



BUILDING PERMIT APPLICATION

The City of Lancaster strives to support your project with prompt, courteous, and professional assistance. Although we do follow a formal permit process, we are happy to schedule time to speak with you informally about your project. A building permit application may be obtained at City Hall at any time, and Zoning Administrator/Building Inspector Dennis Hampton is available on Tuesdays from 9 a.m. to 12 p.m. to discuss your project. He can also be reached during the rest of the week on his cell phone at (608) 778-7162.

When is a Building Permit Required?

A building permit is required any time a building or other structure is built, enlarged, or altered, when heating or ventilation systems are installed, when changes to the electrical or plumbing system are made, or when any changes are made that would affect the fire hazards or safety of the building.

Repairs or alterations to a building that do not involve structural changes, such as replacement of windows or installation of appliances that do not require rewiring, do not require a permit.

Permits must be obtained *before* ground is broken for a new building or addition, or before alterations begin, whichever occurs first.

Building Permit Procedures

A Building Permit Application (attached) and complete set of building plans and specifications should be submitted to the Building Inspector, along with a Building Permit fee that is determined by the Inspector. If the Inspector determines that all necessary requirements are met, he will issue a building permit which shall be kept and displayed at the building site.

Should you have concerns about the building permit process, you may contact the Building Inspector at (608) 778-7162 or City Hall at (608) 723-4246.

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.

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

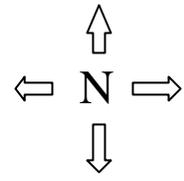
I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: _____

