

## Site constructed or Manufactured 1 or 2 Family Dwellings

The following items are required to obtain a Uniform Dwelling Code Building Permit:

1. Sanitary approval/permit from Waushara County Land Conservation & Zoning Department.
2. Zoning approval/permit from Waushara County Land Conservation & Zoning Department.
3. A completed Uniform Building Permit Application (available from the Building Inspection Office).
4. 2 complete sets of building plans which include:
  - a. Floor plan, foundation plan.
  - b. Section view.
  - c. Elevations.
5. A site plan showing:
  - a. Lot lines.
  - b. Location of proposed structure.
  - c. Location of all structures on the subject property.
  - d. Location of well and septic.
  - e. Erosion control plan.
6. 1 copy of HVAC calculations, ResCheck.
7. Builders/Contractors applying for a building permit must supply a Dwelling Contractors Financial Responsibility Credential number as required by COMM 20.09.

### 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:

- Footings (forms in place, **prior** to pouring concrete).
- Foundation (drain tile and stone in place, **prior** to backfill).
- Underfloor plumbing (piping installed and on test).
- Basement floor (vapor barrier, drain tile, and sump crock in place **prior** to pouring concrete).
- Rough construction, electrical, plumbing and HVAC (work completed **prior** to insulation).
- Electrical service.
- Insulation (insulation and vapor barrier installed, before drywall).
- 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.

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

Uniform Dwelling 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**

## **Additions to a 1 or 2 Family Dwelling**

The following items are required to obtain a Uniform Dwelling Code Building Permit:

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2. Zoning approval/permit from Waushara County Land Conservation & Zoning Department.
3. A completed Uniform Building Permit Application (available from the Building Inspection Office).
4. 2 complete sets of building plans which include:
  - a. Floor plan, foundation plan.
  - b. Section view.
  - c. Elevations.
5. A site plan showing:
  - a. Lot lines.
  - b. Location of proposed structure.
  - c. Location of all structures on the subject property.
  - d. Location of well and septic.
  - e. Erosion control plan.
6. 1 copy of HVAC calculations, ResCheck.
7. Builders/Contractors applying for a building permit must supply a Dwelling Contractors Financial Responsibility Credential number as required by COMM 20.09.

### **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:

- Footings (forms in place, **prior** to pouring concrete).
- Foundation (drain tile and stone in place, **prior** to backfill).
- Underfloor plumbing (piping installed and on test).
- Basement floor (vapor barrier, drain tile, and sump crock in place **prior** to pouring concrete).
- Rough construction, electrical, plumbing and HVAC (work completed **prior** to insulation).
- Electrical service.
- Insulation (insulation and vapor barrier installed, before drywall).
- 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.

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

Uniform Dwelling Codes are available online at:

[www.commerce.state.wi.us/SB](http://www.commerce.state.wi.us/SB)

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

## DECKS

The following items are required to obtain a Uniform Dwelling Code Building Permit:

1. Zoning approval/permit from Waushara County Land Conservation & Zoning Department.
2. A completed Uniform Building Permit Application (available at the Building Inspection Office).
3. 2 complete sets of building plans which include:
  - a. Plan showing dimensions of deck.
  - b. Plan showing structural members (ie: joists, beams, posts, footing size).
4. A site plan showing:
  - c. Lot lines.
  - d. Location of proposed structure.
  - e. Location of all structures on the subject property.
  - f. Location of well and septic.
5. Erosion control plan.
6. Builders/Contractors applying for a building permit must supply a Dwelling Contractors Financial Responsibility Credential number as required by COMM 20.09.

### 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:

- Footings (forms in place, **prior** to pouring concrete).
  - Prior to decking and after decking is installed if the deck is **less** than 2 feet above grade.
- OR**
- After completion of deck if it is **more** than 2 feet above grade.

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

**BUILDING INSPECTOR  
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***FEE SCHEDULE***  
***1 & 2 Family Dwellings***

- New Structure - Addition                   - \$.11 per sq. foot all floor area  
  - \$75.00 minimum
  
- Erosion Control                               - New \$75.00  
  - Addition \$50.00  
  - Re-inspection Fee \$75.00
  
- Remodel                                       - \$6.00 per thousand of valuation  
  - \$40.00 minimum
  
- Decks   - \$.11 per sq. foot all areas  
  - \$40.00 minimum
  
- Occupancy Permit \*                         - \$30.00 per dwelling unit
  
- UDC Seal - New Construction Only \*     - \$35.00
  
- Temporary Occupancy Permit             - \$50.00
  
- Early Start Permit                         - \$50.00 (Footings and Foundations)
  
- Other   - \$30.00 minimum
  
- HVAC   - \$35.00 plus \$.025 per sq. foot  
  - \$30.00 minimum
  
- Electrical                                    - \$35.00 plus \$.035 per sq. foot  
  - \$30.00 minimum
  
- Plumbing                                     - \$35.00 plus \$.035 per sq. foot  
  - \$30.00 minimum
  
- One Year Extension                         - \$100.00

\* Does not apply to additions, remodels, or decks.

- NOTE:**
- 1. In addition to the fees listed above, a \$50 administrative fee is required for all projects whose total costs, including labor, materials and supplies, will equal or exceed \$15,000.**
  
  - 2. Fees for conversions from one use to another shall be the same as listed above.**