

REQUIRED INFORMATION FOR RESIDENTIAL BUILDING PERMIT APPLICATIONS

WI Uniform Building Permit application completed and signed (including **ALL license numbers and expiration dates**).

Building Site Plan/House Grade Request form completed and signed.

Town of Lawrence Sanitary Sewer/Water permit completed and signed

OR

Copy of Brown County Sanitary Permit.

Contractor Deposit form completed and signed.

Site sketch showing existing and proposed buildings, utilities, set-backs, elevations, slopes.

Erosion control plan.

Copy of ResCheck Heating Calculations from your licensed HVAC Contractor.

Wall Brace Calculations per DSPS 321.25.

1 Complete set of plans submitted in **PDF format** to Permit@lawrencewi.gov
Brown County Land Use permit (if applicable).

All permit fees are to be paid in full at the time approved permit is picked up (including \$1000 contractor's deposit).

Note that application and review may take up to 10 days for approval.

All Permits must be acquired and posted on the job site prior to any excavation.

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2>			Application No. _____ Parcel No. _____																																															
PERMIT REQUESTED		<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> 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.	<input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> 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: _____																																														
2. AREA INVOLVED (sq ft) <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck/ Porch</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></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: _____		12. ENERGY SOURCE <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Fuel</th> <th>Nat Gas</th> <th>LP</th> <th>Oil</th> <th>Elec</th> <th>Solid</th> <th>Solar Geo</th> </tr> </thead> <tbody> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </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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				10. SEWER <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____		13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)																																														
				11. WATER <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well		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. <input type="checkbox"/> 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. <input type="checkbox"/> See attached for conditions of approval.																																																				
ISSUING JURISDICTION <input checked="" type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____		<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____ Lawrence		State-Contracted Inspection Agency#: _____		Municipality Number of Dwelling Location <div style="text-align: center; font-size: 1.2em;">05-024</div>																																														
FEES: Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____ Total \$ See Invoice		PERMIT(S) ISSUED <input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control		WIS PERMIT SEAL # _____		PERMIT ISSUED BY: Name _____ Date _____ Tel. 920-621-1775 Cert No. _____ Email: ScottB@Lawrencewi.gov																																														

INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing jurisdiction, which is usually your municipality or county. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site).
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
 - Basements - include unfinished area only
 - Living area - include any finished area including finished areas in basements
 - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Sewage - Indicate if the dwelling will be served by municipal sewer or privately owned treatment system. If a private system is used, include the Sanitary Permit number. Note: A building permit cannot be issued for a new dwelling that utilizes a privately owned wastewater treatment system until a sanitary permit has been issued. This applies to any new or existing private onsite wastewater treatment system that will be used by the dwelling.
13. Heat Loss – Provide heat loss summation data (BTUs/HR) derived from the ResCheck report or the "Heating System Sizing Summary Calculator" available on the Division's website: <http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC>.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE – The owner or the contractor's authorized agent shall sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards, and will comply with those standards.

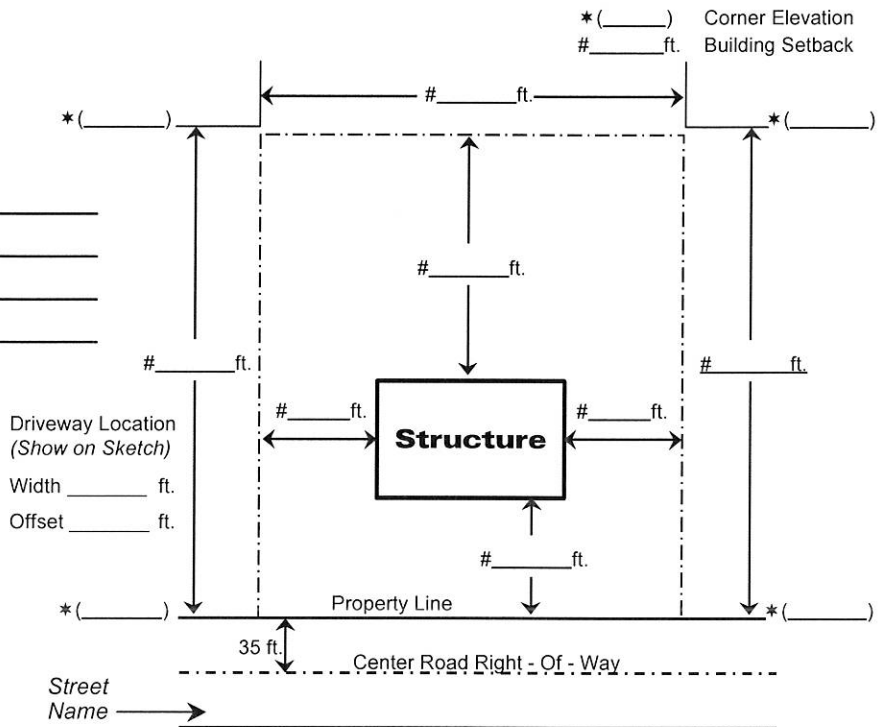
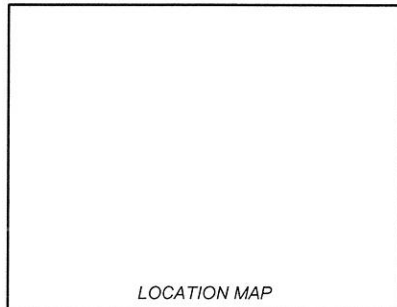
Owner's Signature: _____ Date: _____

