



City of Menasha Permit Application

100 Main Street, Suit 200
Menasha, WI 54952

920-967-3655 bldinsp@ci.menasha.wi.us

County:
 Winnebago Calumet
 Muni# 70251 Muni# 08251

Permit # _____

Seal# _____

Tax Key # _____

| | |
|---------------------|-----------------|
| Project Description | Project Address |
|---------------------|-----------------|

| | | |
|--------------|---------|---------------|
| Owner's Name | Address | Phone & Email |
|--------------|---------|---------------|

| Contractor | License# & Exp. Date | Address | Phone and Email |
|-------------------------------|----------------------|--|-----------------|
| Dwelling Contractor | | | |
| Dwelling Contractor Qualifier | | The Dwelling Contractor Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contractor | |
| HVAC | | | |
| Electrical Contractor | | | |
| Master Electrician | | | |
| Plumbing | | | |

| PROJECT INFORMATION | | Lot Area Sq. Ft. | Subdivision Name | Estimated Cost |
|---------------------|--|---------------------|------------------|----------------|
|---------------------|--|---------------------|------------------|----------------|

| Setbacks | Front Ft. | Rear Ft. | Left Ft. | Right Ft. | Lot# | Zoning District |
|----------|--------------|-------------|-------------|--------------|------|-----------------|
|----------|--------------|-------------|-------------|--------------|------|-----------------|

| Project | Type | Stories | Construction Type | Walls | Use | Area |
|---|--|--|---|---|---|--|
| <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Raze <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Other _____ <input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Multi Family <input type="checkbox"/> Commercial <input type="checkbox"/> Garage <input type="checkbox"/> Other _____ | <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other _____ <input type="checkbox"/> Plus Basement | <input type="checkbox"/> Site Built <input type="checkbox"/> Mfd. Per UDC <input type="checkbox"/> Mfd. Per 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"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Rental <input type="checkbox"/> Business <input type="checkbox"/> Other | Basement _____ Sq. Ft. Living Area _____ Sq. Ft. Garage _____ Sq. Ft. Deck/Porch _____ Sq. Ft. Total _____ Sq. Ft. |

| Electrical | HVAC Equipment | Energy Source | | | | | | | Heat Loss | Occupancy Type |
|--|---|---------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|--------------------|--|
| _____ Amp _____ Phase _____ Volts <input type="checkbox"/> Underground <input type="checkbox"/> Overhead | <input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Radiant Baseboard/Panel <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central Air Conditioning <input type="checkbox"/> Other _____ | Fuel | Nat Gas | LP | Oil | Elec | Solid | Solar Geo | Total _____ BTU/HR | <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental |
| | | Space Htg | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> One acre or more of soil will be disturbed | | |
| | | Water Htg | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

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.

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 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. Owner/Builder solely responsible for compliance with all Applicable State & local building & zoning codes.

| | | | |
|------|------------------|---------|----------------------|
| Fees | Permit(s) Issued | Receipt | Inspections Required |
|------|------------------|---------|----------------------|

| | | | |
|---|---|---|--|
| Building Fee _____ Zoning Fee _____ WI Seal _____ Electric Fee _____ Plumbing Fee _____ HVAC Fee _____ Occupancy _____ OS/Sanitary _____ Park Fee _____ Erosion _____ Total _____ | Zoning _____ Electric _____ Plumbing _____ HVAC _____ OS/Sanitary _____ | Issued By _____ Date _____ Cert # _____ Permit Expires _____ | Building <input type="checkbox"/> Footing <input type="checkbox"/> Foundation <input type="checkbox"/> Rough <input type="checkbox"/> Insulation <input type="checkbox"/> Basement Floor <input type="checkbox"/> Final HVAC <input type="checkbox"/> Rough <input type="checkbox"/> Final Plumbing <input type="checkbox"/> Outside Sewer <input type="checkbox"/> Rough <input type="checkbox"/> Underfloor <input type="checkbox"/> Final Electric <input type="checkbox"/> Service <input type="checkbox"/> Rough <input type="checkbox"/> Final |
|---|---|---|--|

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.

Contractor Lead CERT LIC # _____

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 and will comply with those standards.

Applicant (Print) _____

Applicant Signature _____ Date: _____

Contractor Credential Requirements

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