

Office of the Building Inspector

405 4th Street

Albany, WI 53502

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Permit Application Instructions

- Submit one form per project.
- List all contractors and sub-contractors on the form.
- Include all necessary license numbers (business and individual).
- To avoid any unnecessary delays, **ensure the form is filled out completely and accurately.**
- All fees associated with the project will be charged and collected at one time.
- These are the most common sections required to be completed on the form. The Building Department may request additional information should certain circumstances arise.

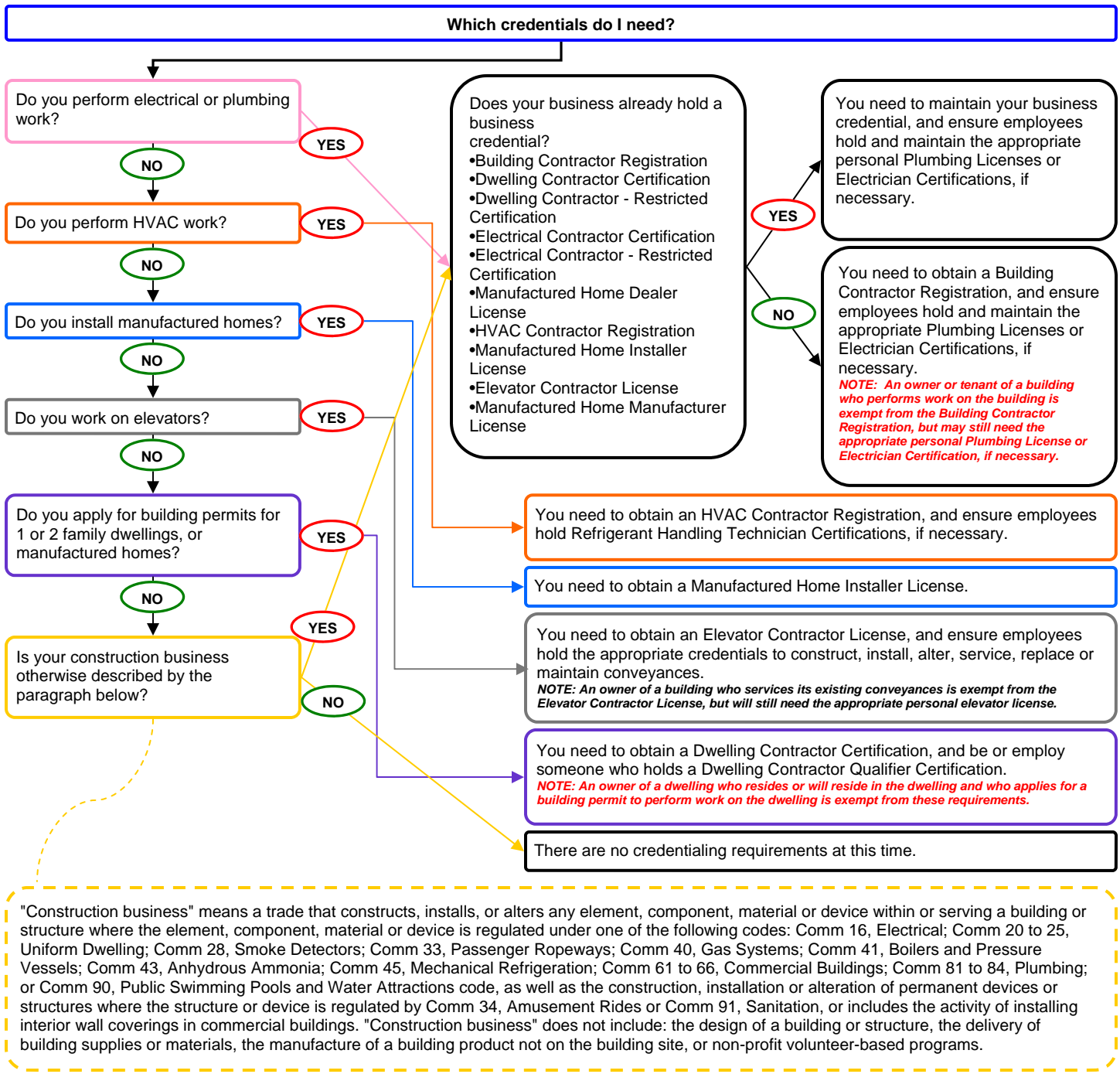
New Construction – Residential or Commercial	_____	Complete All Sections
Addition – Residential or Commercial	_____	Complete All Sections
Alteration – Residential	_____	Complete Sections 1 through 11, 13, 14, and 15
Alteration – Commercial	_____	Complete Sections 1 through 11, 13, and 15
Early Start	_____	Complete All Sections
Erosion Control	_____	Complete Sections 1 through 11, 12 and 15
Electrical	_____	Complete Sections 1, 2, 4, 7, 8, 9, 10, 11, 14 and 15
Plumbing	_____	Complete Sections 1, 2, 5, 7, 8, 9, 10, 11, 14 and 15
HVAC	_____	Complete Sections 1, 2, 6, 7, 8, 9, 10, 11, 14 and 15
Sign	_____	Complete Sections 1, 2, 4, 7, 8, 9, 10, 11, and 15
Occupancy	_____	See Occupancy Permit Application (Different Form)
Demolition	_____	Complete Sections 1 through 11, 13, and 15
Driveway or Parking Area	_____	Complete Sections 1 through 8, 11, 12, and 15
Permit Extension/Renewal	_____	Complete All Sections Relevant to Project
Deck/Patio/Porch/Sunroom	_____	Complete Sections 1 through 11, 14, and 15
Basement Finishing	_____	Complete Sections 1 through 11, 14, and 15
Shed/Detached Garage	_____	Complete Sections 1 through 11, 14, and 15
Fence	_____	Complete Sections 1 through 3, 7, 8, 10, 11, 14, and 15
Swimming Pool	_____	Complete Sections 1 through 11, 14, and 15
Roof Replacement	_____	Complete Sections 1 through 3, 7, 8, 9, 10, 11, 14, and 15
Window/Door/Siding/Soffit	_____	Complete Sections 1 through 3, 7, 8, 9, 10, 11, 14, and 15

