



New 1 & 2 Family Dwellings

100 Main Street Suite 200, Menasha, WI 54952
920-967-3655 bldinsp@ci.menasha.wi.us

Permit Procedure

Per SPS 320.09 (11) Permits will be approved or denied within 10 business days of receipt of all forms, fees, plans and documents required to process the application, and completion of other local prerequisite permitting requirements. Fees will be due once permits are approved.

Overview of Data to be Submitted - Digital (PDF only) and paper copies must be submitted

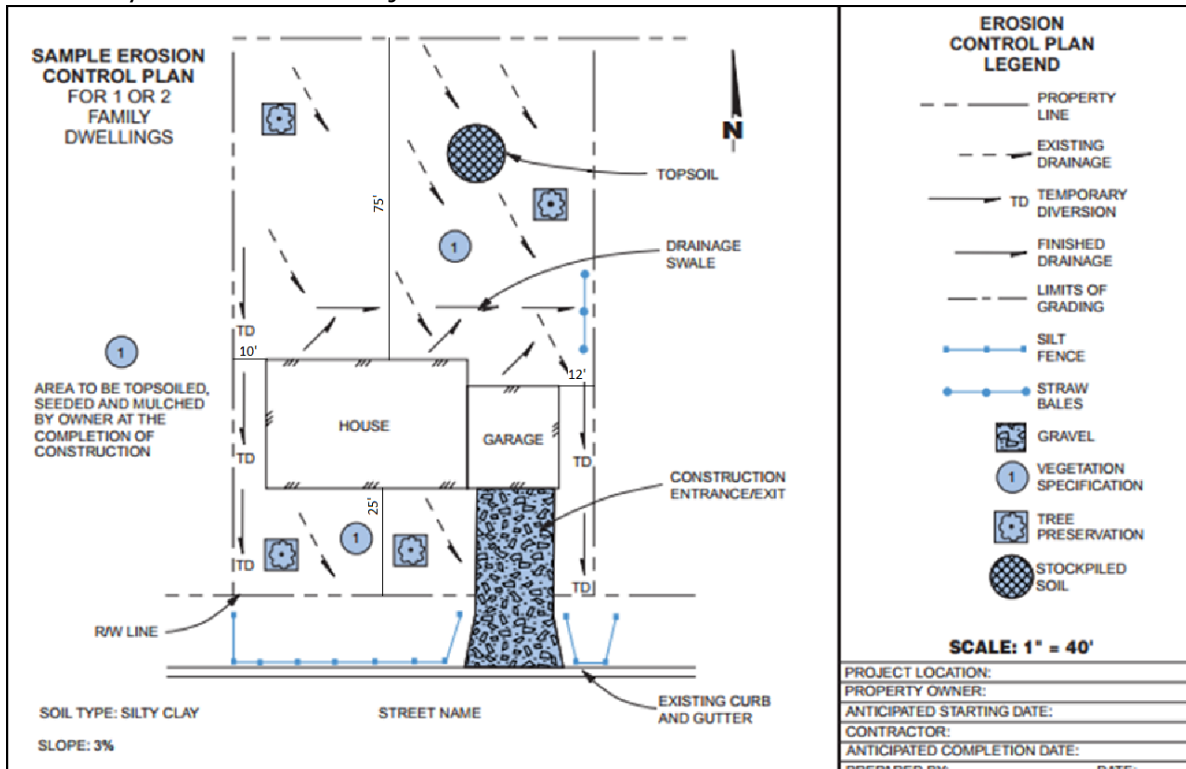
1. Copy of sanitary district receipt
2. Grade request
3. Heat calcs (When using REScheck you must use version 4.6.2.0 2009 IECC & Wisconsin 2009 for BTU calcs)
Calcs must be signed by the designer
4. 2 site plans with erosion control measures drawn to scale*
5. 2 sets of plans* (including wall bracing information)
6. Foundation backfill (soil report, rebar system, granular fill)
7. Cross section*
8. Truss plans
9. Floor system plans (I.e. I-joists, floor trusses...)
10. Heat distribution layout
11. Permit application both sides completed
12. Submit State electronic permit application
13. Signed Erosion Control Standard Conditions of Approval (Last page of handout)

*See below and following page for more detailed information

Site Plan (Drawn to scale)

A Site plan must show:

- Location of the dwelling & any other buildings
- Location of all erosion and sediment control measures
- Location of slope and direction of runoff flow
- Location of any surface waters adjacent to the site



See UDC Appendix A for additional information on erosion control measures

Dwelling Plans

Minimum two sets of bound drawings and digital (PDF) must be legible and drawn to scale.

