

CITY OF MENASHA  
 100 MAIN ST, SUITE 200  
 MENASHA, WI 54952  
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**CITY OF MENASHA**

Permit # \_\_\_\_\_  
 Tax Key # \_\_\_\_\_

**ZONING PERMIT APPLICATION - 1 & 2 FAMILY NEW CONSTRUCTION ONLY**

Project Description \_\_\_\_\_ Project Address \_\_\_\_\_

Owner's Name \_\_\_\_\_ Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Name & Type \_\_\_\_\_ License# & Expiration Date \_\_\_\_\_ Address with City & Zip \_\_\_\_\_ Phone & 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 LOCATION** Lot Area \_\_\_\_\_  One acre or more of soil will be disturbed  Winnebago County #70251  Calumet County #08251 Subdivision Name \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District \_\_\_\_\_

**SETBACKS** Front \_\_\_\_\_ Ft. Rear \_\_\_\_\_ Ft. Left \_\_\_\_\_ Ft. Right \_\_\_\_\_ Ft.

<b>1. PROJECT - INCLUDES</b>			<b>3. OCCUPANCY</b>			<b>6. ELECTRIC</b>			<b>9. HVAC EQUIP.</b>			<b>12. ENERGY SOURCE</b>										
<input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage			<input type="checkbox"/> Single-Family <input type="checkbox"/> Two-Family			Entrance panel Amps _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead			<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Baseboard <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other _____			Fuel	Nat	LP	Oil	Elec	Solid	Solar	Space Htg <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>2. AREA (Sq Ft)</b>			<b>4. CONST. TYPE</b>			<b>7. WALLS</b>						<b>13. HEAT LOSS</b>										
	Unit 1	Unit 2	Total		<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. - Per WI UDC <input type="checkbox"/> Mfd. - Per HUD			<input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other _____						_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" On Rescheck Report)								
Basement					<b>5. STORIES</b>			<b>8. USE</b>			<b>14. ESTIMATED BUILDING COSTS</b>											
Living Area					<input type="checkbox"/> 1- Story <input type="checkbox"/> 2- Story <input type="checkbox"/> Other _____			<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other _____			BLDG\$			HVAC\$								
Garage					<input type="checkbox"/> Plus Basement						ELEC\$			PLBG\$								
Deck/Porch																						
Totals																						

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.  See attached for conditions of approval

FEES		OFFICE USE ONLY		PERMIT(S) ISSUED WITH ZONING		PERMIT ISSUED BY:		INSPECTIONS REQUIRED			
Building Fee	_____			Building	_____		Name	<b>Building</b>		<b>Plumbing</b>	
Zoning Fee	_____			HVAC	_____		_____	<input type="checkbox"/> Footing	<input type="checkbox"/> Outside Laterals		
WI Seal	_____			Electric	_____		Cert#	<input type="checkbox"/> Foundation Reinf.	<input type="checkbox"/> Rough		
HVAC Fee	_____			Plumbing	_____		Date Issued	<input type="checkbox"/> Foundation	<input type="checkbox"/> Underfloor		
Electric Fee	_____						_____	<input type="checkbox"/> Rough	<input type="checkbox"/> Final		
Plumbing Fee	_____						Date Expires	<input type="checkbox"/> Insulation			
Occupancy	_____						_____	<input type="checkbox"/> Basement Floor	<b>Electric</b>		
OS/Sanitary	_____						_____	<input type="checkbox"/> Final	<input type="checkbox"/> Service		
Park Fee	_____						RECEIPT#		<input type="checkbox"/> Rough		
Erosion	_____								<input type="checkbox"/> Final		
<b>Total</b>	_____							<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** (Re-build of existing home)

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 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 Signature \_\_\_\_\_ Date: \_\_\_\_\_

### **Contractor Credential Requirements**

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Safety and Buildings. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.