



UDC New Home Permit Application Checklist

Wisconsin

**FOR INSPECTIONS PLEASE CALL:
SAFEBUILT
(262) 346-4577
OR EMAIL:
hartfordinspections@safebuilt.com**

The following checklist details all information required by state statutes and rules such that an application for Wisconsin Uniform Building Permit may be considered complete and processed for review. Applications will not be accepted and forwarded for review unless submitted in complete form.

- | | |
|---|---|
| <input type="checkbox"/> Wisconsin Uniform Building Permit Application Form (3 copies) | SPS 320.09(1) |
| <input type="checkbox"/> Signed Cautionary Statement by owner, if owner is the applicant | 101.65(1r), Statutes |
| <input type="checkbox"/> Conditional Approval of local planning review board, if applicable | SPS 320.02(2)(b) |
| <input type="checkbox"/> Two (2) full-size sets of plans, legible and drawn to scale or dimensioned | SPS 320.09(4) |
| <input type="checkbox"/> Site plan or survey showing location of dwelling, accessory structures, and sanitary dispersal fields | SPS 320.09(5)(a) |
| <input type="checkbox"/> Site plan or survey showing area of land-disturbing activity, location of erosion control measures, and name of initial downstream receiving water | SPS 320.09(5)(a)
SPS 321.125
SPS 320.09(6)(d) |
| <input type="checkbox"/> Floorplans for each floor of dwelling: | SPS 320.09(5)(b) |
| • Architectural Information: | |
| - Size and location of all rooms, doors, windows, exits, and stairs | |
| - Proposed use of each room | |
| • Structural Information: | SPS 321.02(1)
SPS 321.25(8)(a) |
| - Size and location of all structural features ¹ | |
| - Location, method, and construction details of wall bracing ² | |
| • Plumbing Information: | |
| - Location of plumbing fixtures | |
| • HVAC Information: | |
| - Heating distribution layout and location of all HVAC appliances and chimneys | |
| <input type="checkbox"/> Elevations of each side of dwelling detailing the following: | SPS 320.09(5)(c) |
| - Exterior appearance and type of building materials | |
| - Location and size of doors, windows, roof, and chimneys | |
| - Elevation of exterior grade, footings, and foundation walls | |
| <input type="checkbox"/> Energy Code Compliance Data: | SPS 320.09(6)(b) |
| <input type="checkbox"/> Identify the method of compliance chosen by designer ³ | SPS 322.02(2) |
| <input type="checkbox"/> Compliance report printed from acceptable compliance software tools | SPS 322.52(2) |
| <input type="checkbox"/> Energy code compliance certificate to be posted at project completion | SPS 322.20(6) |

SAFEbuilt Wisconsin has a contractual obligation to our client municipalities to ensure their policies and procedures are compliant with the methods prescribed by WI DSPS for administration of the Uniform Dwelling Code. Thank you for your cooperation.

Footnotes

- a) Construction according to plans shall result in a system that provides a complete load path capable of transferring all loads from point of origin through the load-resisting elements to the foundation [SPS 321.02(1)]. For the purpose of this section, load-resisting elements are those systems outlined in the subsections of SPS 321:
- i. Footings
 - ii. Foundations
 - iii. Floors
 - iv. Walls
 - v. Roof and Ceilings
- b) Required floor plans shall include the location and construction details of wall bracing on each building side and floor level. The details may consist of the Wall Bracing Compliance Worksheet or a legend showing which wall bracing method is used, the lengths or number of braced wall panels, and demarcation of the circumscribed rectangles if more than one is used [SPS 320.09(5)(b)2.b.]. The Wisconsin Uniform Dwelling Code provides the designer with the option of three (3) acceptable methods of providing wall bracing to meet the requirement of SPS 321.25(8):
- The prescriptive method of SPS 321.25(8)(a).
 - 2012 International Residential Code (IRC) prescriptive method of IRC R602.10 or R602.12.
 - Acceptable engineering practice as defined by 2012 IRC R301.1.3 and the International Building Code.
- c) The designer shall identify on the plan submittal form what method is being used and indicate the design criteria and how it is being applied [SPS 322.02(2)]. The Wisconsin Uniform Dwelling Code provides the designer with the option of three (3) acceptable methods of providing energy code compliance data to meet the requirements of SPS 320.09(6)(b) and SPS 322:
- The prescriptive method of SPS 322.31(1).
 - Thermal envelope UA calculation using REScheck version 4.2.2, SPS 322.31(2).
 - Simulated alternative performance software calculation using REM/Rate, SPS 322.52(1).