Owner's Email Address: _____

BUILDING SITE PLAN/HOUSE GRADE REQUEST

Town of Lawrence
(To be submitted with
Building Permit Application)

Lot # _____
Subdivision Name _____
Street Address _____



LETTER FROM OWNER CONCERNING BUILDING ELEVATION & DRAINAGE PLAN

Date _____

PROPERTY DESCRIPTION (Including Tax Key No., Lot, Block, Plat and Street Address)

To the Town of Lawrence,

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;
3. will comply with the approved drainage plan for this lot;
4. understand that I am responsible for following the Town policy relative to the proposed home elevation above the street top of curb; furthermore, the top of foundation is anticipated to be 30" above the top of curb (unless special approval is obtained). Drainage plan elevations have been established for each lot corner of the subdivision. The front corner elevations are set 0.5 ft (6 inches) above the top of the curb; therefore, the top of foundation is to be set (1.5' or 18") above the front lot corner elevations (averaged to the middle of the lot) - per 116.24(f).
5. The owner of each lot is required to obtain a certified land surveyor or engineer to set elevation grades (prior to basement excavation) on the lot corners in conformance with the drainage plan.
6. Any exception to these requirements shall be explained and documented.
7. Owner/Builder are responsible for covenant requirements that may be more restrictive than Town ordinance.
8. Maximum foundation exposure around yard grade to be 8". Builder shall carry siding down in areas where slopes exceed 4:1 to side or rear lot lines.
9. Owner/Builder is responsible to construct the driveway slope in accordance with above street grade.

Owner Signature

Builder Signature

SANITARY SEWER/WATER PERMIT

Sewer Permit #:

Parcel #:

Job Site Address:

Lot #:

Sub Division:

SEWER CONTRACTOR INFORMATION

Sewer Contractor:

Address:

City:

State:

Zip Code:

Phone:

Email:

Fax:

Current State License Number:

Cell Phone:

OWNER / CONTRACTOR INFORMATION

Owner Name / Contractor:

Address:

Fax:

City:

State:

ZIP Code:

Phone:

WATER LINE INFORMATION

☐ Plastic

Size: _____

PERMIT FEES:

Sewer Permit Fee:

\$ _____

Sewer Inspection Fee:

\$ _____

Central Brown County Water
Authority (CBCWA) Fee:

\$ _____

Water Impact Fee:

\$ _____

TOTAL FEE:

\$ _____

****Payment Received****

Date: _____

Check #: _____

PERMIT ISSUED BY

Name:

Date:

Title: Building Inspector

Inspection Complete ☐

Completed By:

Phone Number: 920-347-3715

Date Completed:

ALL OTHER INFORMATION

- **48 HOUR NOTICE IS REQUIRED** BEFORE ANY CONNECTION CAN BE MADE TO MUNICIPAL UTILITIES BY CALLING THE TOWN OF LAWRENCE AT 920-347-9131
- ALL SEWER & STORM SEWER PIPE MUST BE MINIMUM SCHEDULE 40
- MINIMUM FOUR (4) FOOT BETONITE OR CLAY DAM
- CURB BOX MUST BE MARKED AND FULLY EXTENDED
- FERNCO WITH TOWN APPROVAL ONLY
- MINIMUM 24 HOUR NOTICE BEFORE STARTING PROJECT – NO BACKFILLING UNTIL CONNECTION HAS BEEN INSPECTED
- ALL ANGLES, BENDS AND REDUCTION IN SIZE MUST BE DONE WITH PROPER PLASTIC FITTINGS

*****FAILURE TO COMPLY WITH ANY OF THE ABOVE WILL RESULT IN A CITATION*****

The applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the above-named Town in effect at the time of this application, and with any special provisions listed above or attached hereto, and any all plans, details, or notes attached hereto and made a part thereof.

Signature of applicant:

Date:



Contractor Deposit Agreement

Per Ordinance Section 116-22

Permit #:
Parcel #:
Address:

Project Address: _____ **Permit:** _____

This agreement is made and entered into between _____

Contractor or Property Owner

and the Town of Lawrence, Wisconsin on this date of _____ **20**_____.

Upon application for a building permit, the contractor or property owner shall provide a deposit of \$1,000 to be placed in escrow, to be used in the event that the contractor, property owner or any sub-contractors damages (in any way) town roads or right of way or any other town property as a result of construction equipment or any other type of equipment used on or near the property for which the building permit was issued. The intent of this regulation is to prevent any damage to public property as a result of construction and to maintain contractor and/or property owner accountability.

The \$1,000 deposit shall be used at the town's discretion to pay for any damages caused by the contractor, sub-contractors, or the property owner. The \$1,000 deposit may be waived at the town's discretion where the building project does not require heavy equipment or risk of damage.

The deposit shall be returned, upon request, within 30 days of issuance of an occupancy permit if no damage has occurred. Any remaining balance after damages are paid shall be sent to the contractor or property owner upon request. Failure to request release of this Contractor Deposit, or any remaining balance, within 1 year of issuance of a Certificate of Occupancy shall be deemed as an abandonment of the deposit and it shall become property of The Town of Lawrence.

During certain times of the year (freeze thaw periods in fall and spring) the town at its sole discretion may enforce weight restrictions on Town roadways.

No construction vehicles shall be allowed to park on any town roads except for the specific purpose of loading or unloading equipment. Vehicles used to carry construction equipment may park on town roads only when unloaded and while construction equipment is in use at the construction site.

Applicant Signature

Date

Building Inspector

Date

\$ _____
Deposit Amount

Check Number