



# ONE & TWO FAMILY DWELLING APPLICATION REQUIREMENTS

## 1. APPLICATION SUBMITTAL:

- Has the online application been completed and submitted to the State of Wisconsin?
  - This must be completed IN ADDITION TO submitting an application with the Building Inspector.
- Does the contractor who is performing the work have BOTH a valid DC (dwelling contractor) and DCQ (dwelling contractor qualifier) licenses?
  - Per SPS 320.09(9)(a)2, the contractor listed on the permit must hold both licenses in order for the permit to be approved.
- Have the site plans been conditionally approved?
  - Per SPS 320.09(9)(a)1, the plans must be conditionally approved in order for the permit to be granted.
- Has the applicant paid the permit fee? If a check, make payable to Town of Ledgerview.
  - This is a fee calculated by the Building Inspector and based on the project submitted that needs to be paid at the time the permit is granted.
- Has the applicant paid the \$1000 contractor deposit? If a check, make payable to Town of Ledgerview.
  - The deposit may still be on file if you have completed other projects within the Town of Ledgerview.
  - If not, the deposit needs to be paid at the time the permit is granted.

## 2. REQUIREMENTS FOR SUBMITTAL:

- Has the Building Inspector received a completed WI Uniform Building Permit Application?
  - The application that is submitted to the Building Inspector must match the application that was submitted online to the State of Wisconsin.
- Has there been a completed Conditions for Approval form included with the building permit application?
- Has there been a completed Water and Sewer Permit included with the building permit application?
- Has there been a completed Driveway Permit included with the building permit application?
- Has there been a completed Building Site Plan-House Grade Request included with the building permit application?
- Has there been a completed Erosion Control Form included with the building permit application?
- Has there been a completed Notice to Permit Applicants included with the building permit application?
- Has there been a completed Erosion Control Plan included with the building permit application?
- Has there been a completed Wall Brace Plan included with the building permit application?
  - Two (2) sets are required to be submitted
- Has there been a completed Site Plan included with the building permit application?
- Have there been completed Energy Calculations (Res check) included with the building permit application?
  - These calculations must include plant size and signed BTU's.
- Has there been a completed Subdivision Approval included with the building permit application?
  - This requirement will be dependent on location of the project and may not be needed on every application
- Has there been a completed County Zoning included with the building permit application?
  - This requirement will be dependent on location of the project and may not be needed on every application

## 3. FINAL INSPECTIONS:

- Has all construction work been completed PRIOR to the inspections with at least two (2) business days to perform the inspections?
  - The operation is also subject to spot checking for compliance.
- Have the property and facilities been inspected AND approved by the building inspector?
  - This MUST be completed before final occupancy can be obtained.