FOOTING / FOUNDATION NOTE:

Wisconsin fully adopts the American Concrete Institute document, ***ACI 332-14 Residential Code Requirements for Structural Concrete***. This includes requirements for steel reinforcement in ***all*** residential foundations. Contact SAFEbuilt for additional information.

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 municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration.

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.

PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the construction site).
- Fill in Contractor 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 financial responsibility certificate number, 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.
- 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 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 or Panel" if there is no central source of heat.
10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE - Sign and date this application form.

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 Municipality Status, such as town, village, city, county or state inspection agency.
- Fill in Municipality Name and Municipality Number or State Inspection Agency number of inspection authority.
- Fill in Municipality Number of Dwelling Location if different from municipality where inspection authority is located. (applies to county or state enforcement)
- 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.
PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Safety & Buildings Division
P O Box 2509
Madison, WI 53701-2509

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS
(Part of Ply 4 for Applicants)

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 of 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.

Wisconsin Department of Safety and Professional Services

Mail To:	P.O Box 8935	1400 E. Washington Avenue
	Madison, WI 53708-8935	Madison, WI 53703
FAX #:	(608) 261-7083	E-Mail: web@dps.wi.gov
Phone #:	(608) 266-2112	Website: http://dps.wi.gov

INDUSTRY SERVICES DIVISION

FREQUENTLY ASKED QUESTIONS

FOR REQUESTING ELECTRONIC BUILDING PERMITS (ONE & TWO FAMILY DWELLINGS)

Q: What do I need to complete the online building permit request process?

A: To complete the permit request process, you will need the following information where required by the Municipality:

- 1. Jurisdiction, Submitter, Project and Permit Type Information**
 - Jurisdiction: City, Township, Village, County.
 - Submitter Name, Address, City, Zip-code, Phone and Email.
 - New, Alteration, Addition, Repair, Raze, Other Project Types.
 - Construction, HVAC, Electric, Plumbing, Erosion Control, Other Permit Types.
- 2. Owner and Contractors Information (If available)**
 - Dwelling Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
 - Dwelling Contractor Qualifier Name, DSPS License Number, License Expiration Date, Phone and Email.
 - HVAC Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
 - Electrical Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
 - Plumbing Contractor Name, DSPS License Number, License Expiration Date, Address, City, Zip-code, Phone and Email.
- 3. Project Location Information (If available)**
 - Lot, Building and Zoning.
- 4. Project Information (If available)**
 - Area, Occupancy, Construction Type, Stories, Electric, Walls, Use, HVAC Equip., Sewer, Water, Energy Source, Heat Loss and Est. Building Cost w/o Land.
- 5. Electronic Signature**

Q: I am a homeowner and want to general my own project; do I have to fill out the Dwelling Contract and Qualifier information?

A: You will leave those areas blank. At step five you will check the box above your electronic signature which states "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."

Wisconsin Department of Safety and Professional Services

- A:** You may find your Filing Number in the Email you received and on Confirmation page from the Online Building Permit System.
- Q:** **I haven't received any emails from the Online Building Permit System. What do I do?**
- A:** Check your spam folder as emails may be automatically marked as spam. If you cannot find any emails from the Online Building Permit System, contact the Department of Safety and Professional Services at 608-266-2112 or DSPSSBUDCTech@wisconsin.gov. If possible, reference your Filing Number.
- Q:** **I am a Municipality Clerk or Building Inspector and would like to connect to the Online Building Permit System. Where do I get more information?**
- A:** For more information on how to connect to Online Building Permit System, please contact Division of Industry Services, at DSPSSBUDCTech@wisconsin.gov or (608) 266-2112.

