Zoning & Building Permit Application Instructions
New Construction

Commercial Development

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 Dir. 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
   - ☐ General Building Permit Application
   - ☐ State Approved Plans (50,000ft^3 or greater)
2. Complete Zoning Permit Application
   - ☐ Zoning Permit Application
3. Complete Site Plan Review Application (Review Procedures in 52-101(3))
   - ☐ Project Summary
   - ☐ Site Plan (Per Sec. 52-101(3))
   - ☐ Phasing Plan (If applicable)
   - ☐ Landscape Plan
   - ☐ Architectural Floor Plans
   - ☐ Architectural Elevations
   - ☐ Grading Plan (See #4)
   - ☐ Utility Plan
4. Complete Earth-Disturbing Application
   - ☐ Dane County
     - i. Erosion & Sedimentation Control Plan (Required if land disturbing activity exceeds 4,000ft^2)
     - ii. Stormwater Management Plan (Required if development adds 20,000ft^2 of impervious surface to existing site)

   OR

   - ☐ Village of Windsor (If Dane County applications are not applicable)
     - i. Grading Plan Application
5. Payment of Building Permit Fees

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

1. Site Compliance Inspection
2. Earth-Disturbing Inspection
   - ☐ Dane County
     - i. Erosion & Sedimentation Control Permit
     - ii. Stormwater Management Permit

   OR

   - ☐ Village of Windsor (If Dane County applications are not applicable)
     - i. Grading Certificate of Completion

FOR INSPECTIONS CALL: _____	**GENERAL BUILDING PERMIT APPLICATION** GENERAL ENGINEERING COMPANY OFFICE: (608) 745-4070 FAX: (608) 745-5763	PERMIT # EXPIRATION DATE:
Parcel Number:	Property is Located in Name: ☐ Town of ☐ Village of ☐ City of	Municipality Number ____ ____ - ____ ____ ____

PROJECT DESCRIPTION (Submit Building Plans & Site Plan)	Does this project require any additional approvals or permits? ☐ yes ☐ no
Building Project Address:	Finished Project Value $

Zoning District(s):	Zoning Permit No.:	Corner Lot ☐ yes ☐ no	Bldg. Height Ft.	Setbacks:	Front	Rear	Left	Right

Owner's Name(s)	Mailing Address	Telephone Email

Contractor Name & Type	Licen. / Cert #	Exp. Date	Mailing Address	Telephone & Email
Construction Contractor				Tel. Email
Dwelling Contractor Qualifier			The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.	Tel. Email
HVAC Contractor				Tel. x Email
Electrical Contractor				Tel. Email
Master Electrician				Tel. Email
Plumbing Contractor				Tel. Email

RESIDENTIAL Single Family/Duplex

Addition: ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction_____ sq. ft. ☐ Erosion Control

Detached Accessory Building: ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction _____ sq. ft

Remodel: ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction _____ sq. ft.

Other: ☐ Fence ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction _____ sq. ft. ☐ Erosion Control
☐ Electrical Service Upgrade (Amp____) ☐ Removal of Structure (Raze) ☐ _____

COMMERCIAL

New Commercial Building:_____ Bldg. Sq. Ft. ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction ☐ Erosion Control

Commercial Addition/Alteration: ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Construction ☐ Erosion Control
_____ Building Sq. Ft. ☐ Electrical Service (Amp____) ☐ Fence ☐ Sign ☐ Removal of Structure (Raze)

State of Wisconsin Plan Approval Needed: ☐ yes ☐ no (Approved plans must be submitted with permit application)

Zoning – When applicable, owner shall research setback information regarding height, lot coverage, etc. prior to submittal of this application.

