



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
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Owner's Name	Address	Phone & Email
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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 _____
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Setbacks	Front _____ Ft.	Rear _____ Ft.	Left _____ Ft.	Right _____ Ft.	Lot# _____	Zoning District _____
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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
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Building Fee _____ Zoning Fee _____ WI Seal _____ HVAC Fee _____ Electric Fee _____ Plumbing Fee _____ Occupancy _____ OS/Sanitary _____ Park Fee _____ Erosion _____ Total _____	Zoning _____ HVAC _____ Electric _____ Plumbing _____ Erosion Control _____	Issued By _____ Cert # _____ Date _____ Permit Expires _____	Building <input type="checkbox"/> Footing <input type="checkbox"/> Foundation Reinforcement <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 Laterals <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 <input type="checkbox"/> _____

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.