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.

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/WisconsinRRPRRule.htm> for details of how to be in compliance.



There are financial penalties possible for doing work under the codes without the proper credentials. See Comm 5.125.

A Wisconsin municipality may not issue a **building permit** for a commercial building construction activity unless the requester holds a Building Contractor Registration, holds a contractor credentials, or unless the requester is working only on property they own or lease.

A Wisconsin municipality may not issue a **Uniform Dwelling Code building permit** unless the requester is the owner who resides in the dwelling or the requester provides proof of the Dwelling Contractor Certification and the Dwelling Contractor Qualifier Certification. **The Building Contractor Registration does not qualify a business to obtain Uniform Dwelling Code permits.**

For more information about these state credentials, visit: www.commerce.wi.gov/SB/SB-DivCreds.html
Always remember to check with your municipal building inspector to insure you've met any additional municipal requirements.

**DEPARTMENT OF BUILDING AND CODE ENFORCEMENT
UNIFORM APPLICATION FOR PERMIT**

PROJECT ADDRESS: _____ **PERMIT #** _____

By performing work on this project, the parties identified below all agree to comply with the applicable Codes and Ordinances and with the conditions of this permit.

1. Owner		Applicant <input type="checkbox"/>		2. General or Dwelling Contractor By Owner <input type="checkbox"/>		Applicant <input type="checkbox"/>	
First Name	Last Name	First Name	Last Name				
First Name	Last Name	Company Name					
Company Name		Address					
Address		City, State, ZIP					
City, State, ZIP		Phone	Mobile				
Phone	Mobile	Fax	Email				
Fax	Email	Business Registration Number	Expiration Date				
3. Dwelling Contractor Qualifier (UDC)		Applicant <input type="checkbox"/>		4. Electrician By Owner <input type="checkbox"/>		Applicant <input type="checkbox"/>	
(Applies only to any project involving One or Two Family Buildings)							
First Name	Last Name	First Name	Last Name				
Company Name		Company Name					
Address		Address					
City, State, ZIP		City, State, ZIP					
Phone	Mobile	Phone	Mobile				
Fax	Email	Fax	Email				
Dwelling Contractor Qualifier Number	Expiration Date	Business Registration Number	Expiration Date				
		Master Electrician License Number	Expiration Date				
5. Plumbing By Owner <input type="checkbox"/>		Applicant <input type="checkbox"/>		6. Heating By Owner <input type="checkbox"/>		Applicant <input type="checkbox"/>	
First Name	Last Name	First Name	Last Name				
Company Name		Company Name					
Address		Address					
City, State, ZIP		City, State, ZIP					
Phone	Mobile	Phone	Mobile				
Fax	Email	Fax	Email				
Business Registration Number	Expiration Date	Business Registration Number	Expiration Date				
Master Plumber License Number	Expiration Date						