RETURN TOP PAGE:
3 COPIES OF THIS FORM IS NEEDED

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		Wisconsin Uniform Building Permit Application				Application No. _____	
		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))]				Parcel No. _____	
PERMIT REQUESTED		<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other:					
Owner's Name			Mailing Address			Tel.	
Contractor Name & Type			Lic/Cert#	Mailing Address		Tel. & Fax	
Dwelling Contractor (Constr.)							
Dwelling Contr. Qualifier			The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.				
HVAC							
Electrical							
Plumbing							
PROJECT LOCATION		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	
Building Address			County		Subdivision Name		Lot No.
Zoning District(s)			Zoning Permit No.		Setbacks:	Front _____ ft.	Rear _____ ft.
						Left _____ ft.	Right _____ ft.
1. PROJECT		3. OCCUPANCY		6. ELECTRIC		9. HVAC EQUIP.	
<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 7. WALLS <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"/> 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:	
2. AREA INVOLVED (sq ft)		4. CONST. TYPE		10. SEWER		12. ENERGY SOURCE	
	Unit 1	Unit 2	Total	<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD 5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement		<input type="checkbox"/> Fuel <input type="checkbox"/> Nat Gas <input type="checkbox"/> LP <input type="checkbox"/> Oil <input type="checkbox"/> Elec <input type="checkbox"/> Solid <input type="checkbox"/> Solar Geo	
Unfin. Bsmt				<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:		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"/>	
Living Area				8. USE		13. HEAT LOSS	
Garage				<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:		_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)	
Deck/Porch				<input type="checkbox"/> Other:		14. EST. BUILDING COST w/o LAND	
Totals						\$ _____	
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. <input type="checkbox"/> 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 (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. <input type="checkbox"/> See attached for conditions of approval.					
ISSUING JURISDICTION		<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 _____	
FEES:		PERMIT(S) ISSUED		WIS PERMIT SEAL #		PERMIT ISSUED BY:	
Plan Review	\$ _____	<input type="checkbox"/> Construction				Name _____	
Inspection	\$ _____	<input type="checkbox"/> HVAC				Date _____ Tel. _____	
Wis. Permit Seal	\$ _____	<input type="checkbox"/> Electrical				Cert No. _____	
Other	\$ _____	<input type="checkbox"/> Plumbing					
Total	\$ _____	<input type="checkbox"/> Erosion Control					

Wisconsin Department of Safety and Professional Services Division of Industry Services



Online Building Permit System Instructions

The Online Building Permit System was developed by the DSPS to allow municipalities to gain compliance with [2015 Act 211](#). Not all municipalities utilize the Online Building Permit System. If you do not see your municipality on the next page, your municipality should be contacted directly on how to submit a building permit.

The owner, builder, or agents shall complete the application form and the Online Building Permit System will route it to your enforcing jurisdiction. Permit application data is used for statewide statistics on new one- and two- family dwellings, as well as for local code administration.

APPLICANT FREQUENTLY ASKED QUESTIONS

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.



LIST OF SUBCONTRACTORS FOR NEW DWELLING

LOT NUMBER: _____ SUBDIVISION: _____

ADDRESS: _____

CONTRACTOR NAME AND PHONE NUMBER:

EXCAVATING: _____ PHONE: _____

MASONRY: _____ PHONE: _____

CONCRETE: _____ PHONE: _____

CARPENTER: _____ PHONE: _____

ELECTRICAL: _____ PHONE: _____

INSULATION: _____ PHONE: _____

HEATING: _____ PHONE: _____

PLUMBING: _____ PHONE: _____

ROOFING: _____ PHONE: _____

SIDING: _____ PHONE: _____

DRYWALL: _____ PHONE: _____

PAINTING: _____ PHONE: _____

LANDSCAPING: _____ PHONE: _____



LIST OF SUBCONTRACTORS FOR NEW DWELLING

LOT NUMBER: _____ SUBDIVISION: _____

ADDRESS: _____

CONTRACTOR NAME AND PHONE NUMBER:

