

PERMIT REQUESTED Constr. HVAC Electric Plumbing Erosion Control Other:

Owner's Name	Mailing Address	Tel.
Contractor Name & Type	Lic/Cert# Exp Date Mailing Address	Telephone & Email
Dwelling Contractor (Constr.)		
Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.)		
HVAC		
Electrical Contractor		
Electrical Master Electrician		
Plumbing		

PROJECT LOCATION Lot area _____ Sq.ft. One acre or more of soil will be disturbed Town Village City of _____ _____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W

Building Address _____ County _____ Subdivision Name _____ Lot No. _____ Block No. _____

Zoning District(s) _____ Zoning Permit No. _____ Setbacks: Front _____ ft. Rear _____ ft. Left _____ ft. Right _____ ft.

1. PROJECT <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:	3. OCCUPANCY <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	6. ELECTRIC 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:	9. HVAC EQUIP. <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:	12. ENERGY SOURCE <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: none;">Fuel</td> <td style="border: none;">Nat Gas</td> <td style="border: none;">LP</td> <td style="border: none;">Oil</td> <td style="border: none;">Elec</td> <td style="border: none;">Solid</td> <td style="border: none;">Solar Geo</td> </tr> <tr> <td style="border: none;">Space Htg</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Water Htg</td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	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"/>								
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2. AREA INVOLVED (sq ft) <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="border: none;"></th> <th style="border: none;">Unit 1</th> <th style="border: none;">Unit 2</th> <th style="border: none;">Total</th> </tr> </thead> <tbody> <tr> <td style="border: none;">Unfin.</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Bsmt</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Living Area</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Garage</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Deck/Porch</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Totals</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </tbody> </table>		Unit 1	Unit 2	Total	Unfin.				Bsmt				Living Area				Garage				Deck/Porch				Totals				4. CONST. TYPE <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"/> Basement	8. USE <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:	10. SEWER <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	11. WATER <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)
	Unit 1	Unit 2	Total																														
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					14. EST. BUILDING COST w/o LAND \$ _____																												

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.

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 second page 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. 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 Agency#: _____
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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	_____	Email: _____
Total \$ _____	<input type="checkbox"/> Erosion Control	_____	

Village of Wrightstown
 352 High Street - Wrightstown, WI 54180
 920-532-5567 (phone) - 920-532-4564 (fax)

2018 - Building Permit Fee Rates & Forms

Birschbach Inspection Service, LLC

Building Inspector - Dan Coffey Cell: (920) 418-1820

(2 Sets of Plans Required)

WI Uniform Building Permit Application Per Calculation from Birschbach Inspection Service LLC

Erosion Control Permit Per Calculation from Birschbach Inspection Service LLC

Village of Wrightstown Fees

	<u>Single Family</u>	<u>Duplex or 2 Plex Condo</u>	<u>Commercial</u>
Sewer Lateral Assessment (no form)	\$ 1,900.00	\$ 3,800.00	\$ 3,800.00
Site Elevation (no form)	\$ 150.00	\$ 150.00	\$ 150.00
Utility Service Permit	\$ 50.00	\$ 50.00	\$ 50.00
Connection Parts (no form)	\$ 50.00	\$ 100.00	\$ 100.00
Right-of-Way Permit	\$ 50.00	\$ 50.00	\$ 50.00
Solid Waste Cart (no form)	\$ 63.83	\$ 127.66	-
Recycling Cart (no form)	\$ 49.41	\$ 98.82	-
Building Site Plan (form only)	\$ -	\$ -	\$ 150.00
Concrete Specifications (handout)	\$ -	\$ -	-
WI Registered Bldg Contractor (handout)	\$ -	\$ -	-
Sub Total	<u>\$ 2,313.24</u>	<u>\$ 4,376.48</u>	<u>\$ 4,300.00</u>
Additional Cost for Harvest Moon Estates			
Culvert Elevations-Driveways	\$ 300.00	\$ 300.00	-
Sub Total	<u>\$ 2,613.24</u>	<u>\$ 4,676.48</u>	<u>\$ 4,300.00</u>

Per adopted Resolution #10042011 dated 10/04/11 (Site Elevation Fee)
 Per adopted Resolution #09022014 dated 09/02/14 (Bldg Reg, Erosion Control)
 Revised 9/1/18



A 48 hour notice is required to the Department of Public Works (532-0434) prior to starting work.