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply of this application. 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. ***It is the Owner/Contractors Responsibility to Call in ALL INSPECTIONS to the Inspector.***

APPLICANT'S SIGNATURE _____ **DATE SIGNED** _____

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.**

BELOW SECTION FOR OFFICE USE ONLY

FEES:		PERMIT(S) ISSUED	PERMIT ISSUED BY:
Construction	$ _____	☐ Construction	Name _____
Plumbing	$ _____	☐ HVAC	
Electrical	$ _____	☐ Electrical	Date _____ Telephone _____
HVAC	$ _____	☐ Plumbing	
Zoning	$ _____	☐ Erosion Control	Cert No. _____ Census Code_____
Other _____	$ _____	☐ Other_____	
Administrative	$_____		www.generalengineering.net VER. 1/3/2018
Total Permit Fee	$_____		

Windsor
Growing Forward

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:

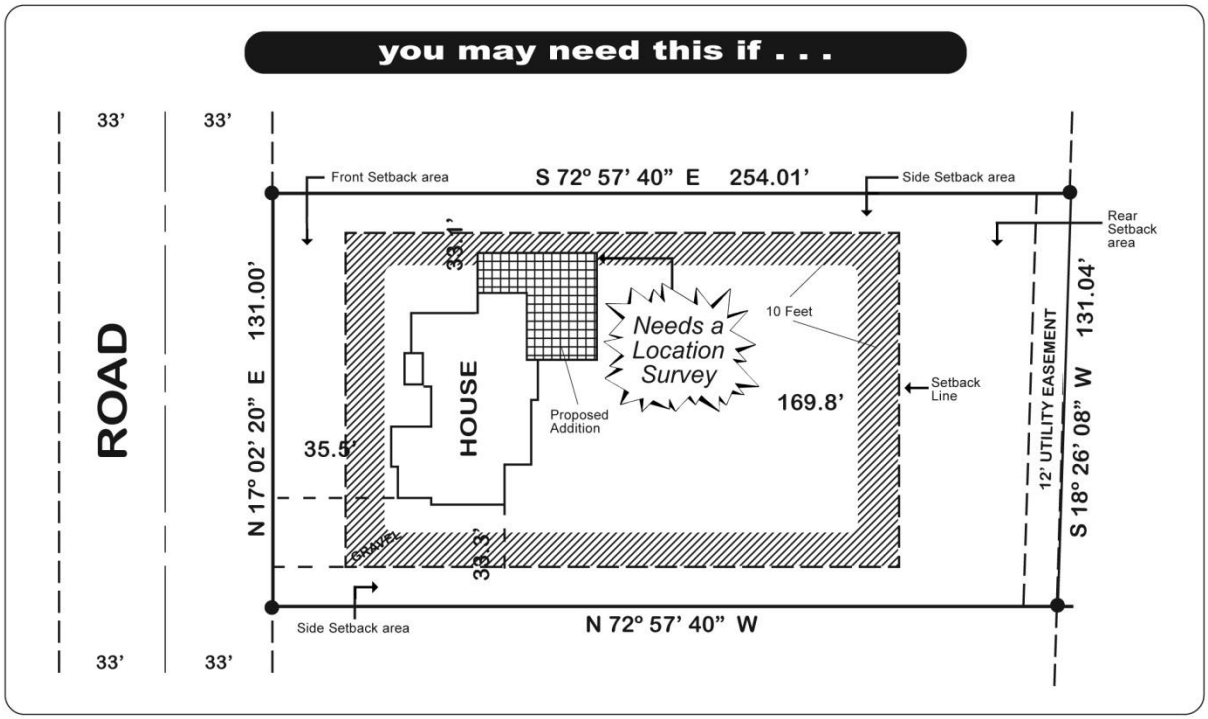
PROPERTY/LOCATION INFORMATION (http://accessdane.co.dane.wi.us)			
PARCEL NUMBER:		CURRENT ZONING:	ACREAGE:
VILLAGE: VILLAGE OF WINDSOR		SECTION:	
ADDRESS:			
CSM:	LOT:	SUBDIVISION:	BLOCK/LOT:

PROPOSED PROJECT INFORMATION		
PROJECT DESCRIPTION:		
☐ This project is a new building or structure. ☐ This project is an addition/alteration to an existing building or structure.		
SANITARY SERVICE: ☐ SEWER ☐ 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:	1ST FLOOR:	↓ TOTAL SQUARE FOOTAGE ↓
2ND FLOOR:	3RD FLOOR:	
ESTIMATED CONSTRUCTION COST: (Please round to nearest dollar) → → → → → → → → → →		$