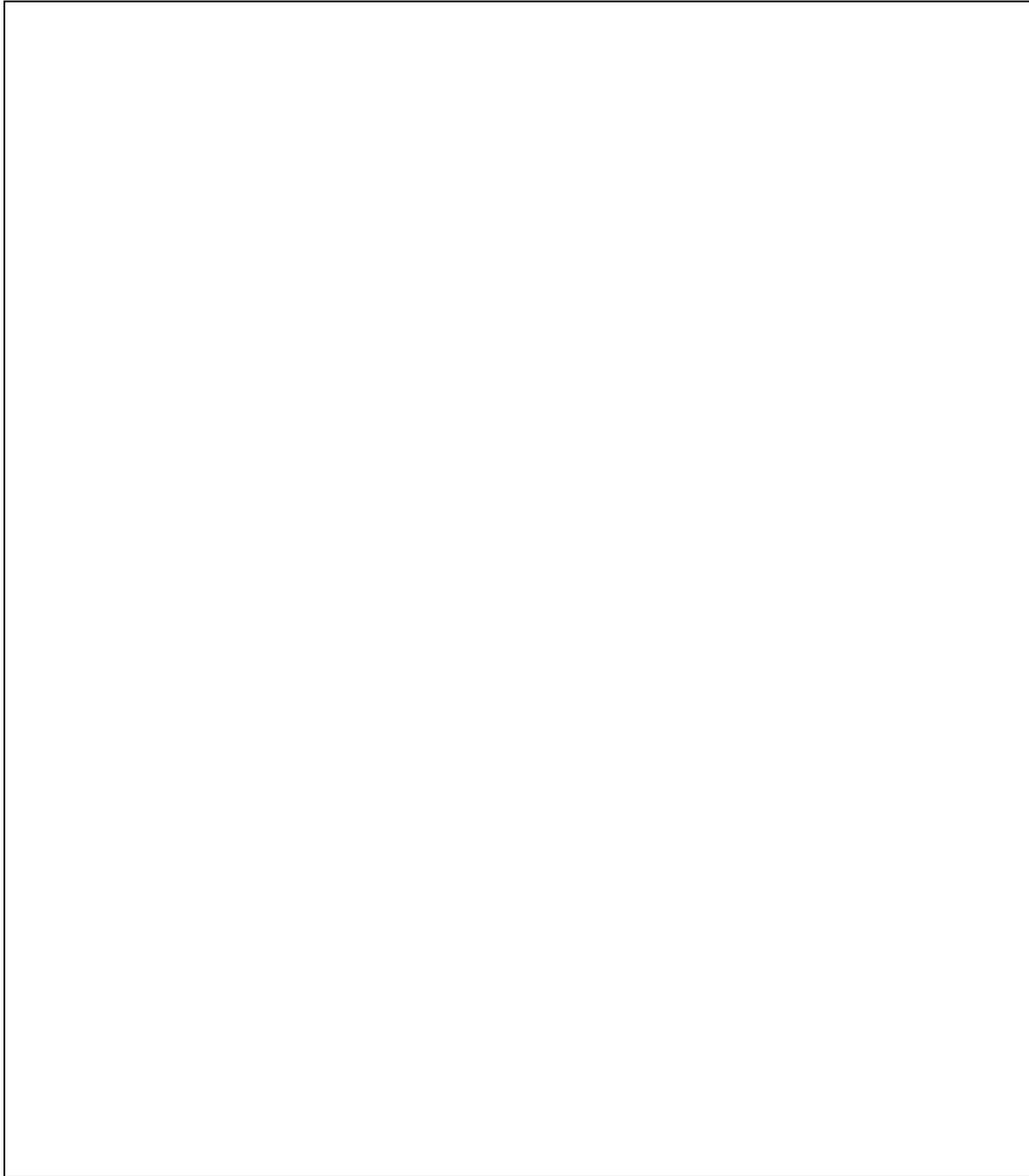
Date: _____

		City of Lancaster Application for Permit				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#	Mailing Address		Tel. & Fax				
Dwelling Contractor (Constr.)										
Dwelling Contr. Qualifier			The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.							
HVAC										
Electrical										
Plumbing										
PROJECT LOCATION	Lot area Sq.ft.	<input type="checkbox"/> One acre or more of soil will be disturbed	Project Type __ New __ Utility Shed __ Alteration __ Remodeling __ Addition __ Sign __ Garage __ Fence							
Building Address		Subdivision Name		Lot No.		Block No.				
Zoning District(s)		Zoning Permit No.	Setbacks:	Front ft.	Rear ft.	Left ft.	Right ft.			
1.	3. OCCUPANCY	6. ELECTRIC	9. HVAC EQUIP.	12. ENERGY SOURCE						
The Building permit will not be Issued until all information is Provided. If owner is pulling Permit than the Cautionary Statement to Owner is needed.	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<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:	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar
2. AREA INVOLVED (sq ft)	4. CONST. TYPE	7. WALLS	10. SEWER	Space Htg						
	<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD	<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	Water Htg						
Unfin. Bsmt	Unit 1	Unit 2	Total	<input type="checkbox"/> Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity.						
Living Area				13. HEAT LOSS						
Garage				_____ BTU/HR Total Calculated						
Deck				Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)						
Totals				11. WATER						
				<input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well						
				14. EST. BUILDING COST w/o LAND						
				\$						
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the 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 reverse side of the last ply.										
Scope of Work - Attach a site plan showing all measurements from lot lines.										
Conditions of Approval										
APPLICANT'S SIGNATURE										
Date Signed										
Estimated Cost		Fees	PERMIT(S) ISSUED	WI PERMIT SEAL #	PERMIT ISSUED BY:					
Const \$ _____		\$ _____	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control	If Applicable	Name _____					
Elec. \$ _____		\$ _____			Date _____ Tel. _____					
Plumbing \$ _____		\$ _____			Cert No. _____					
HVAC \$ _____		\$ _____								
Zoning		\$ _____								
Total		\$ _____								

Site Plan



Rear Property line



Side
Property
Line

Side
Property
Line

Front Property Line

The area between the curb and property line may not be used for setbacks



Curb

Owner _____

Address _____

Parcel # _____

Diggers Hotline # _____

Return to: Zoning Department
206 S Madison St.
City of Lancaster