				
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Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.)				
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HVAC				
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Electrical Contractor				
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Electrical Master Electrician				
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Plumbing				
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<b>PROJECT LOCATION</b>	Lot area _____ Sq.ft.	<input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of _____	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W
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Building Address	County	Subdivision Name	Lot No.	Block No.
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Zoning District(s)	Zoning Permit No.	<b>Setbacks:</b>	Front _____ ft.	Rear _____ ft.	Left _____ ft.	Right _____ ft.
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<b>1. PROJECT</b>	<b>3. OCCUPANCY</b>	<b>6. ELECTRIC</b>	<b>9. HVAC EQUIP.</b>	<b>12. ENERGY SOURCE</b>
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<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Fuel</td> <td style="width:10%;">Nat Gas</td> <td style="width:10%;">LP</td> <td style="width:10%;">Oil</td> <td style="width:10%;">Elec</td> <td style="width:10%;">Solid</td> <td style="width:10%;">Solar Geo</td> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>										
Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo																			
Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			

<b>2. AREA INVOLVED (sq ft)</b>	<b>4. CONST. TYPE</b>	<b>7. WALLS</b>	<b>10. SEWER</b>	<b>13. HEAT LOSS</b>
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<table style="width:100%; border-collapse: collapse;"> <tr> <th style="width:10%;">Unit 1</th> <th style="width:10%;">Unit 2</th> <th style="width:10%;">Total</th> </tr> <tr> <td>Unfin.</td> <td></td> <td></td> </tr> <tr> <td>Bsmt</td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> </tr> <tr> <td>Deck/Porch</td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> </tr> </table>	Unit 1	Unit 2	Total	Unfin.			Bsmt			Living Area			Garage			Deck/Porch			Totals			<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD	<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	<b>13. HEAT LOSS</b> _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)
Unit 1	Unit 2	Total																							
Unfin.																									
Bsmt																									
Living Area																									
Garage																									
Deck/Porch																									
Totals																									

<b>5. STORIES</b>	<b>8. USE</b>	<b>11. WATER</b>	<b>14. EST. BUILDING COST w/o LAND</b>
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<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Basement	<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	\$ _____
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I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

I vouch that I am or will be an owner occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the second page of this form.

**APPLICANT (Print:)** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVAL CONDITIONS**    This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.     See attached for conditions of approval.

<b>ISSUING JURISDICTION</b>	<input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____	<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____	State-Contracted Inspection Agency#: _____	Municipality Number of Dwelling Location _____
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<b>FEES:</b>	<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>
Plan Review        \$ Inspection            \$ Wis. Permit Seal    \$ Other                    \$  Total                    \$	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control	_____	Name _____ Date _____ Tel. _____ Cert No. _____ Email: _____

## INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing jurisdiction, which is usually your municipality or county. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

### PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

### PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site).
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
  - Basements - include unfinished area only
  - Living area - include any finished area including finished areas in basements
  - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Sewage - Indicate if the dwelling will be served by municipal sewer or privately owned treatment system. If a private system is used, include the Sanitary Permit number. Note: A building permit cannot be issued for a new dwelling that utilizes a privately owned wastewater treatment system until a sanitary permit has been issued. This applies to any new or existing private onsite wastewater treatment system that will be used by the dwelling.
13. Heat Loss - Provide heat loss summation data (BTUs/HR) derived from the ResCheck report or the "Heating System Sizing Summary Calculator" available on the Division's website: <http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC>.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE - The owner or the contractor's authorized agent shall sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

(Part of Ply 4 for Applicants)

**Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Cautionary Statement to Contractors for Projects Involving Building Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

**Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

**Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards, and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



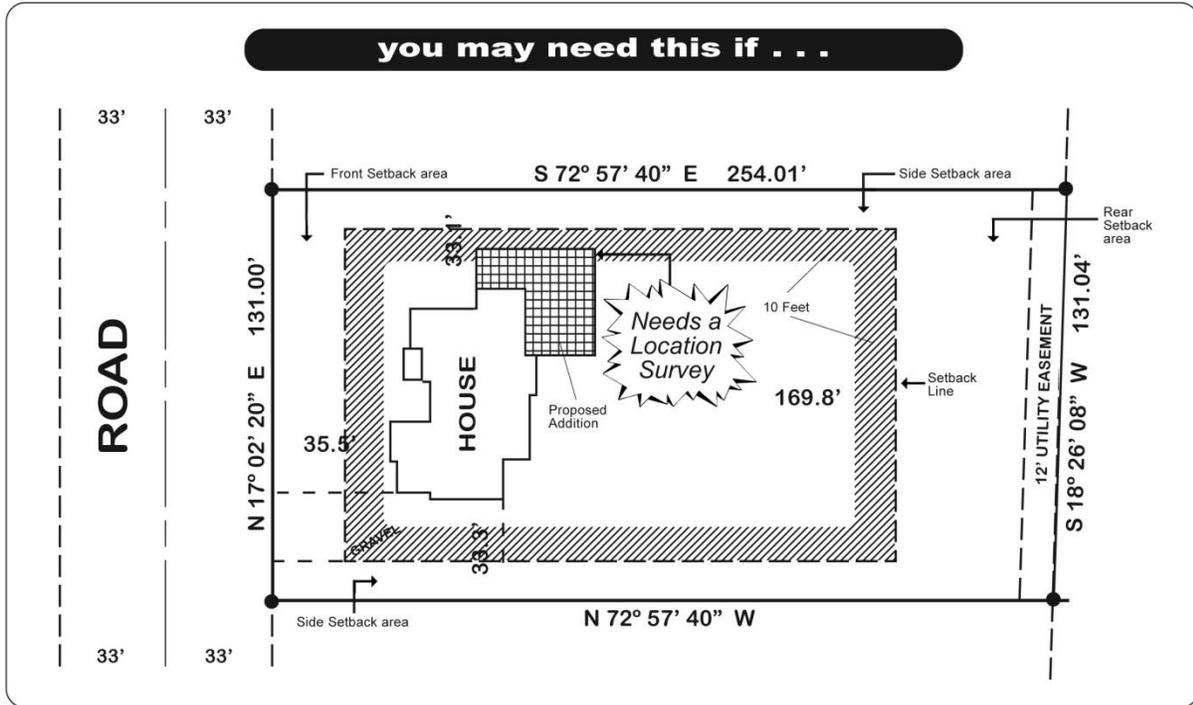
# Zoning Permit Application

PROPERTY OWNER INFORMATION			
OWNER NAME:			
OWNER ADDRESS (Number, Street, City, State, Zip):			
HOME PHONE:	CELL PHONE:	EMAIL ADDRESS:	
AGENT INFORMATION		CONTRACTOR INFORMATION	
AGENT NAME:		CONTRACTOR NAME:	
AGENT ADDRESS:		CONTRACTOR ADDRESS:	
CITY, STATE, ZIP:		CITY, STATE, ZIP:	
PHONE:		PHONE:	
EMAIL ADDRESS:		EMAIL ADDRESS:	
PROPERTY/LOCATION INFORMATION ( <a href="http://accessdane.co.dane.wi.us">http://accessdane.co.dane.wi.us</a> )			
PARCEL NUMBER:	CURRENT ZONING:	ACREAGE:	
VILLAGE: VILLAGE OF WINDSOR	SECTION:		
ADDRESS:			
CSM:	LOT:	SUBDIVISION:	BLOCK/LOT:
PROPOSED PROJECT INFORMATION			
PROJECT DESCRIPTION:			
<input type="checkbox"/> This project is a new building or structure. <input type="checkbox"/> This project is an addition/alteration to an existing building or structure.			
SANITARY SERVICE: <input type="checkbox"/> SEWER <input type="checkbox"/> SEPTIC	PERMIT NUMBER:		
HEIGHT IN FEET:	NUMBER OF STORIES: (Not Including Basement)		
AREA TO NEAREST SQUARE FOOT: (Outside dimensions including unfinished area, attached garages, and above grade decks or porches)			
BASEMENT:	1 <sup>ST</sup> FLOOR:	↓ TOTAL SQUARE FOOTAGE ↓	
2 <sup>ND</sup> FLOOR:	3 <sup>RD</sup> FLOOR:		
ESTIMATED CONSTRUCTION COST: (Please round to nearest dollar)   → → → → → → → → →		\$	

