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Serving Municipalities In Northern Bayfield and Sawyer Counties

*City of Bayfield Town of Bayfield Town of Bayview Town of Clover Town of Orienta
Town of Russell Town of Draper Town of Hunter Town of Meteor Town of Ojibwa Town of Radisson
Town of Weirgor Town of Winter Village of Couderay Village of Exeland Village of Winter*

Permit Application Checklist for Site-Built Dwellings

- Appropriate Permit Fees COMM 20.09 (3) (b) 1.**
- A completed Wisconsin Uniform Building Permit Application COMM 20.09 (1) and (2) (a) 1.**
This form must be filled out completely up to the "approval conditions" area.
- Uniform Notice to Permit Applicants Served by State-Contracted Inspection Agencies**
- Two (2) full Plan Sets which include:**
 - Site Plan COMM 20.09 (5) (a) 1., 2., and 3.**
A site plan shall show the location of the dwelling and any other buildings, wells, surface waters and dispersal systems on the site with respect to property lines and surface waters adjacent to the site. For rural areas, include directions for locating the dwelling. Note: The Soil Erosion Worksheet may also be used as the site plan.
 - Floor plan for each floor COMM 20.09 (5) (b) 1., 2. A., b., c., and d. / COMM 21**
Floor plans shall be provided for each floor. The floor plans shall show the size and locations of:
 - Rooms;*
 - Doors;*
 - Windows;*
 - Room Use;*
 - Structural features which include:*
 - Size, species and grade of lumber or other structural materials for joists, beams, rafters, trusses, headers, studs and columns;*
 - Strength, thickness and reinforcement (in any) of concrete for footings, foundations, floors, and any other concrete work; height and thickness of concrete and/or masonry construction.*
 - The location and details of the braced wall lines.*
 - Exit passageways (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights);*
 - Plumbing fixtures (bathroom, kitchen, etc.) - lavatory, water closet, water heater, softener, etc.;*
 - Chimney(s) - also include the type of construction (masonry or factory built) and rating, if metal;*
 - Heating Equipment;*
 - Cooling Equipment (central air conditioning, if provided);*
 - Attic and crawl space access;*
 - Fire separation between dwelling and garage.*
- Exterior elevation views COMM 20.09 (5) (c) 1. and 2./COMM 21**
The elevations shall contain information on the exterior appearance of the building, indicate the location, size, and configuration of doors, windows, roof, chimney(s), exterior grade, footings and foundation walls, and include the type of exterior materials.
- Footing and Foundation Plan COMM 21.15, 21.16, and 21.18/COMM 22**
- Slab-on-Grade Foundation COMM 21.15 (2) (e)**
Any dwelling supported on a floating slab on grade shall be designed through structural analysis. When submitting the plans for a floating slab-on-grade foundation the engineering calculations shall be submitted at this time. Designers may also submit data from the Builder's Guide to Frost-Protected Shallow Foundations, found at www.wispect.com.

- Drain Tile system overview (If Applicable-Consult Inspector) COMM 21.17**
- Building cross-section highlighting materials and structural details COMM 20.09 (5) (c) 1. and 2.**

The building cross-section shall show:

Exterior grade level;

Footing and foundation wall sizes, drain tile system and types of materials;

Exterior wall construction identifying materials used (including insulation and vapor barrier);

Roof construction identifying materials used and spans (including Insulation, if used).

- REScheck Compliance Report** (*REScheck can be downloaded at www.energycodes.gov. Version 4.1.0 or later must be submitted as required by s. COMM 22.31 (2) (b).*)

- Completed Soil Erosion Worksheet COMM 20.09 (5) (a) 2. / COMM 21.125 / COMM 21.126 / COMM 20.09 (5) (b) 1.**

The Soil Erosion Worksheet shall show the areas of land disturbing activity and the location of all erosion and sediment control practices to be employed.

The pre-construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.

- 2 Sets of Electrical Plans NEC 2008 Edition / COMM 16**

Electrical plan shall show all circuits to be installed, including wire size for each circuit; panel location, size in amps, number of spaces, over-current protection of each circuit, service entrance location, size and type of service entrance cable; reduced neutral size; location of smoke detectors; lighting outlets; receptacle outlets; and GFCI outlets.

**** ALL DOCUMENTATION MUST BE SUBMITTED BEFORE A WISCONSIN UNIFORM BUILDING PERMIT WILL BE ISSUED ****

THE REQUIRED BUILDING PLANS SHALL BE LEGIBLE AND DRAWN TO SCALE OR DIMENSIONED AND SHALL INCLUDE ALL THE REQUIREMENTS OF S. COMM 20.09 (4), (5) (a), (b), (c) AND 6 (a) and (b) IN ACCORDANCE WITH S. COMM 20.09 (5).

Please forward the above documentation to:

WISPECT, LLC
P.O. Box 414
Ladysmith, WI 54848-0414
(715) 532-0364

Please Make Permit Fee Checks Payable To: WISPECT, LLC

PLEASE NOTE: All building contractors must be certified by the State of Wisconsin (meaning they meet the State's minimum requirements for worker's compensation, unemployment compensation, and liability insurance or bonding) to obtain building permits, and their license number is required on the Wisconsin Uniform Building Permit Application form. Effective January 1, 2008, a Dwelling Contractor Qualifier credential is also required. Should the owner hire a building contractor that is not State-certified or intends to do his own work, then a cautionary statement (advising the owner of their potential legal liability) will need to be signed by the owner prior to obtaining a permit.