Utility Service Permit

- All work to be done during normal Village business hours, 7:00am - 3:30pm M - F.
- A separate Right of Way permit shall be filled out prior to starting work in the Right of Way. Permit can be obtained at Village Hall, 352 High St, Wrightstown WI 54180.
- Builder shall provide copies of this document to all pertinent parties prior to starting the project.
- This permit is issued subject to the following conditions:

Office use only	
Permit#	_____
Total amount due	_____
Date paid	_____
Initials	_____

1. All service laterals shall be installed in accordance with the Wisconsin State Plumbing Code.
2. 10 gauge solid strand tracer wire required: Water - Blue, Sewer - Green, Storm - White Tracer wire shall be either soldered and taped or compression crimped and taped. No wire nuts will be allowed.
3. All 4" or 6" sanitary laterals shall have a Backwater Valve installed on new construction and reconstruction.
4. When possible, lateral work shall start at the property line. Plumber is responsible for proper pitch or grade of laterals. Builder/Plumber shall be responsible for proper dewatering during excavation. Per ordinance, no water, mud, sand or debris will

be permitted to enter the sanitary sewer system.

5. Plumber shall perform a leak test on the sanitary lateral in the presence of, and as directed by a Village DPW Inspector.
6. Trenches for storm, sanitary, and water laterals can not be backfilled unless approval is given by the inspector.
7. All public laterals shall be installed based on a slope of 1% or 1/8 inch per foot.
8. Water service shall be minimum size 1" Polyethylene Tubing. Sanitary and Storm lateral shall be minimum 4" SCH 40 PVC. Duplex lots shall have separate water and sanitary laterals.
9. The Village shall furnish and install the water meter. Safe access to meter area shall be provided. Plumber shall furnish

and install meter set-up piping, to include the meter horn, prior to meter installation. Polyethylene Tubing shall be adequately supported prior to meter installation. Please contact DPW to obtain the meter horn.

10. Water Meter Installation – 48 hour notice is required.
11. Plumber shall make final adjustment to curb boxes (minimum ground grade, to 6" above grade). See drainage plan as provided by builder for elevations.
12. Early Spring road weight limits of 8 ton GVW shall apply. Contact DPW for verification.

Required Information: Characteristics of Waste (please check strength type): Residential Strength Industrial Strength

Application Date: _____ Pipe size to be used: Sanitary _____ Storm _____ Water _____

Property Owner: _____ Inside Plumber Company: _____

Address: _____ Address: _____

Phone#: _____ Phone#: _____

General Contractor: _____ Wis. License #: _____

Address: _____ Lateral Plumber Company: _____

Phone#: _____ Address: _____

Print Name: _____ Phone#: _____

Signature: _____ Wis. License #: _____

Village of Wrightstown

Permit Issued by Public Works Director: _____ Date: _____

Inspected and Approved by: _____ Date: _____

VILLAGE OF WRIGHTSTOWN
Right-of-Way Permit

(This form must be filled out in its entirety before approval)

Permit Issue Date: _____ Permit Expiration Date: _____ Permit Fee: _____

- * A 48 hour notice is required to the Department of Public Works (532-0434) prior to starting work in the Right-of-Way.
- * Permit expires sixty (60) days from date of issuance. Permit renewal is required past sixty days. Fees apply.
- * Permit holder must follow the guidelines as outlined in Village Ordinance 170-3, and the most recent edition of the Village Project Manual for Typical Standard Specifications.
- * Multiple excavations in a common area can be listed on the original permit. Locations not listed on this permit require a separate permit. Fees apply for each permit. Provide map if applicable.
- * Applicant is responsible for restoring the identified areas to its original condition, or as directed by the Village DPW.
- * Please call **DIGGERS HOTLINE** at 1-800-242-8511 prior to starting your job to have the under ground utilities located.