- |   |                              |                             |                                     |
|---|------------------------------|-----------------------------|-------------------------------------|
| 1. The property is within 300 feet of a stream or 1,000 feet from a pond or lake? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| 2. Is there a wetland or floodplain on or near the property?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| 3. Is this project associated with a rezone/CUP/variance (petition/appeal #____)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| 4. Is a location survey required? (see reverse)                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |
| 5. Is this to correct a violation?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't Know |

**A LOCATION SURVEY, BY A LICENSED SURVEYOR, IS REQUIRED IF YOUR CONSTRUCTION IS WITHIN 10 FEET OF A SETBACK LINE.**

- You will need to hire a surveyor to prepare a location survey to verify the construction location.
- The survey shall be done at the time when foundations or basement walls are completed.
- A locations survey shall be submitted to the zoning office before continuing work on the project.
- Note: a location survey may add significant cost to your project. Please contact a Wisconsin Licensed Land Surveyor.



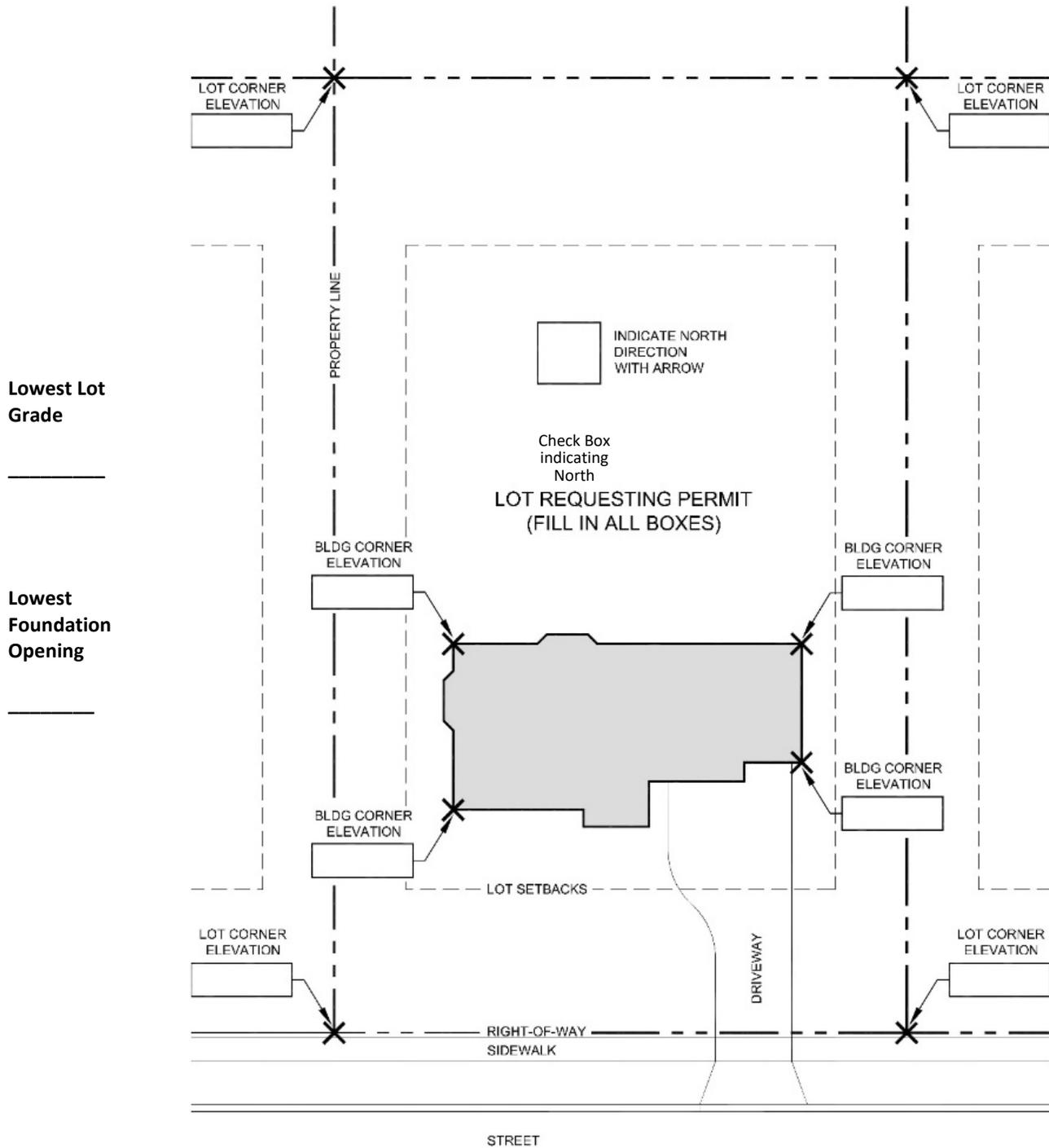
1. I, the undersigned, hereby make application for a zoning permit only for the location and the work described herein and certify to the accuracy of that information. I further certify I am the property owner, or a duly authorized representative, and may sign this permit application on behalf of the owner(s) of said property, and I have read and understand all of the conditions of this permit and will construct the project in compliance with those conditions. I understand that failure to provide accurate information or to comply with any provisions of the permit renders it null and void and may result in an enforcement action.
2. I, the undersigned, hereby consent to the entry on the permitted premises by zoning inspectors of the Village of Windsor to determine compliance with the Village's zoning ordinances. This consent is valid for the period commencing with issuance of this zoning permit and terminating with issuance of a certificate of compliance or until earlier revoked in writing by the owner of the property.

