

UNIFORM DWELLING CODE PERMIT APPLICATION INFORMATION AND INSPECTIONS REQUIRED

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Please call as soon as possible when planning a project. In most cases all of the below information will not be required and I can assist you in gathering information.

FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED FOR SINGLE/TWO-FAMILY NEW CONSTRUCTION, ADDITIONS, REMODELING OR DETACHED STRUCTURES FOR ISSUANCE OF A BUILDING PERMIT:

1. A copy of the Portage County Zoning Permit.
2. Address issued by the municipality.
3. Driveway or culvert permit when required by a municipality. Contact municipal clerk.
4. One (1) complete set of building plans to remain on file with the inspector.
5. One (1) signed copy of heat loss calculations (Res-Check 2009 IECC) showing compliance and a copy of Res-Check 2009 Wisconsin code showing the furnace sizing.
6. Owners name, address, phone # and email address.
7. General Contractors name, address, phone #, email address, Dwelling Contractor #, Dwelling Contractor Qualifier #, site contact person and cell phone #.
8. Construction foreman's' name, address, phone #, email address.
9. Plumbers name, address, phone #, license #, email address, site contact person and cell phone #.
10. Electricians name, address, phone #, master electrician #, electrical contractor #, email address, site contact person and cell phone #.
11. HVAC contractors name, address, phone #, heating contractor #, email address, site contact person and cell phone #.
12. Excavation contractors name, address, phone #, email address.
13. Insulation contractors name, address, phone #, email address.
14. Drywall contractors name, address, phone #, email address.
15. Well installers name, address, phone #, email address.
16. Floor joist layout plans, beams and support columns.
17. Tall wall plans for all walls more than 10' tall.
18. Wall bracing plans.
19. Size of electrical service, underground or overhead, panel location, name of power company.
20. One (1) copy of roof truss plans, if trusses are being used. (May be submitted prior to rough inspection.)
21. When construction is near to a water body: One (1) Erosion Control Form and drawings. As a reminder, erosion control measures are required from the time of soil disturbance until ground cover is provided.
22. You should allow approximately one-week processing time from time of application submittal to permit issuance provided all required information has been received.
23. Payment of the permit fee. Fee will be calculated by the Building Inspector.
24. Starting construction without a permit will result in double fees and possibly removal of construction.

THE FOLLOWING IS A CHECKLIST FOR SUBMITTING DRAWINGS & INFORMATION WHEN MAKING APPLICATION FOR A BUILDING PERMIT:

Drawings must be legible and drawn to scale or dimensioned and include:

1. A plot plan showing the location of the proposed structure and any other buildings, driveway, well, and disposal systems on the property with respect to property lines. Additional information as required by the Building Inspector.
2. Floor plans (including basement) that shows: The size and location of: Rooms, Doors, Windows, Room Use, Structural features – size, species, and grade of lumber or other structural material for joists, beams, rafters, trusses, headers, studs, and columns;
3. Foundation plans showing type of foundation, Strength, thickness, size and reinforcement (if any) of concrete for footings, foundations, floor, and any other concrete work; height and thickness of concrete and/or masonry construction. Insulation, finished areas.
4. Exit passageways (hallways) and stairs (including all stair dimensions – riser height, tread width, stair width, headroom and handrail heights)
5. Plumbing fixtures (bathroom, kitchen, water heater, softener, etc.)
6. Chimney(s) – include the type of construction (masonry or factory built) and rating, if metal
7. Heating and air conditioning equipment type, fuel used and location in building.
8. Attic and crawl space access
9. Fire separation between dwelling and garage
10. Elevation drawings that show:
 - Information on exterior appearance, roof slope, eave width.
 - Indicate the location, size, and configuration of doors, windows, roof, chimneys, and exterior grade level.
11. Cross-sectional drawing that show:
 - Exterior grade level
 - Footing & foundation wall sizes, drain tile system, and types of materials
 - Exterior wall construction identifying materials used (including insulation and vapor retarder)
 - Roof construction identifying materials used and spans (including insulation and vapor retarder)
 - Floor construction identifying materials used and spans (including insulation, if used)
12. Additional information to help determine compliance with the code, such as:
 - Location of smoke/CO detectors
 - Size and location of ventilation openings for attic and crawlspaces
 - Location of exhaust fans
 - Location of sump pump
 - Location of washer and dryer
 - HVAC plans showing ducting layout

NOTE: This list is not all inclusive. Additional information may be required depending on construction type or unique plans.

INSPECTIONS REQUIRED

Footing Inspection:

Prior to pouring concrete. When required the erosion control silt fence and stone drive should be installed at this time.

Foundation Inspection:

Prior to any backfilling, the foundation walls, tile, and bleeders, stone cover, and any structural members must be inspected and approved.

Under floor Plumbing:

The under floor plumbing/pressure test, vapor retarder and any floor insulation must be inspected prior to concrete floor pour.

Basement Floor:

Prior to pouring concrete, the inside drain tile, bleeders, stone fill, vapor retarder, and column pads must be inspected and approved.

Rough Plumbing:

Prior to concealment, plumbing drains, vents and pressure test must be inspected.

Rough Electrical:

Prior to concealment, wiring installation must be inspected.

Rough Carpentry:

Prior to concealment of any work, the framing must be inspected and approved.

Rough Heating, Ventilating, & Air Conditioning:

Prior to concealment of any work, the HVAC system must be inspected and approved. This inspection is completed at the same time as the rough carpentry inspection.

Insulation:

Prior to drywall or other type of wall coverings, the insulation and vapor retarder must be inspected and approved.

Final Inspections:

The dwelling may not be occupied until final inspections have been made which finds that NO VIOLATIONS OF THE BUILDING, ELECTRICAL, AND PLUMBING CODES EXIST THAT COULD AFFECT THE HEALTH AND SAFETY OF THE OCCUPANT.

Temporary Occupancy:

If the structure is substantially completed with minor corrections to be completed, or final grading and landscaping (ground cover) to be completed, a Temporary Occupancy Permit may be issued subject to any conditions listed on the permit.

OCCUPANCY

If the construction of the structure and site plan complies with the approved plans and the Municipal Code, an Occupancy Permit will be issued on request.

PLEASE NOTE: The contractor responsible should arrange for inspections by notifying the Building Inspector a minimum of 48 hours in advance. The Building Inspector has two (2) business days per State Code requirements to complete the inspection before proceeding with work.