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

PRINT: Owner/Agent	**DATE:**
SIGNATURE: Owner/Agent	

Grading Permit Application

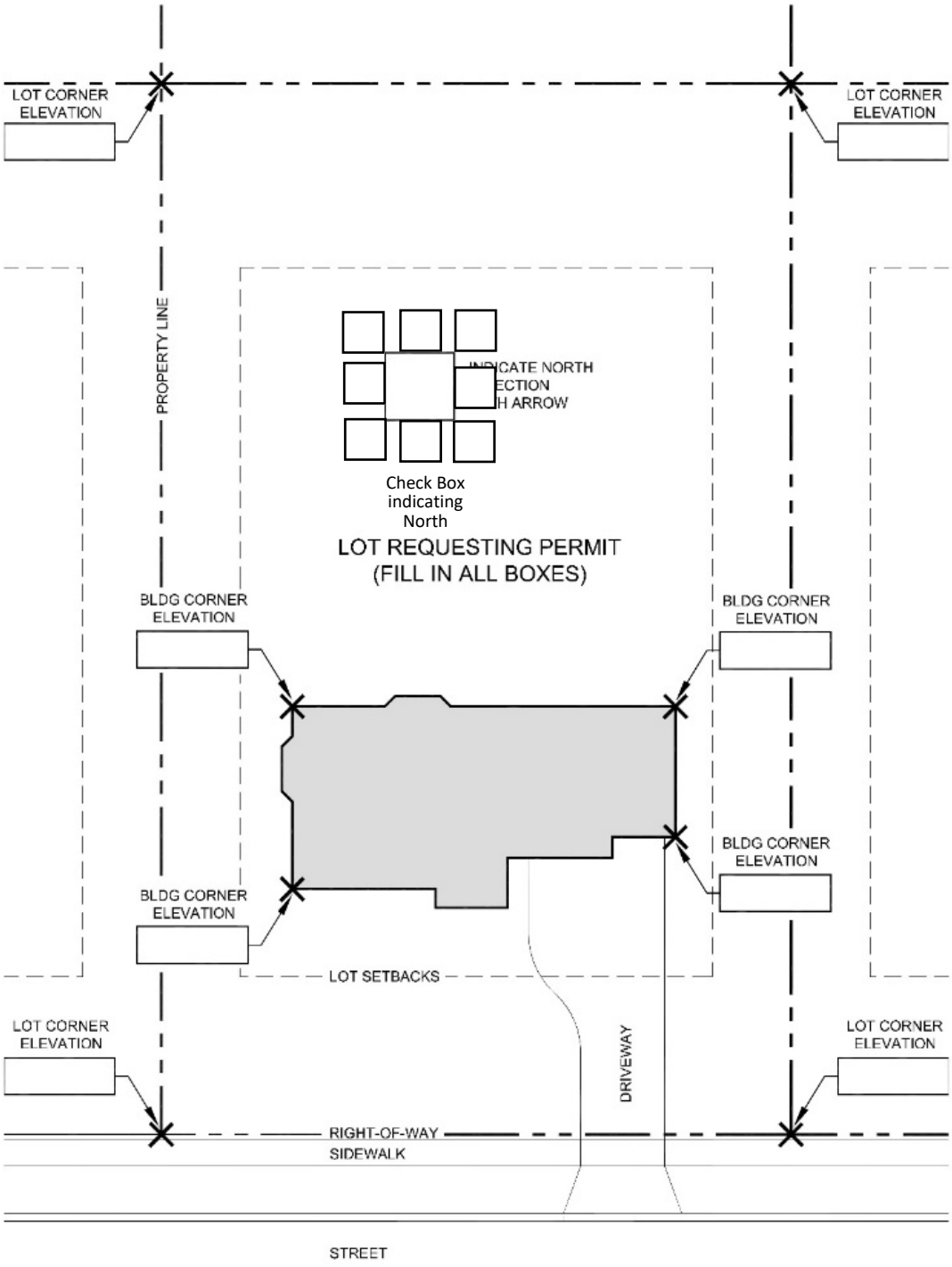
NOTE: PROVIDE ELEVATIONS USING NAVD88 DATUM. (I.E. 889.50')

Lowest Lot Grade

_____

Lowest Foundation Opening

_____



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