EXCAVATING: _____ PHONE: _____

MASONRY: _____ PHONE: _____

CONCRETE: _____ PHONE: _____

CARPENTER: _____ PHONE: _____

ELECTRICAL: _____ PHONE: _____

INSULATION: _____ PHONE: _____

HEATING: _____ PHONE: _____

PLUMBING: _____ PHONE: _____

ROOFING: _____ PHONE: _____

SIDING: _____ PHONE: _____

DRYWALL: _____ PHONE: _____

PAINTING: _____ PHONE: _____

LANDSCAPING: _____ PHONE: _____



TOWN OF SHEBOYGAN
SANITARY DISTRICT 2 & 3
1512 N. 40TH STREET
SHEBOYGAN, WI 53081
PHONE (920) 451-2320
FAX (920) 451-2323

TO: All Plumbing Contractors
FROM: Town of Sheboygan Plumbing Inspectors
RE: Pressure Reducing Valves

It is our concern that the homes in Hidden Creek, Green Meadows and Ribich subdivisions have water pressure which exceeds 80 pounds. To correct this problem per code Comm. 82.40 (7) (d) 2 a, a pressure reducing valve shall be installed. All other Town of Sheboygan subdivisions, commercial and industrial parks with water service pressure which exceeds 80 pounds will be included.

In all new installations in the above which are in the final plumbing phase, please check water pressure before Final Plumbing Inspections.

TO: Contractors
RE: Water Service Curb Stops
FROM: Director of Public Works

During the construction of your new building, it is very important that the water service curb stop be protected from damage. This curb stop is required by the Wisconsin Plumbing Code ILHR 82.40 and is necessary to turn the water on or off to the building. The curb stop must be located on the right-of-way line to avoid any legal problems between the water utility and the property owners. Therefore, curb stops cannot be relocated onto the private property to avoid this potential problem. Also, curb stop evaluations must be at finish grade elevation to no more than 2 inches below finish grade elevation. Curb stops must be operational when the project is completed. If curb stops are not operational, the occupancy permit will be withheld until the curb stop problem is corrected.

If you have any questions concerning water service curb stops, please call the Town Hall at 920-451-2320.



Town of Sheboygan

**1512 No. 40th Street
Sheboygan, WI 53081
Phone (920) 451-2320
Fax # (920) 451-2323**

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65(Ir) of 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 2-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.**

SIGNATURE _____ DATE _____

Published on *Building Energy Codes Program* (<https://www.energycodes.gov>)

[Home](#) > [Compliance](#) > [Software & Web Tools](#) > REScheck

REScheck

Residential Compliance Using REScheck™



The REScheck product group makes it fast and easy for builders, designers, and contractors to determine whether new homes, additions, and alterations meet the requirements of the IECC or a number of state energy codes. REScheck also simplifies compliance determinations for building officials, plan checkers, and inspectors by allowing them to quickly determine if a low-rise residence meets the code.

REScheck is appropriate for insulation and window trade-off calculations in residential detached one- and two-family buildings and multi-family buildings three stories or less in height above grade, such as apartments, condominiums, and townhouses. REScheck works by performing a simple U-factor x Area (UA) calculation for each building assembly to determine the overall UA of a building. The UA that would result from a building conforming to the code requirements is compared against the UA for your building. If the total heat loss (represented as a UA) through the envelope of your building does not exceed the total heat loss from the same building conforming to the code, the software generates a report that declares your building is compliant with the code.

REScheck Desktop may be downloaded and installed directly to your desktop, while REScheck-Web™ is accessible directly from the website without having to download and install.

