



BUILDING PERMIT APPLICATION

The City of Lancaster strives to support your project with prompt, courteous, and professional assistance. Although a formal permit process is followed, we are happy to schedule time to speak with you informally about your project. The City contracts with General Engineering Company for building inspection and zoning services. For questions or to discuss your project, please contact:

Josh Copsey, Building Inspector

Phone: (608) 697-2905

Office Hours: Wednesdays | 8:00 a.m. – 11:00 a.m.

* Zoning questions may be directed to the building inspector. For more complex zoning matters, a representative from General Engineering Company may be assigned to your project.

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) along with a complete set of building plans and specifications should be submitted to the building inspector. If the building inspector determines that all necessary requirements are met, a building permit will be issued which shall be kept and displayed at the building site. Building and/or zoning permit fees are determined by the building inspector per the City's fee schedule. Fees must be paid at the time the permit is issued. Fees shall be paid via cash or check and made payable to City of Lancaster.

No work shall begin until you have an approved permit.

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.

PERMIT 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.

1. PROJECT DATA – Fill in all numbered project data blocks (1-11) 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.
4. USE – Seasonal, permanent or other.
7. ESTIMATED BLDG COST – Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.
10. SEWER – A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.

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.

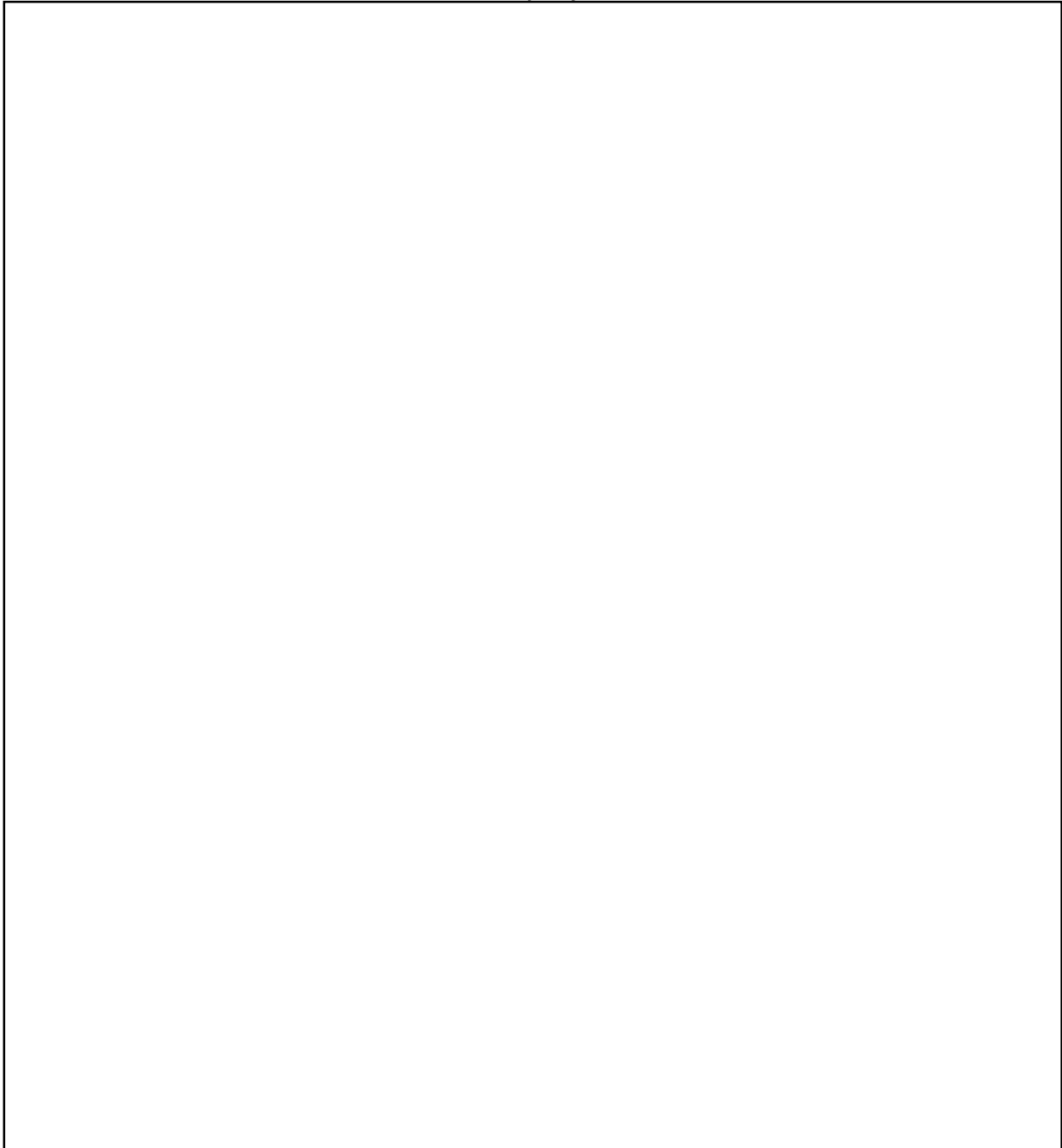
ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- 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.