<b>PRINT: Owner/Agent</b>	<b>DATE:</b>
<b>SIGNATURE: Owner/Agent</b>	



# Grading Permit Application

NOTE: PROVIDE ELEVATIONS USING NAVD88 DATUM. (I.E. 889.50')



Village of Windsor - 4084 Mueller Road, DeForest, WI 53532

◆ Phone (608) 888-0066 ◆ Fax (608) 846-2328 ◆ [www.windsorwi.gov](http://www.windsorwi.gov)

<b>Subdivision Name or Certified Survey Map #</b>	<b>Lot #</b>
<b>Property Physical Address</b>	<b>City, State, Zip</b>
<b>Date:</b>	<b>Parcel #</b>
<b>PRINT: Owner</b>	<b>SIGNATURE: Owner</b>
<b>PRINT: Agent</b>	<b>SIGNATURE: Agent</b>



## Grading Certificate of Completion

(Submit Grading Certificate of Completion after Seeding/Sodding of Lot)

Subdivision Name or Certified Survey Map #	Lot #
Property Physical Address	City, State, Zip
Date:	Parcel #
PRINT: Owner	SIGNATURE: Owner
PRINT: Agent	SIGNATURE: Agent

The Grading Certificate of Completion shall include a Plat of Survey with signed and stamped Surveyor's Certificate. The Plat of Survey shall include the following information:

<input type="checkbox"/>	Plat of Survey per Wis. Administrative Code A-E 7
<input type="checkbox"/>	Building Footprints
<input type="checkbox"/>	Building Setbacks to Property Lines (Required per Ordinance and Actual per Construction)
<input type="checkbox"/>	Top of Foundation Wall Elevation (or First Floor Elevation)
<input type="checkbox"/>	Lowest Opening Elevation (or Ground Elevation at Protected Window Well)
<input type="checkbox"/>	Ground Elevation of each Building Corner
<input type="checkbox"/>	Driveway Centerline Slope (%)
<input type="checkbox"/>	Culvert Data: Material, Diameter, Length, and Invert Elevation at Headwall

I hereby certify that the information as shown on the attached Plat of Survey is true to the best of my knowledge.

\_\_\_\_\_

Professional Land Surveyor Signature
Date