[View a list of supported software versions for code compliance tools.](#)

[See if your state or county can use REScheck to show compliance.](#)

REScheck™ for Windows®



Runs on Windows 7/8/10 in either single, multi-user, or network environments.

Note that the Mac version of REScheck has been discontinued. Mac users are advised to use [REScheck-Web](#)

Version 4.6.5 (build version 4.6.5.1)

View [Release Notes](#) to see what's new in this version.

Supported Codes:

2009, 2012, 2015, and 2018 IECC (2018 only supported in REScheck-Web)

State energy codes: Florida, Georgia, Massachusetts, North Carolina, Puerto Rico, Utah, Vermont, New York City



Town of Sheboygan
1512 No. 40th Street
Sheboygan, WI 53081
Telephone # (920) 451-2320
Fax # (920) 451-2323

NEW HOME AS-BUILT ELEVATION & SETBACK CERTIFICATION

This form must be submitted to the Town of Sheboygan and approved by the Building Inspector before the foundation inspection and backfilling of the foundation.

DATE _____

I hereby certify that I have surveyed the property located at

_____ **and the setbacks**

and foundation elevation are as follows:

	PLAN	SURVEY
FRONT YARD SETBACK	_____	_____
LEFT-SIDE YARD SETBACK	_____	_____
RIGHT-YARD SETBACK	_____	_____
REAR YARD SETBACK	_____	_____
ELEVATION – TOP OF FOUNDATION	_____	_____
SILT FENCE INSTALLED PER SITE PLAN	_____	_____

COMMENTS: _____

SURVEYOR _____ **REGISTRATION #** _____
(SIGNATURE)



Town of Sheboygan
1512 N. 40th St
Sheboygan, WI 53081
Phone (920) 451-2320
Fax (920) 451-2323

APPLICATION FOR DUMPING/FILL PERMIT

DATE _____ PERMIT NO. _____

PHONE NO. _____ **FEE \$200.00**

1. Location of Dumping _____
2. Lot Number _____
3. Owner _____
4. Type of Fill _____
5. Quantity of Fill _____
6. Describe Where Fill Is Needed _____

7. Start Date _____ Finish Date _____

THE PRIVILEGE AS GRANTED ABOVE IS GRANTED ONLY ON THE CONDITION THAT BY THE ACCEPTANCE OF THE PRIVILEGE, THE SAID UNDERSIGNED SHALL BECOME PRIMARILY RESPONSIBLE AND LIABLE FOR ALL AND ANY DAMAGE TO PERSONS OR PROPERTY CAUSED BY AND ARISING FROM THE GRANT AND EXERCISE OF SUCH PRIVILEGE.

THE OWNER SHALL BE RESPONSIBLE FOR ANY AND ALL DAMAGE OR STORMWATER DAMAGE PROBLEMS CAUSED AS A RESULT OF THIS DUMPING OPERATION.

THIS PERMIT WILL BE SUBMITTED TO THE TOWN ENGINEER FOR APPROVAL. YOU WILL BE NOTIFIED OF APPROVAL.

SIGNATURE _____ PHONE NO. _____

ADDRESS _____

This permit is good for one (1) year from date of issuance.



Town of Sheboygan

1512 N. 40th St
Sheboygan, WI 53081
Phone (920) 451-2320
Fax (920) 451-2323

**APPLICATION FOR DRIVEWAY/CULVERT
PERMIT**

DATE _____ PERMIT NO. _____

FEE \$300.00 _____ (NEW HOME DRIVEWAY/CULVERT PERMIT DOES NOT
REQUIRE DEPOSIT OF \$100.00)

LOCATION OF DRIVEWAY _____

WIDTH OF DRIVEWAY _____ (MAX. LENGTH OF CULVERT ALLOWED IS 36')

NEW _____ EXISTING _____ NUMBER OF CULVERTS _____

OWNER _____ PHONE _____

ADDRESS _____

APPLICANT NAME (If different than owner.) _____

DESCRIBE WORK TO BE DONE _____

Please mark new driveways with stakes indicating where the new driveway is located.

