

SCOPE OF SERVICES

To perform its obligations under this contract, Smrcina Inspections LLC agrees to perform the following job functions in a manner consistent with the provisions of Chapter SPS 320 through 325 of the Uniform Dwelling Code for all **new site built dwellings, additions and alterations and installed manufactured dwellings and homes** in the contract area.

A. Scope of Projects

- 1) This contract **does** include alterations or additions to existing dwellings.
- 2) This contract **does** include the installation of manufactured (mobile) homes regulated by the federal government.
- 3) This contract does not include dwellings that were issued a Wisconsin (UDC) Administrative Building Permit prior to January 1, 2005 and the dwelling's footing & foundations are completed within two years of permit issuance.
- 4) This contract does not include dwellings that have had their footing & foundation completed prior to January 1, 2005.
- 5) This contract includes an unfinished dwelling that has a Wisconsin (UDC) Uniform Building Permit issued after January 1, 2005 and is more than 2 years old.
- 6) The determination of what constitutes a dwelling will normally be made by the applicable local zoning agencies. In the absence of such a determination, structures of less than 100 square feet or fabric construction will not be considered dwellings for the purpose of this contract.

B. Municipal Requirements Smrcina Inspections LLC shall not enforce other municipal or county requirements through this contract other than checking for sanitary permit requirements.

C. Permit Issuance Smrcina Inspections LLC shall:

- 1) Purchase from the Department and process the Wisconsin Uniform Building Permit Applications, Permit Cards and Seals. Smrcina Inspections LLC may use their own forms that have at least the same information as the state forms.
- 2) Conduct plan examinations of new dwellings per s. SPS 320.09.
- 3) Collect building permit fees from building permit applicants as per Fee Schedule (see attached).
- 4) Other than for Permits to Start for footings & foundations, issue a single permit only for all trades of a project.
- 5) Provide the permit applicant with a copy of the fee schedule & a copy of the Uniform Notice to Permit Applicants (see attached), of which Smrcina Inspections LLC shall retain a signed copy.
- 6) Create and maintain a project file for each new home.

D. Inspections - Smrcina Inspections LLC shall:

- 1) Perform inspections per s. SPS 320.10.
- 2) Maintain a log of all inspections requested or performed for each project, including type of inspection, date of request, date that work will be ready, date of inspection & inspection results.
- 3) Maintain a general log of inspections performed on all projects on a daily basis.
- 4) Inspections will be completed by the end of the second full business day, or fifth full business day in the case of a final inspection, following the day of a request or as otherwise agreed to with the permit applicant.

- 5) Post inspection results at the job site. (optional)
- 6) Issue noncompliance orders to start the 30 day compliance period.
- 7) If noncompliance orders are issued and the noncompliance's are not brought into compliance the Town and/or State will be contacted to address the project.
- 8) If 90 days pass without an inspection request for a project, remind the permit applicant of the need for inspections.
- 9) Project information will be available to the Town upon request by the Town.

TIME, COST AND ADMINISTRATION

- A. Fees are collected from permit applicants, upon submittal of the Wisconsin Uniform Building Permit Application or when the number of inspection trips requested exceeds eight. Fees are not to exceed the amount as per attached fee schedule.

Other fees limits and conditions:

1. Fees for a duplex shall be calculated as for a single-family dwelling.
2. Fees for manufactured dwellings with a Wisconsin Insignia affixed shall be 2/3 of the normal fee for any closed-panel manufactured areas and full fee for site built areas.
3. Fees for dwellings with neither plumbing nor electrical systems shall be 2/3 of the normal fee.
4. Additional 25% fee if dwelling started prior to permit issuance.
5. Any separate footing and foundation approval shall be \$50.
6. A basement with a finished ceiling is considered a finished basement.
7. When a permit is more than two years old and the dwelling exterior is not completed or there are unfinished critical health or safety items, a fee of 25% of the normally applicable fees will be due.
8. No additional inspection fee shall be charged for or counted if all noncompliance's may be inspected on a subsequent inspection trip anyway since they would not be covered up.

Inspection trip requests shall be made by the permit applicant or their designee.

- B. If the dwelling exterior is not completed to a weather-resistant condition within two years of permit issuance, then any uncompleted work shall be reviewed under the code in effect at that time and a new permit issued at 25% of the normal fee. If the dwelling exterior is complete, but there are other unfinished critical health or safety items after two years, Smrcina Inspections LLC may require renewed fees at 25% of the normal fee.
- C. An additional \$33 shall be charged to the permit applicant to purchase and assign a Permit Seal to each new dwelling.
- D. Payment to Smrcina Inspections LLC shall be by the building permit applicant upon submittal of the Wisconsin Uniform Building Permit application or upon additional inspection request by the applicant.

**TOWN OF FREEMAN
FEE SCHEDULE**

1. Finished interior up to 800 square feet	\$300.00
2. Finished interior greater than 800 square feet	.25 Cents sq. ft.
3. Basement (unfinished), Foundation	0.10 cents square foot
4. Deck, porch, attached garage or carport	0.10 cents square foot
5. Each inspection trip in excess of 8 (optional)	\$50.00 each trip
6. Permit seal (to DSPS)	\$33.00
7. If there is no change in square footage (IE: only a new heating system installed) then the fee will be per inspection trip.	\$50.00 each trip
8. Manufactured Homes (mobile hm.) no basement, 3 inspection trips	\$300.00
Each inspection trip in excess of 3 (optional)	\$ 50.00
9. Manufactured Homes and dwellings (Mod. & Mobile Hm.) w/Basement	2/3 rd #1 & #2 above
10. Dwellings w/no plumbing or electrical.	2/3 rd the normal fee (finished areas)
11. Permit to Start	\$50.00
12. Minimum Permit fee	\$300.00
13. Under the new Electronic Building Permit Law Act 211 permit applicants are required to apply and file their Uniform Dwelling Code Permit Application electronically on the State website, at that point the Code Official will then review the application. IF the applicant can't access the website and they need the Code Official to fill out the application in its entirety there will be an additional flat fee charge of \$200.00. IF the applicant partially fills out the application and the Code Official is required to update or make corrections to the application then the additional charge will be a flat fee of \$100.00. IF the applicant fills out the Building Permit in its entirety and no corrections are required by the Code Official then there are NO additional fees.	
14) New Solar installations	\$300.00

Note: The permit fees cover all calls, meetings, plan review, inspection trips, travel, reporting to the State and Town. Fees cover the project from start to finish.