



## **Zoning & Building Permit Application Instructions New Construction – Early Start**

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 Early Start Permit Application
  - Early Start Permit
  - Plan Sets Complying with SPS 321.25(8) – Wall Bracing
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. Payment of Early Start Permit Fee

Village of Windsor  
 4084 Mueller Road,  
 DeForest, WI 53532  
 (608) 888-0066

## ONE AND TWO FAMILY DWELLING PERMIT TO START CONSTRUCTION

Application No. \_\_\_\_\_

Parcel No. \_\_\_\_\_

Owner's Name		Mailing Address				Tel.	
Contractor's Name:		Lic/Cert#	Mailing Address			Tel.	
						FAX#	
<b>PROJECT INFORMATION</b>	Sanitary Permit #	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E (or) W					
Building Address		Subdivision Name			Lot No.		Block No.
Zoning District(s)	Zoning Permit No.	<b>Setbacks:</b>	Front ft.	Rear ft.	Left ft.	Right ft.	

I, the undersigned, request to begin footing, foundation and/or non-combustible structure work prior to the approval of the plans and issuance of the UNIFORM BUILDING PERMIT per SPS 320.09(5)(b)2. **I agree to proceed with the footing, foundation and/or non-combustible structure only**, to obtain inspections prior to covering that work and to not continue with the remainder of the dwelling, including plumbing, electrical and other work, until appropriate approvals and permit(s) have been issued. I agree to make any change required after the plans have been reviewed and to remove or replace all non-code complying parts of the footing and/or foundations.

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 reverse side of the last ply of this form.**

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date Signed

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

<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	
<b>FEES:</b>		<b>WIS PERMIT SEAL #</b>		<b>PERMIT ISSUED BY:</b>			
Permission to Start    \$ _____				Name _____			
Wis. Permit Seal        \$ _____				Date _____ Tel. _____			
Other                        \$ _____				Cert No. _____			
Total                        \$ _____							

Distribute: Ply 1 – Issuing Jurisdiction; Ply 2- Issuer forwards to State w/in 30 days; Ply 3- Inspector; Ply 4- Applicant

**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 <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> 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 and will comply with those standards.

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



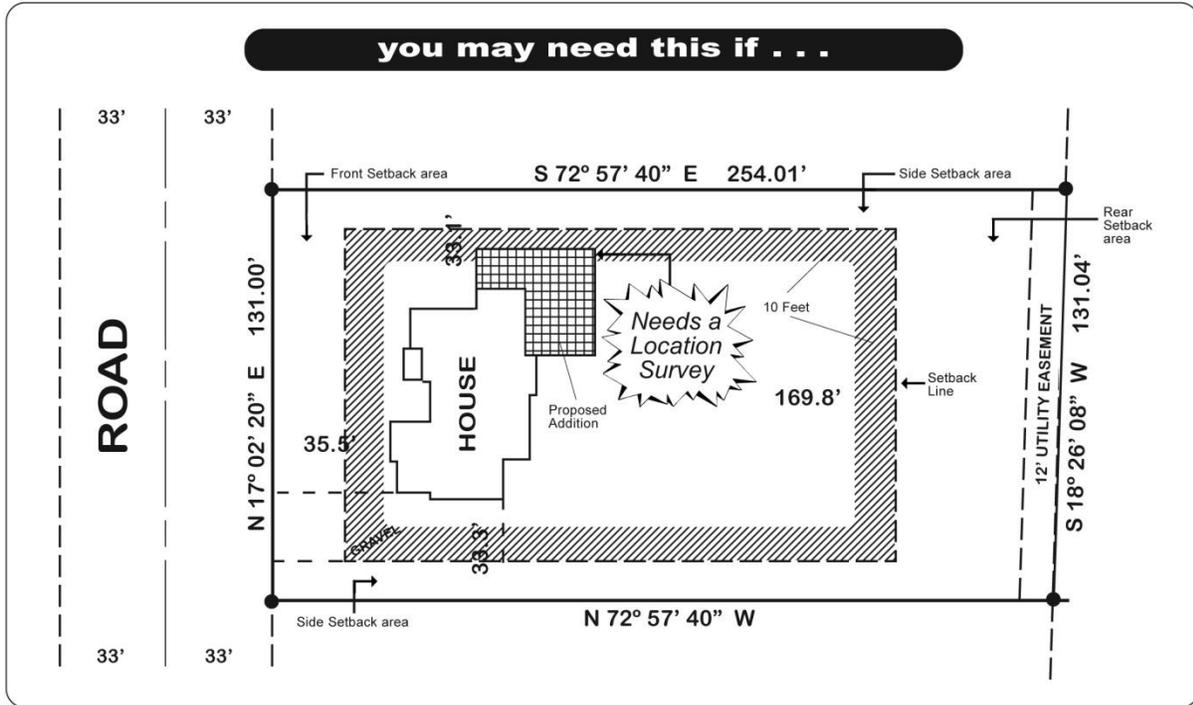
# Zoning Permit Application

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.