CONTRACTOR _____ PHONE _____

ADDRESS _____

REMARKS _____

The undersigned hereby applies for a permit to do the work above described, and hereby agrees that such work will be done in accordance with the descriptions herein set forth in this statement. The privilege as granted above is granted only on the condition that by the acceptance of the privilege the said undersigned, shall become primarily responsible and liable for any and all damage to persons or property caused by and arising from the grant and exercise of such privilege. **Upon completion of culvert installation, please notify the Town to have the culvert inspected by the engineer. Failure to obtain final approval will result in the owner taking full responsibility for all costs and any installation problems with the culvert.**

SIGNATURE _____

New Home _____ Master site grading plan review _____ Elevation Check _____
(date) (ok)

This permit expires six (6) months from date of issuance.



BUILDING PERMIT REQUIREMENTS

This information is being provided to outline the requirements of the Town of Sheboygan regarding new construction

- All documents must be at the Town Hall at least five working days prior to the issuance of a new home permit.
- All fees and deposits are due at the time that the permit is issued.
- The sewer connection fee is due at the time that the paperwork for the new home permit is submitted.
- If there are any structures on the parcel, please contact the Town Clerk to make an appointment with the Town Board regarding zoning and ordinances.
- All home inspections must be called for at least 48 hours prior to needing the inspection. All inspections are done Monday through Thursday. This includes footing, foundation, backfill, rough framing, insulation and final inspections.
- Sewer inspections/Sewer service inspections must be called in at least 24 hours/1 day in advance of requested inspection.
- If the home is on municipal water and water is needed for construction, 24 hours/1 day notice is required to have the meter installed.
- The Town Hall must be notified in writing, any changes in subcontractors as soon as a change is made.
Expedited Inspection Fees: The Town Board adopted changes to our fees related to expedited inspections. "In the event an owner or contractor requests an expedited inspection with less than the notice required by Wis Admin Code 320.10 and the Town Inspector is willing and able to accommodate the expedited request, then the inspection may be done upon the payment of an expedited inspection fee of \$75.00."
- Any change to the original approved building plans must be resubmitted with a new WI Uniform Building Permit
- Application. Additional fees will be charged for changes to building plans for administration, review and reissuance of permits.
- Silt fence and erosion control measures must be installed correctly and maintained during the entire construction period. A tracking pad must be installed at the property and all construction vehicles are required to use the tracking pad. Any soils moved on the roadway by the truck traffic must be cleaned up immediately.
- No fill, spoils, brush or construction material including dumpsters may be stored in any easement areas.
- There is no overnight parking on any roadway in the town of Sheboygan. This includes construction equipment and dumpsters.
- When the culvert is installed, please call the Town Hall to schedule an inspection. A final driveway inspection must be done when the culvert and top surface are completed, prior to occupancy.
- A final as-built survey will be required prior to occupancy.
- A final occupancy permit will be required prior to occupancy. All inspectors must have signed the Occupancy Permit prior to move in.

Contractor Signature

Date



BUILDING PERMIT REQUIREMENTS

This information is being provided to outline the requirements of the Town of Sheboygan regarding new construction