Applicant: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____
Fax: _____
Print Applicant Name: _____
Applicant Signature (required): _____
* (By signing, the applicant understands and agrees to all requirements as indicated above.)

Is the applicant the property owner? YES / NO (please circle)

Contractor Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____
Fax: _____
Contact Name (required): _____

Work Location (list property or address range and provide map): _____

Description of Work (check all that apply):

- | Utility Work: | Construction Work: | Work Involves: |
|---|---|------------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Street Excavation | <input type="checkbox"/> Boring |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Curb/Gutter Excavation | <input type="checkbox"/> Trenching |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Curb Cut-Driveway | <input type="checkbox"/> Open Cut |
| <input type="checkbox"/> Cable TV | <input type="checkbox"/> Driveway Apron | <input type="checkbox"/> Other |
| <input type="checkbox"/> Fiber Optic | <input type="checkbox"/> Sidewalk | |
| <input type="checkbox"/> Water Service | <input type="checkbox"/> Tree Removal | |
| <input type="checkbox"/> Sanitary Sewer | <input type="checkbox"/> Curb Removal | |
| <input type="checkbox"/> Storm Sewer | <input type="checkbox"/> Other | |
| <input type="checkbox"/> Other | | |

Village of Wrightstown Department of Public Works Approval:
By: _____ Date: _____

**VILLAGE OF WRIGHTSTOWN
EROSION CONTROL PROCEDURES
GENERAL PERMIT APPLICATION**

Application Date: _____

Application No: _____

Owner: _____

Contractor: _____

Address: _____

Address: _____

Phone No: _____

Phone No: _____

1) Building Site Address: _____ Lot No: _____

2) Name of Erosion Control Contractor: _____

3) Phone No. of Erosion Control Contractor: _____

4) Erosion control methods to be used on lot: Front _____ Rear _____ Sides _____

5) Detailed Erosion Control Plan submitted? Yes No

(If no, please specify estimated date of plan submittal)

6) Plans must include drainage direction. Has this task been done? Yes No

7) Do plans indicate slopes with greater than 12% gradient? Yes No NA

8) Silt and 10' vegetation barriers properly shown on plan? Yes No

I, the undersigned owner/contractor, do hereby agree to comply with section 21.125 (3)(a) of the UDC in that during the period of construction at site, all erosion control procedures necessary to meet the performance standards of this section shall be properly implemented, installed and maintained by the building permit applicant or subsequent owner. If erosion occurs after building construction activities have ceased, some or all of the erosion control procedures shall be maintained until the site has been stabilized.

I, the undersigned owner/contractor hereby agree to comply with section 21.125 (c) of the UDC in that sediment deposition occurring as a result of a storm event shall be cleaned up by the end of the next day following the occurrence. All other off-site sediment deposition occurring as a result of construction activities shall be cleaned up at the end of the work day.

I, the undersigned owner/contractor hereby agree to comply, with section 21.125(b) of the UDC in that sediment tracked by construction equipment from a site onto a public or private paved roadway or sidewalk shall be minimized by providing a gravel or other non-tracking access roadway. This roadway shall be installed no later than the time the foundation is backfilled. The sediment cleanup provisions of section 21.125(c) are unaffected by the presence or absence of an access roadway.

I, the undersigned owner/contractor hereby acknowledge that I/we are subject to noncompliance notices and subsequent citations if erosion control measures are not properly installed and/or maintained as specified in section 21.125 of the State Building Code.

