



New 1 & 2 Family Dwellings Packet

City of Menasha

Building Inspection Department

100 Main Street, Suite 200, Menasha, WI 54952

Phone: 920-967-3655 Email: bldinsp@ci.menasha.wi.us

Please read through the entire packet.

Incomplete or missing information will delay the review process.

Before Submitting

The city of Menasha has zoning ordinances which regulate minimum roof pitches, garage sizes, setbacks, building heights and the number of structures on a parcel. Please visit our website or call Community Development at 920-967-3650 with zoning questions before submitting a permit.

- ✓ Minimum 4/12 roof pitch
- ✓ The maximum size for an attached garage is as follows:
 - R-1 or R-1a Zoning: 1,200 sq. ft. or 80% of the principal dwelling's floor area, whichever is less.
 - R-2 or R-2a Zoning: 1,300 sq. ft. or 80% of the principal dwelling's floor area, whichever is less.
- ✓ The maximum size for a detached garage is as follows:
 - R-1 or R-1a Zoning: 816 sq. ft. for a single family
 - R-2 or R-2a Zoning: 624 sq. ft. per dwelling unit

Checklist of Data for Submittal - Digital (PDF only) and paper copies must be submitted

- Permit application - Both sides fully completed
- State electronic permit application - Fully completed (Incomplete applications may be denied)
- Grade request - Please deliver to Engineering Department
- Sanitary district receipt - Copy only
- Signed Erosion Control Standard Conditions of Approval - Last page of this packet
- Site plan* - Containing erosion control measures drawn to scale
- House plans* - Includes wall bracing and must be onsite for rough-in inspection
- Wall Cross section*
- Foundation criteria - This includes:
 - Soil specs, rebar placement & size using ACI 332-14/ACI 318-14, PSI of Concrete strength, wall thickness & footing size
- Truss plans - Minimum of truss layout by designer locating point loads and bearing sizes for these locations
 - Truss specs and layout must be on site for rough-in inspection
- Floor system plans - Label type, size, spacing
- Heat distribution layout
- Energy Worksheet - Either:
 - REScheck version 4.6.2.0 using 2009 IECC & Wisconsin 2009, RemRate or UDC Compliance Certificate

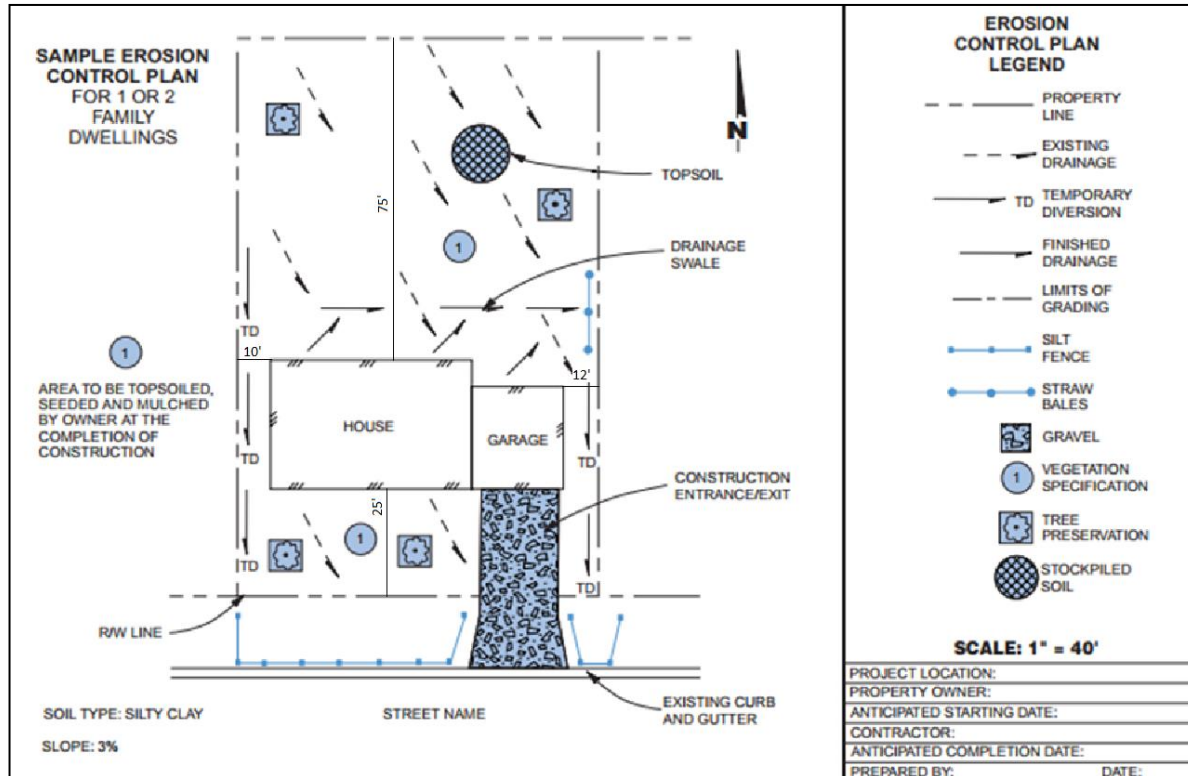
**See following pages for more detailed information*