FOR INSPECTIONS <i>jcopsey@generalengineering.net</i> 608-697-2905		GENERAL BUILDING PERMIT APPLICATION GENERAL ENGINEERING COMPANY OFFICE: (608) 745-4070 FAX: (608) 745-5763				PERMIT # EXPIRATION DATE:		
Parcel Number:		Property is Located in <input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of				Municipality Number 2 2 - 2 4 6		
PROJECT DESCRIPTION (Submit Building Plans & Site Plan)						Does this project require any additional approvals or permits? <input type="checkbox"/> yes <input type="checkbox"/> no		
Building Project Address:						Finished Project Value \$		
Zoning District(s):	Zoning Permit No.:	Corner Lot <input type="checkbox"/> yes <input type="checkbox"/> no	Bldg. Height Ft.	Setbacks:	Front	Rear	Left	Right
Owner's Name(s)		Mailing Address				Telephone		
						Email		
Contractor Name & Type		Licen. / Cert #	Exp. Date	Mailing Address		Telephone & Email		
Construction Contractor						Tel.		
						Email		
Dwelling Contractor Qualifier		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.				Tel.		
						Email		
HVAC Contractor						Tel.		
						Email		
Electrical Contractor						Tel.		
						Email		
Master Electrician						Tel.		
						Email		
Plumbing Contractor						Tel.		
						Email		
RESIDENTIAL Single Family/Duplex	Addition: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control							
	Detached Accessory Building: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.							
	Remodel: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.							
	Other: <input type="checkbox"/> Fence <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control <input type="checkbox"/> Electrical Service Upgrade (Amp____) <input type="checkbox"/> Removal of Structure (Raze) <input type="checkbox"/> _____							
COMMERCIAL	New Commercial Building: _____ Bldg. Sq. Ft. <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control							
	Commercial Addition/Alteration: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control _____ Building Sq. Ft. <input type="checkbox"/> Electrical Service (Amp____) <input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Removal of Structure (Raze)							
	State of Wisconsin Plan Approval Needed: <input type="checkbox"/> yes <input type="checkbox"/> no (Approved plans must be submitted with permit application)							
Zoning – When applicable, owner shall research setback information regarding height, lot coverage, etc. prior to submittal of this application.								
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 I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply of this application. 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. It is the Owner/Contractors Responsibility to Call in ALL INSPECTIONS to the Inspector.								
APPLICANT'S SIGNATURE _____						DATE SIGNED _____		
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.								
BELOW SECTION FOR OFFICE USE ONLY								
FEES:		PERMIT(S) ISSUED			PERMIT ISSUED BY:			
Construction	\$ _____	<input type="checkbox"/> Construction			Name _____			
Plumbing	\$ _____	<input type="checkbox"/> HVAC			Date _____ Telephone _____			
Electrical	\$ _____	<input type="checkbox"/> Electrical			Cert No. _____ Census Code _____			
HVAC	\$ _____	<input type="checkbox"/> Plumbing			www.generalengineering.net VER. 1/3/2018			
Zoning	\$ _____	<input type="checkbox"/> Erosion Control						
Other _____	\$ _____	<input type="checkbox"/> Other _____						
Administrative	\$ _____							
Total Permit Fee	\$ _____							

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 # _____

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 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: _____

Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services.