- All documents must be at the Town Hall at least five working days prior to the issuance of a new home permit.
- All fees and deposits are due at the time that the permit is issued.
- The sewer connection fee is due at the time that the paperwork for the new home permit is submitted.
- If there are any structures on the parcel, please contact the Town Clerk to make an appointment with the Town Board regarding zoning and ordinances.
- All home inspections must be called for at least 48 hours prior to needing the inspection. All inspections are done Monday through Thursday. This includes footing, foundation, backfill, rough framing, insulation and final inspections.
- Sewer inspections/Sewer service inspections must be called in at least 24 hours/1 day in advance of requested inspection.
- If the home is on municipal water and water is needed for construction, 24 hours/1 day notice is required to have the meter installed.
- The Town Hall must be notified in writing, any changes in subcontractors as soon as a change is made.
Expedited Inspection Fees: The Town Board adopted changes to our fees related to expedited inspections. "In the event an owner or contractor requests an expedited inspection with less than the notice required by Wis Admin Code 320.10 and the Town Inspector is willing and able to accommodate the expedited request, then the inspection may be done upon the payment of an expedited inspection fee of \$75.00."
- Any change to the original approved building plans must be resubmitted with a new WI Uniform Building Permit
- Application. Additional fees will be charges for changes to building plans for administration, review and reissuance of permits.
- Silt fence and erosion control measures must be installed correctly and maintained during the entire construction period. A tracking pad must be installed at the property and all construction vehicles are required to use the tracking pad. Any soils moved on the roadway by the truck traffic must be cleaned up immediately.
- No fill, spoils, brush or construction material including dumpsters may be stored in any easement areas.
- There is no overnight parking on any roadway in the town of Sheboygan. This includes construction equipment and dumpsters.
- When the culvert is installed, please call the Town Hall to schedule an inspection. A final driveway inspection must be done when the culvert and top surface are completed, prior to occupancy.
- A final as-built survey will be required prior to occupancy.
- A final occupancy permit will be required prior to occupancy. All inspectors must have signed the Occupancy Permit prior to move in.

Contractor Signature

Date



Town of Sheboygan
1512 No. 40th Street
Sheboygan, WI 53081

CHECK LIST FOR NEW CONSTRUCTION PERMITS

_____ Date Submitted _____ Date Returned

- _____ 1 multi part-Completed WI Uniform Building Permit Application with ADDRESS.
- _____ 1 Signed Cautionary Statement (If applicable)
- _____ 2 copy of complete listing of all Sub-Contractors.
- _____ 2 copies of completed DILHR Energy Worksheet.
- _____ 2 copies of the Certified Survey Map with setbacks, existing and proposed elevations of lot corners, ditch line and road, and Erosion Control plan.
- _____ 1 copy of completed application for Dumping/Fill Permit (If applicable).
- _____ 1 copy of completed application for a Driveway Permit.
- _____ 3 copies of blueprints of the new construction. Blueprints can be electronically submitted. After approval letter is sent, 3 full set of the plans will be needed from the contractor.
- _____ Is there a deck on this home (must be shown on plans) Side setback _____ Rear Setback _____
- _____ 2 signed copies of building permit requirements.

*NOTE YOU MUST HAVE A RE-CERTIFICATION ON DRIVEWAY.

**NOTE FAILURE TO CALL FOR INSPECTION MAY RESULT IN FORFEITURE.

***NOTE YOU MUST HAVE AN AS-BUILT ELEVATION & SETBACK CERTIFICATION signed by surveyor, prior to foundation and backfilling of the foundation.

****NOTE YOU MUST HAVE A FINAL SURVEY MAP SHOWING ELEVATIONS AND DRAINAGE UPON COMPLETION OF THE HOME AND MOVING OF ALL TOPSOIL-REQUIRED BEFORE OBTAINING THE OCCUPANCY PERMIT

IF SITE IS SERVED BY SEWER THE FOLLOWING IS NEEDED:

- _____ Connection fee & Assessment Paid ___ Yes ___ No Receipt No. _____
- _____ Meter & Reader, if applicable, given to DPW ___ Yes ___ No Dated _____
- _____ Was Street Opening Permit Obtained ___ Yes ___ No Receipt No. _____

NOTE: ALL LOCATES MUST BE DONE BY YOUR CONTRACTED PLUMBER. IF AS-BUILTS ARE NEEDED, COPIES @\$0.25 CAN BE OBTAINED AT THE TOWN HALL.

MISCELLANEOUS ITEMS

Have Assessments been paid ___ Yes ___ No

Is property in Shoreland Flood Plain? County permit required if less than three hundred (300) feet from a river/stream or less than one thousand (1,000) feet from a lake.