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.

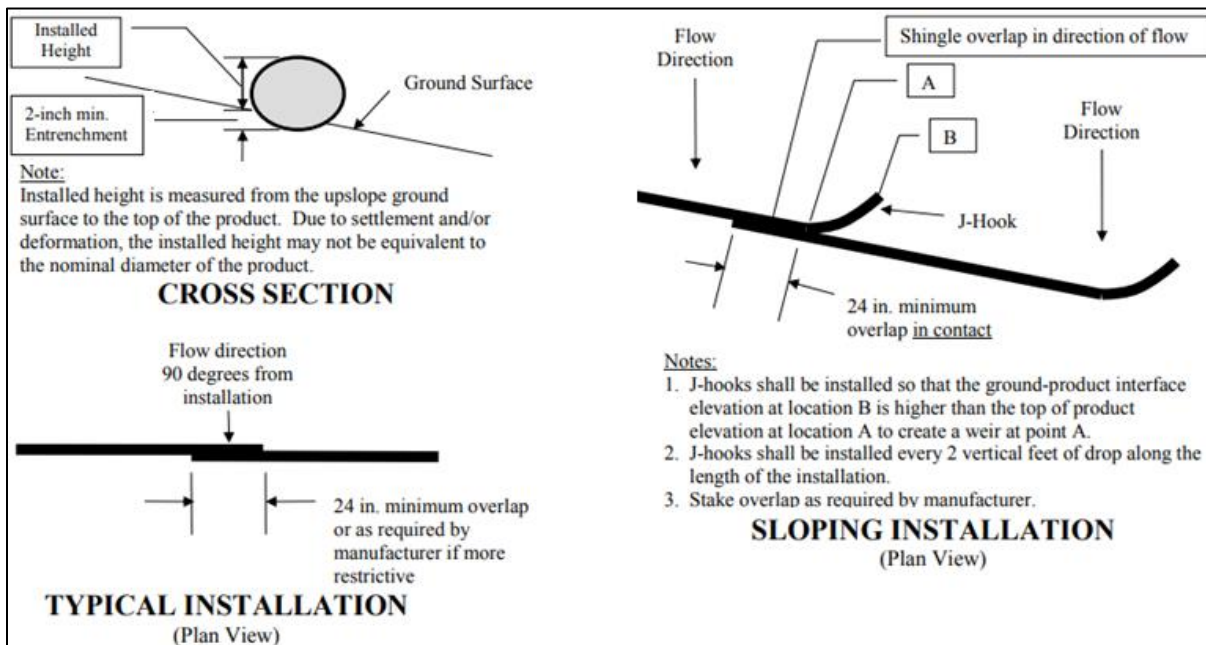
Site Plan (Drawn to scale)

A Site plan must show:

- Location of the dwelling, any other buildings, decks, pergolas, ...
- Location of all erosion and sediment control measures & what type will be used
- Location of slope and direction of runoff flow
- Location of any surface waters adjacent to the site
- Location of stock piles
- Location of tracking pad
- Location of proposed areas of disturbance
- See UDC Appendix A for additional information on erosion control measures



Log Type Erosion Control - This product must follow DNR Standard 1071 (Sample of part of the Standard below)



Dwelling Plans

Submit two sets of bound drawings and one digital (PDF) drawing drawn to scale and legible.

Shall include the following:

- **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, foyers & entrances)
 - 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 (as required) 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. 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 - please label the type of fuel used
- **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.



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: _____