

BUILDING PERMIT PROCESS AND CHECK LIST

Get a land use permit, if needed, from the county zoning office.

Get a sanitary permit, if needed, from the county zoning office.

Get a driveway permit, if needed from the town or county.

Complete a Wisconsin Uniform Building Permit Application form. This form can be obtained from Moriak Enterprises (Building Inspector), or on the Department of Commerce Web site.

www.commerce.state.wi.us. Click on Safety and Buildings Division.

You **must** have a Wisconsin master plumber responsible for the installation of the plumbing in a new house.

Return the completed application to Moriak Enterprises, along with **TWO** sets of the following plans:

The Plot plans which shows the location of the dwelling in relationship to any other buildings, well, septic system, or property lines. It shall also have the driveway area and the slope of the land along with any erosion control measures that will be implemented.

The Floor Plans for each floor with **size** and **location** of all rooms, doors, windows, stairs and plumbing fixtures indicated, also chimney and heating system sizes, along with any calculations or information that is available to determine if the products meet the requirement of the building code.

Elevations of all the exterior portions of the dwelling, along with the footings and foundation walls. This shall also identify the interior and exterior covering materials of the house, including vapor retarder and insulation R Value.

Wisconsin Energy Worksheet completed or a printout of an approved computer program.

The inspector will review the house plans to verify that everything is code compliant. If changes are needed, it will be noted on the application and stamped conditionally approved, and returned with one set of plans.

You will be notified when the permit is available along with the permit fees payable at the time of issuance.

Along with the permit, you will receive additional information about the inspection process that will need to take place during the building phase of your project.

If you have any questions at any time during the permit process, please feel free to call me.

I hope this information will be helpful to you and will ease the stress of your new building project.

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