Signature of Applicant

Signature of Building Inspector

Date Signed

Date Signed

BUILDING SITE PLAN/HOUSE GRADE REQUEST

PERMIT NO. _____

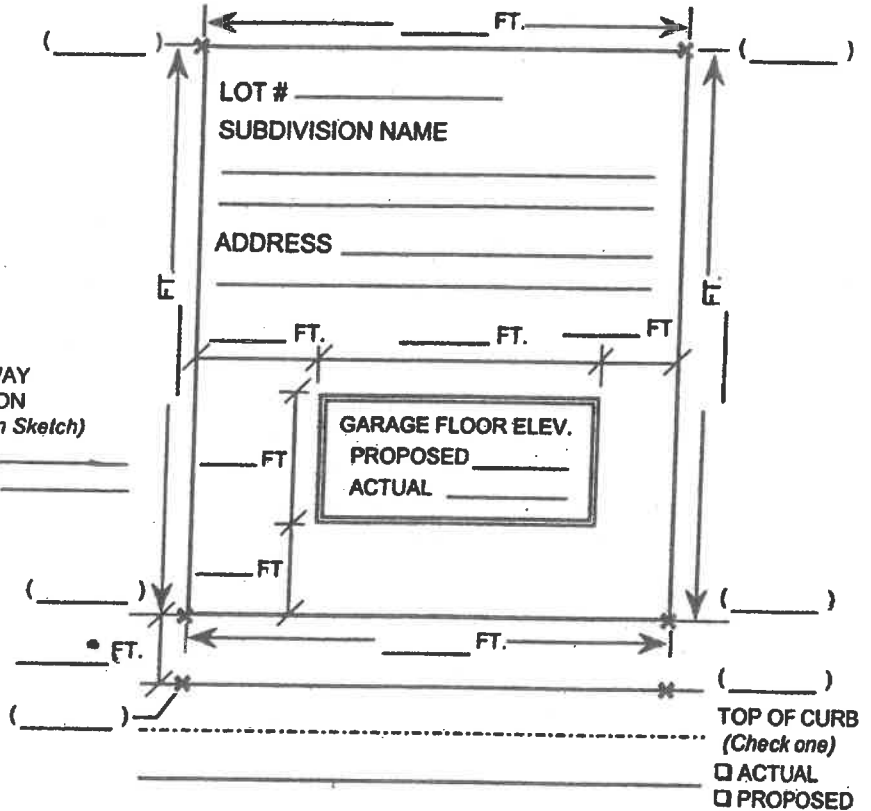
Village of Wrightstown
(To be submitted with
Building Permit Application)

BENCHMARK _____
LOCATION _____
ELEVATION _____

LOT GRADING TYPE A B

DRIVEWAY
LOCATION
(Show on Sketch)
WIDTH _____
OFFSET _____

LEGEND
x (_____) PROPOSED LOT
CORNER GRADE
(From Drainage Plan)



THIS DOCUMENT MUST BE TRANSFERRED TO NEW OWNER AT TIME OF SALE

Date _____

PROPERTY DESCRIPTION (Including Tax Key No., Lot, Block, Plat and Street Address)
It is the Builder's Responsibility that all lot corner pins are in the correct location

To the Village of Wrightstown,

I, _____
Owner

1. have examined the grading and drainage plan for the above lot;
2. have incorporated drainage direction and elevation information into a site plan and understand that, as property owner, I am now responsible to maintain these drainage grades; please obtain drainage grades from the Village prior to any landscape work on the above lot.
3. will comply with the approved drainage plan for this lot;
4. understand that I am responsible for following the Village policy relative to the proposed home elevation above the street top of curb. (i.e. finished grade elevation of lawn along front or sides of structure not less than one [1] foot nor more than two [2] feet higher than the street grade [top of curb]. Recommended to be 18 inches.)
5. any exception to these requirements shall be explained and documented. N/A?
6. Owner/Builder are responsible for covenant requirements that may be more restrictive than Village ordinance.
7. Maximum foundation exposure around yard grade to be 8". Builder shall carry siding down in areas where slopes exceed 5:1 to side lot lines or 10:1 to rear lot lines.
8. Owner/Builder am responsible to construct the driveway slope in accordance with above street grade.

Owner Signature & Date

Print Name

Builder Signature & Date

Print Name

NOTE: 48-Hour Notice Required
(i.e. 2 business days)
Phone: 532-0434
Fax: 532-0433



Department of Public Works & Utilities
352 High St.
Wrightstown, WI 54180

Phone – 920-532-0434
Fax – 920-532-0433
www.wrightstown.us

Concrete Driveway Specifications

Note: A 48 hour notice during normal business hours is required to the Public Works Department prior to the start of any work (cutting curb entrance, forming and pouring concrete, and/or paving the driveway).

