

**Waushara County Building Inspectors**  
209 S. St. Marie St. / P.O. Box 1109  
Wautoma, WI 54982-1109  
(920) 787-6510 / Fax (920) 787-6516  
To schedule inspections call 1-800-422-5220  
E mail [bldginsp.courthouse@co.waushara.wi.us](mailto:bldginsp.courthouse@co.waushara.wi.us)

**Commercial Building Permit Requirements  
Waushara County**

**COMMERCIAL**

The following items are required to obtain a Commercial Building Permit:

1. Sanitary permit from Waushara County Land Conservation & Zoning Department.
2. Zoning permit from Waushara County Land Conservation & Zoning Department.
3. A completed Uniform Building Permit Application (available at the Building Inspection Office).
4. 2 sets of either state approved plans or plans reviewed under Certified Municipality Status\*
5. Prior to applying for an occupancy permit, 1 copy of the Compliance Statement (completed by the design professional of record), for both Building and HVAC must be submitted to the Building Inspection office.

**IMPORTANT NOTICE**

**The work you are doing under this permit must be inspected!**

Inspections for the following must be made prior to proceeding to the next phase:

1. Footings (forms in place, **prior** to pouring concrete).
2. Foundation (drain tile and stone in place, **prior** to backfill).
3. Underfloor plumbing (piping installed and on test).
4. Basement floor (vapor barrier, drain tile, and sump crock in place **prior** to pouring concrete).
5. Rough construction, electrical, plumbing and HVAC (work completed **prior** insulation).
6. Electrical service.
7. Insulation (insulation and vapor barrier installed, before drywall).
8. Final Inspection (all phases and trades completed, **prior** to occupancy).

**To schedule an inspection, call 1-800-422-5220**

Office hours for plan review and technical questions will be held at the Waushara County Courthouse, Monday through Friday, from 8:00-10:30 am. Call (920) 787-6510 for more information.

\* Certified Municipality Plan review is available in lieu of State Approved plans. Submittal requirements are identical to the Department of Commerce requirements.

This packet is also available on the county website – [www.co.waushara.wi.us](http://www.co.waushara.wi.us).

Commercial Codes are available online at:  
[www.commerce.state.wi.us/SB/SB-DivCodesListing.html](http://www.commerce.state.wi.us/SB/SB-DivCodesListing.html)

**BUILDING INSPECTOR  
OFFICE HOURS  
MONDAY – FRIDAY  
8:00 – 10:30 AM**

## FEE SCHEDULE FOR COMMERCIAL STRUCTURES

### 1. New Structure - Addition

- a. Multi-Family (3 family or more), Motels, CBRF - \$ .12/s.f.
- b. Mercantile, Restaurants, Taverns, Assembly Halls, Offices - \$ .12/s.f.
- c. Schools, Institutional, Hospitals - \$ .13/s.f.
- d. Manufacturing and Industrial - \$ .11/s.f. (Office area to follow fees in b.)
- e. Vehicle Repair and Vehicle Storage - \$.13/s.f.
- f. Warehouse, Mini Warehouse, Building Shells\* for Multi-Tenant Buildings - \$.07/s.f.  
(Office area to follow fees in b.)
- g. Build-Out – See above New Structure fees a-f
- h. Special Occupancies - \$.08/s.f.
- i. The above referenced permits (a-h) have a \$75.00 minimum permit fee  
**Erosion Control - \$175.00 for the first acre then \$75.00/acre or portion thereof**

- 2. **Remodel - \$7.00 per thousand of valuation**  
- \$75.00 minimum
- 3. **Occupancy, Temporary Occupancy, Change Of Use Permit - \$50.00 per unit**
- 4. Commercial Plan Review - Certified Municipality per COMM 2.31
- 5. Early Start Permit - \$75.00 (Footings and Foundations per COMM 61.32)
- 6. Other - \$75.00 minimum
- 7. One Year Extension - \$100.00

### B. MISCELLANEOUS

- 1. Re-inspection Fee - \$30.00 each  
Failure to call for inspection - \$30.00 each  
Double Fees are due if work is started before the permit is issued.

# EROSION CONTROL REGULATIONS

Erosion control and stormwater regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

## LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

## UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

### CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

### FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 267-5113.

## STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

### CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

### FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook*, and UW-Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

*Erosion Control for Home Builders* (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at <http://clean-water.uwex.edu/pubs/sheets>

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin-Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.



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GWQ001A Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites

DNR WT-458-96

R-03-02-2M-10-5

Editing and design by the Environmental Resources Center, University of Wisconsin-Extension.