Floor Plans & Foundation Plans (including but not limited to the following)

- A. Room sizes and locations
- B. Door sizes and locations
- C. Window sizes & locations, glazing size, net openable size
- D. Label room use (includes hallways)
- E. Structural features (including but not limited to the following)
 - 1. Size of lumber/other structural material for braced wall lines, joists, beams, rafters, trusses, headers, studs (including tall wall details), and columns
 - 2. Size, location and reinforcement (if any) for footings, foundations, floors, column pads
 - 3. Include structural calculations if not designed per UDC tables
- F. Braced wall plan – Use either of the following:
 - 1. Wall Bracing Compliance Worksheet and the location & construction details of required braced wall panel on the floor plans
 - 2. Provide all of the information on the floor plans
- G. Hallways and stair details
- H. Fire separation between dwelling and garage and between dwelling units
- I. Plumbing fixtures (bathroom, kitchen, etc.) lavatory, water closet, water heater, softener, etc.
- J. Location of any exhaust fans to be installed
- K. Any fireplaces & masonry chimneys

Elevations

- A. Information on exterior appearance
- B. Indicate the location, size & configuration of doors, windows, roof, chimneys and exterior grade level

Cross-Section (Cross-section must match the house plan submitted)

- A. Exterior grade level
- B. Footing and foundation wall sizes, drain tile system and types of materials
- C. Exterior wall construction identifying materials used (including insulation and vapor retarder)
- D. Roof construction identifying materials used and spans (including insulation and vapor retarder)
- E. Floor construction identifying materials used and spans (including insulation, if used)
- F. Basement floor thickness, base course (including insulation and vapor retarder)

Per SPS 320.09 Code officials are permitted to request additional supporting information for submitted projects in order to determine compliance.

Inspections Call at least 2 business days in advance to request an inspection 920-967-3655

(Exact times cannot be guaranteed)

OUTSIDE SEWER Tested for leaks and defects with water or air before being covered

FOOTINGS Before they are poured (checking for building placement, soil condition, and proper form placement)

FOUNDATION REINFORCEMENT (If any) Before pouring the wall when reinforcement is required for compliance

FOUNDATION Before back-filling (checking for drain tile, placement on footings, moisture barrier, insulation)

SERVICE Before electric company will turn on power (checking for grounding, proper wiring, and weather protection) after foundation is backfilled

UNDERFLOOR Plumbing WITH TEST before vapor barrier is installed

ROUGH INSPECTION call all roughs in at one time before insulation is installed (A separate fee may be charged for each individual inspections)

BASEMENT FLOOR Before it is poured (Checking drain tile, vapor barrier)

INSULATION Make sure vapor retarder is installed and fireblocking complete

FINAL Before moving in (general contractor shall call for final inspections)



STANDARD CONDITIONS OF APPROVAL EROSION CONTROL

Project Address _____

The property owner/applicant is responsible for compliance with SPS 321.125 & DNR standards

- Erosion control measures shall be in place before beginning any land disturbing construction activities.
- Erosion control measures shall be placed along downslope areas as required to prevent or reduce the potential deposition of soil or sediment to all of the following:
 - Waters of the state
 - Public sewer inlets
 - Adjacent properties
- (DNR Standard 1057) A non-tracking access roadway shall be installed prior to any traffic leaving the site. The aggregate shall be 3-6" clear or washed stone, at least 12" thick, at least 50' long.
- Slopes greater than or equal to 12% are not considered stabilized by seeding or mulching unless used in conjunction with tackifier, netter or matting.
- Any soil stockpiles which are left more than 7 days must be protected by seeding and mulching, erosion mat, silt fencing, covering or other methods. This does not include fill or topsoil piles in active use.
- All soil stockpiles shall be located at least 25 feet from any from lakes, streams, wetlands, ditches, drainageways, or roadway drainage systems. BMP's shall be installed downstream of all soil stockpiles.
- Storm water inlet protection shall be installed.
- Any ditches or drainage ways that flow off-site must be protected with appropriate BMPs.
- Remove soil or sediment from streets by end of work day. Excessive accumulation may require more frequent clean up per SPS 321.125(6)(a)3. Maintain all road drainage systems and tracking provisions, storm water drainage systems and control measures.
- Repair any erosion damage to adjoining surfaces and drainage ways resulting from land disturbing activities.
- Check erosion control measures at least weekly and within 24 hours after a rainfall of .5 inches or more.
- Maintain erosion control measures until disturbed areas are at least 70% stabilized. The owner is responsible for removing erosion control measures once the site is stabilized.
- Keep a copy of the conditionally approved erosion control plan on site.
- Additional erosion control measures may be required upon site inspections.

Applicant Signature _____ Date: _____

BMP=best management practices