

agency program(s) [(Privacy Law, s. 15.04 (1)(m))]

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: _____

APPLICATION INSTRUCTIONS

DO NOT USED for NEW 1- and 2-Family dwellings! Use - https://esla.wi.gov/apex/customer_portal_intro_page

NOTE - While every project has its own specific application needs, for all projects ALL RED or *ed fields are required. As are all project specific details including complete details for each field including each trade. Failure to provide all required details and documents will only delay the review process and the issuing of the permit.

1. The owner, builder or agent shall complete the application form down through the Applicant block including printing their name, signing and dating.
2. If the project will disturb or if during the project it disturbs 1 acre or more of soil, a copy of the WDNR Notice of Intent (NOI) permit will be required per NR151. The area calculation shall include any land disturbance related to the project including but not limited to any ancillary activities like landscaping, driveways and grading. Also, if the owner is applying for the permit and the project will disturb 1 acre or more, then they shall also sign page 2.
3. For each required trade, their complete details are required. This means that if Electrical work will be done by a contracted service, then complete accurate details are required for both the Electrical Contractor and Master Electrician. Note the restrictions on various Master Electrician licenses as it applies to the project.
4. Local zoning, land use and flood plain requirements must be satisfied before a construction permit can be issued. If the project requires approvals from other agencies, copies of their permit(s) are required. This includes but is not limited to Zoning, County, State and/or Federal agencies. Construction permit(s) can not be issued before all other required permits have been issued.
5. If the project involves plumbing and is not on a Municipal sewer system, a Sanitary review by the Sanitarian and/or Sanitary Permit may be required BEFORE a construction permit can be issued.

SUBMITTAL INSTRUCTIONS

To initiate the review process, the application can be submitted via eMail through the Button below and all the remaining required documents via a separate eMail sent to Application@eServiceInc.us. Or save a copy of this application and eMail all documents together. To minimize eMails being treated as SPAM, all email subject lines shall contain the project address and a brief description of the project. Upon review of the documents, we will reply via email with notes and the fees. Upon applicant receiving application approval, deliver the final paper copies with payment payable to the Municipality as outlined in the communications.

PROJECT INSTRUCTIONS

Any project that requires land disturbance shall have the Erosion Control measures installed as outlined on the EC plan BEFORE any other excavating work occurs. EC shall be reviewed after every major rain event and repaired as needed. A EC monitoring logbook shall be maintained and available on site for review. EC shall be maintained during the project and until the site is stabilized and a vegetative perennial cover has been established with a density of at least 70%.

I certify that I am not the owner and as such do not have to sign and date page 2.