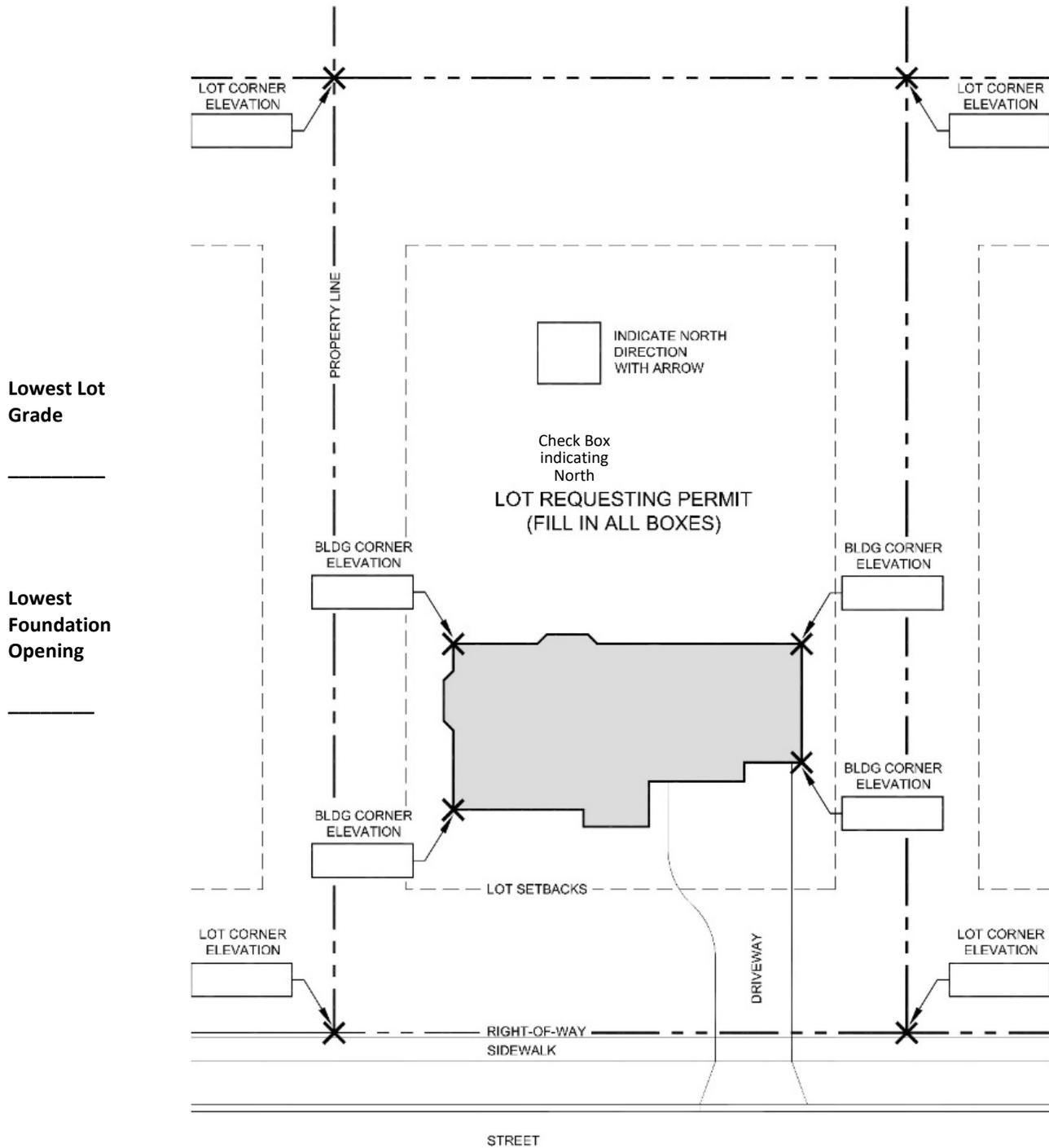


1. I, the undersigned, hereby make application for a zoning permit only for the location and the work described herein and certify to the accuracy of that information. I further certify I am the property owner, or a duly authorized representative, and may sign this permit application on behalf of the 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')**



<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>