

**ELECTRICAL WORK,
HVAC REPLACEMENT
PLUMBING WORK
WINDOW/DOOR
REPLACEMENT
SWIMMING POOLS**

**BUILDING PERMIT
PACKET**

NOTE: PAGES IN PACKET ARE DOUBLE SIDED

Town of Middleton Building Permit Application

Dept. of Safety & Professional Services/Industry Services Division, Wisconsin Statutes 101.63 and 101.73

Permit Requested:	Application Number _____
<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other	

Owners Name _____ Mailing Address _____

Owners Phone _____ Owners Email _____

Contractor Name/Type* ↓	Lic/Cert #	Mailing Address	Telephone	Email
Dwelling Contractor: ➤				
Dwelling Contractor Qualifier: ➤				
Electrical Contractor: ➤				
Plumbing Contractor: ➤				
HVAC Contractor: ➤				
DHS Lead Renovator Cert #: ➤	Exp. Date:			

↑ *Be sure to insert contractor Name(s) under field in first column.

Site Address _____ Parcel Number _____

Subdivision Name _____ Lot _____

Zoning District(s) _____ Zoning Permit # _____ Will one acre or more of soil be disturbed? Y ___ N ___

1. PROJECT	3. OCCUPANCY	5. STORIES	7. FOUNDATION	9. HVAC EQUIPMENT
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: _____	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <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"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Treated Wood <input type="checkbox"/> Other: _____	<input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Boiler <input type="checkbox"/> Radiant Basebd/Panel <input type="checkbox"/> Central AC <input type="checkbox"/> Heat Pump <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____
2. AREA INVOLVED	4. CONST. TYPE	6. ELECTRICAL	8. USE	10. HEAT LOSS
Unfin. _____ Sq Ft Bsmt _____ Sq Ft Living Area _____ Sq Ft Garage _____ Sq Ft Deck _____ Sq Ft Totals _____ Sq Ft	<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per U.S. HUD	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____	_____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on WIScheck report).
				11. EST. BUILDING COST w/o LAND
				\$ _____

I agree to comply with all applicable codes, statues and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read and signed the Cautionary Statement regarding contractor financial responsibility. 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.

APPLICANT'S SIGNATURE _____ **DATE SIGNED** _____

Project Information:

ISSUING JURISDICTION:	Town of Middleton	County of Dane	Municipality Number: 13038
FEES:	PERMIT(S) ISSUED	WI PERMIT SEAL #	PERMIT ISSUED BY:
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____ TOTAL \$ _____	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control		Name: FRED HANKEL Date: _____ Tel: (608) 833-4346 Cert No. _____

Instructions for Completing Building Permit

Town of Middleton

Last Updated: 3/11/13

7555 W. Old Sauk Road
Verona, WI 53593-9700
Phone: 608-833-4346
Fax: 608-833-8996
fhankel@town.middleton.wi.us

Please type or use ink to complete the form.

The Owner, builder or agent shall complete the application form down through the Signature of Applicant block, submitting it and building plans and specifications to the enforcing municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. Please use ink in all fields.

PERMIT REQUEST

- o Check the type of Permit Requested: Construction, HVAC, Electrical, Plumbing, Etc.
- o Fill in the owners current Mailing Address and Telephone Number
- o If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and storm water provisions of ch. NR 151 of the WI Administrative code. Checking this box will satisfy the related notification requirements of ch. NR 216. (For the Town of Middleton, the area is 4,000 sq ft or more)
- o Fill in **Contractor and Contractor Qualifier Information**. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name, electrician and HAVC contractors and their associated license numbers must be entered on the permit before a permit is issued.

PROJECT LOCATION

- o Fill in building address (number and street or sufficient information so that the building inspector can locate the site.)
- o Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- o Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA

- o Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:
 2. Area (involved in project):
 - o Basements – include unfinished area only.
 - o Living area – include any finished area including finished areas in basements.
 - o Two-family dwellings – include separate and total combined areas.
 3. Occupancy – Check only ‘Single Family’ or Two-Family’ if that is what is being worked on. Do NOT check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check ‘Garage’ and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
 9. HVAC Equipment – Check only the major source of heat, plus central air conditioning, if present. Only check ‘Radiant Baseboard’ if there is no central source of heat.
 10. Plumbing – A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
 14. Estimated Cost – Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE – Sign and date the application form. If you do NOT possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL – The Town of Middleton, having jurisdiction, will use this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: - This area will be completed by the authority having jurisdiction.

Inspection Procedures

Town of Middleton

Last Updated: 3/11/13

7555 W. Old Sauk Road

Verona, WI 53593-9700

Phone: 608-833-4346

Fax: 608-833-8996

fhankel@town.middleton.wi.us

General:

- When a building permit is issued for your project, *you are responsible for calling the inspector* for the required inspections at the appropriate phases of your project.
- Inspections are made during scheduled office hours.
- Building codes allow 48 working hours (except for the final inspection) for these inspections to be accomplished by the inspector. When asked, we will make every effort to respond sooner but advance planning ensures an inspection on schedule.
- When possible, schedule multiple inspections simultaneously.

The inspections are requested by calling 833-4346. The Building Inspector can also be reached by cell phone (843-8996). In order to save trips to the job site, it is asked that multiple inspections be scheduled simultaneously, whenever possible.

Normally required inspections for new construction:

1. A footing inspection. (Bleeder drain tiles @ 8'0" on center required on new construction.)
2. A foundation inspection after wall has been poured with exterior drain tile in place prior to backfilling. (On a small addition with plenty of property line setbacks, the footing and foundation inspections may be combined.)
3. An under floor plumbing inspection. The state plumbing code requires a 10'0" head of water held for 15 minutes for a water test and 3 PSI of air pressure held for 15 minutes for an air test. Both tests need to be done in the presence of the inspector.
4. A temporary or permanent electrical service inspection. This service must be inspected, approved, and released by the inspector prior to the local utility company energizing the system.
5. The rough construction, electrical, plumbing, and heating inspections (may be done at the same time) prior to covering up the work.
6. An insulation inspection, prior to the installation of drywall or other wall finish materials.
7. A final inspection prior to moving personal belongings in and/or occupying the new space.
8. A driveway and culvert inspection. Non-compliance shall result in the removal or modification of the driveway, culvert, and/or culvert end treatment.

DROP APPLICATIONS OFF AT OR MAIL TO:

Middleton Town Hall	Inspector: Fred Hankel
7555 West Old Sauk Road Noon	Hours: M – TH 7:00 AM – 3:30 PM, F 7:00 - Noon
Verona, WI 53593	Phone: 833-4346 (W) 843-8996 (C)

WHEN SCHEDULING INSPECTION REQUESTS please provide:

- property address
- type of inspection requested

Permit Table – Existing residence work – Required and suggested documents

Project	Required	Building Permit	Set of plans (1)	Zoning permit	Erosion Control Plan	Driveway/Culvert permit	Strongly Suggested	Addition/Remodeling Information	Cautionary Statement to Owners*	Building Permit Notes	Deck Information & Requirements	Inspection Procedures
Addition	X	X	X	X	X			X	X*	X	X	X
Remodel	X	X	X					X	X*	X		X
Sheds/Outlot Buildings	X	X	X	X	X			X	X*	X		X
Driveway						X						X
Decks		X	X						X*		X	X
Window/Door Replacement <i>Larger Dimensions</i>		X										X
HVAC		X										
Electrical		X										X
Plumbing		X										X
Swimming Pools		X	X	X								X
Razing of Buildings		X										

*Cautionary Statement to Owners should be signed anytime the owner is acting as their own general contractor.