7. Description of Project

<p>8. Type of Permit Requested (check all that apply)</p> <input type="checkbox"/> New Construction – Residential or Commercial <input type="checkbox"/> Addition – Residential or Commercial <input type="checkbox"/> Alteration – Residential <input type="checkbox"/> Alteration – Commercial Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Permission To Start - Footings/Foundation <input type="checkbox"/> Erosion Control <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Deck/Porch <input type="checkbox"/> Patio, Driveway or Parking Area <input type="checkbox"/> Swimming Pool/Spa/Hot Tub <input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Other _____	<p>9. Type of Construction (Check One)</p> <input type="checkbox"/> Commercial Type 1A <input type="checkbox"/> Commercial Type 1B <input type="checkbox"/> Commercial Type 2A <input type="checkbox"/> Commercial Type 2B <input type="checkbox"/> Commercial Type 3A <input type="checkbox"/> Commercial Type 3B <input type="checkbox"/> Commercial Type 4 <input type="checkbox"/> Commercial Type 5A <input type="checkbox"/> Commercial Type 5B <input type="checkbox"/> Residential Light Frame Wood	<p>10. Project Areas</p> Unfinished Basement _____ square feet All Finished Floor Area _____ square feet Shed/Garage _____ square feet Deck/Porch _____ square feet Sign _____ square feet Other _____ square feet TOTAL _____ square feet
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<p>11. Project Costs (excluding land)</p> Construction _____ Electrical _____ Plumbing _____ HVAC _____ Sign _____ Other _____ TOTAL _____	<p>12. Impervious Surfaces and Driveways</p> Elevation (in feet) of garage floor above top of curb _____ Driveway slope _____ % Number of Accessible (Handicap) Stalls _____ Number of Non-Accessible Parking Stalls _____ Length of Driveway from Curb to Building _____	<p>13. Water/Sewer, Fire Protection, Fuel Loads</p> Sprinkled <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 13 <input type="checkbox"/> 13R Fire Alarm <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Auto <input type="checkbox"/> Manual Sewer Lateral Size _____ Water Lateral Size _____ Water Meter Size _____ Heating Fuel _____ Water Heater Fuel _____ Building BTU Load _____
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14. Cautionary Statement to Owners Obtaining Building Permits (Uniform Dwelling Code)
 101.65 (1r) 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 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 arose 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.

Initial 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 above.

Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

Initial I vouch that I am the owner of this property and 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.

15. Statement of Owner or Owner's Authorized Agent

I represent and warrant that I am the owner or the owner's authorized agent and I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on 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 information within this application is accurate. 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. Furthermore, I represent and warrant that I will provide a copy of this Uniform Application for Permit to all parties identified in sections 1 through 6 on this application and that an amended permit application will be filed with the Building Inspector if any of the parties identified in sections 1 through 6 on this application do not perform work on this project or another party performs work in place of the identified party.

Owner or Owner's Authorized Agent's Signature _____ **Print** _____

_____ **Date** _____

Submit If filing electronically, by clicking on Submit, I agree to the terms and conditions of the Uniform Application for Permit and further agree that clicking Submit constitutes my electronic signature for purposes of the Uniform Application for Permit, and that such electronic signature shall be legally binding as though executed in person.

ISSUING JURISDICTION
 This Uniform Application for Permit is hereby issued pursuant to the Conditions of Approval which can be found on the back of the Permit Placard and/or with the approved plans. The Owner, as defined in 101.01(2)(e) of Wisconsin State Statutes, is responsible for all code requirements not specifically cited herein and failure to comply may result in suspension or revocation of this permit or other penalty.

Inspector's Name _____ **Credential Number** _____

_____ **Date** _____

Permit Fees \$ _____ Receipt # _____ Check # _____ Cash _____