Per Village Typical Standard Specifications:

Driveways for single family homes shall be a maximum width of 30 feet at the face of the future or existing concrete sidewalk. The maximum driveway width, including the flare, at the back of the future or existing concrete curb shall be 33 feet.

Driveways for duplex family homes shall contain a maximum width of 39 feet at the face of the future or existing concrete sidewalk. The maximum driveway width, including the flare at the back of the future or existing concrete curb shall be 42 feet.

The sidewalk panel in the driveway should be 5 feet wide and 6 inches thick.

The driveway apron should also be 6 inches thick and have a flare of 3 feet.

No reinforcement rods are to be placed in the driveway apron or the sidewalk panel.

The sidewalk should have a slope of $\frac{1}{4}$ " per foot for a 5 foot wide sidewalk panel. The rear side of the sidewalk panel should be no greater than 6 inches above the height of the curb in a 16.5 foot right-of-way. This will vary depending on the width of the right-of-way.

If the curb box is in the driveway, a 4" pavement riser and valve cover is required. These items can be purchased through the village at manufacturer's cost.

If you are installing a culvert and driveway for access onto a County Road or a State Highway, you must call the Brown or Outagamie County Highway Department or the Wisconsin Department of Transportation office in Green Bay prior to any work.

Builders are required to notify their concrete sub-contractor of driveway and sidewalk panel requirements.

If you have any questions, please call 920-532-0434.



Building contractors need to be registered with the Wisconsin Dept. of Commerce!

As of July 1, 2009, construction businesses working under these Wisconsin codes - commercial building, uniform dwelling, electrical, plumbing, and swimming pool - need a Building Contractor Registration issued by the state Dept. of Commerce, Safety and Buildings Division, unless the company already holds a contractor credential issued by the division. The registration is for businesses, including one-person businesses, not for individual employees.

The registration will help identify whether the construction work is being done by an employee or a business. The registration will support maximum participation in unemployment and workers compensation insurance programs, and proper payment of taxes. The registration also helps S&B provide code information to contractors.

Get more information and register on the Safety and Buildings Division WebSite: <http://commerce.wi.gov/SB/SB-BuildingContractorProgram.html>

Does your business need the BCR? See other side for decision tree!

This building permit has been issued in compliance with the Village of Wrightstown's Municipal Code.

For properties located in subdivisions with restrictive covenants, it is the responsibility of the property owner to comply with the rules and regulations outlined to avoid civil litigation.

A copy of your subdivision restrictive covenants can be obtained from your developer, from Brown or Outagamie County or found online, at www.wrightstown.us, on the Departments ▶ Clerk/Treasurer ▶ Building Inspection page.

Permit No. _____

Date _____

Property Owner: _____

Property Address: _____

Signed: _____



SECURITY ALARM SYSTEM PERMIT APPLICATION
VILLAGE OF WRIGHTSTOWN
352 High Street, Wrightstown, WI 54180

Type of Alarm: Commercial Residential Fee \$ _____ annual

Alarm Location Information:

Name or Company: _____ Phone: _____

Address: _____

Contact Person: _____ Phone: _____

Email Address: _____

Alarm System Service:

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Key Holders – Place in order you wish to have called:

1. Name _____ Phone _____

Address _____ City _____

2. Name _____ Phone _____

Address _____ City _____

3. Name _____ Phone _____

Address _____ City _____

Is the system equipped with functional battery back-up in case of power failure? YES NO

Is system equipped with an automatic shut-off?

Will you assure that a key holder arrives at location of alarm within 30 minutes after Police or Fire Department has been notified that alarm has been activated?

I, the undersigned, hereby agree to abide by the Village of Wrightstown Security Alarm System Ordinance and with applicable State Laws. I accept responsibility for payment of all fines and fees that may result from the operation of the alarm system serving the above premises. Any and all liability and consequential damage resulting from the failure to respond to a notification is hereby disclaimed and governmental immunity as provided by law is retained. By permitting/registering an alarm system, the alarm user acknowledges that police response may be based on factors such as availability of police units, priority of calls, weather conditions, traffic conditions, emergency situations and staffing levels. Furthermore, I understand that this permit is not transferrable to any other property or person(s) in the Village of Wrightstown.

Application Signature: _____ Date: _____