

**DRIVEWAY  
REPLACEMENT**

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**BUILDING PERMIT  
PACKET**

**NEW  
DRIVEWAY  
REQUIREMENTS**

**NOTE: PAGES IN PACKET ARE DOUBLE SIDED**

# 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
Remodel		X	X					X	X*	X		X
Sheds/Outlot Buildings		X	X	X	X			X	X*	X		X
Driveway						X						X
Decks		X	X						X*		X	X
Window/Door Replacement Larger Dimensions		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.*

# Town of Middleton Building Permit Application

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

<b>Permit Requested:</b>	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 #: ▼	<i>Exp. Date:</i>			

↑ \*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. 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).  <b>11. EST. BUILDING COST w/o LAND</b>  \$ _____

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:**

<b>ISSUING JURISDICTION:</b>	Town of Middleton	County of Dane	Municipality Number: 13038
<b>FEES:</b>	<b>PERMIT(S) ISSUED</b>	<b>WI PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>
Plan Review    \$ _____ Inspection    \$ _____ Wis. Permit Seal    \$ _____ Other    \$ _____ <b>TOTAL</b> \$ _____	<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

- Check the type of Permit Requested: Construction, HVAC, Electrical, Plumbing, Etc.
- Fill in the owners current Mailing Address and Telephone Number
- 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)
- 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

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

### PROJECT DATA

- 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):
    - Basements – include unfinished area only.
    - Living area – include any finished area including finished areas in basements.
    - 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.

# Driveway/Culvert Permit

## Town of Middleton

Last Updated: 9/8/2015

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

### Part A: (To be Completed by Applicant)

Builder's Name: \_\_\_\_\_

Builder's Address: \_\_\_\_\_

Builder's Phone: \_\_\_\_\_ Builder's Fax: \_\_\_\_\_

\*Property Owner's Signature: \_\_\_\_\_ Date / / \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone: \_\_\_\_\_ Property Owner's Fax: \_\_\_\_\_

Lot or Parcel Description: Street Address \_\_\_\_\_

Lot Number \_\_\_\_\_

Plat Name or CSM Number \_\_\_\_\_

Proposed Driveway Location to Property: \_\_\_\_\_

(use an attached sheet for required sketch or supply plot map)

Drainage Considerations (include size of proposed culvert if known): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_

\*I understand work completed without written authorization from the Town Board or their representatives is subject to removal and/or replacement at the Owner's expense. I agree that all work shall be in compliance with Title 4, Chapter 4, of the Town's Ordinances at the time of installation and with the notes listed on the opposite side of this form. I agree to inform any sub-contractors involved with the installation of the driveway and/or culvert of this information and the notes listed.

X

Builder's Signature

Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Over)

Part B: (To be Completed by Town Building Inspector or Town Engineer)

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Permit prepared by: \_\_\_\_\_

NOTES:

- Precast concrete end sections or prefabricated metal apron end sections are required on all culverts.
- Concrete, timber, boulder or stone may not be placed at culvert ends.
- Maximum driveway width is 22' at right-of-way and 28' at the street pavement edge for residential driveways.
- The surface of the driveway connecting with the street shall slope downward and away from the street, a minimum of 3" of pitch sloping back a minimum of 5' from street edge.
- Culvert size indicated is for a circular pipe. In most cases, elliptical equivalent pipes are acceptable.
- Driveway culverts shall be installed prior to any construction activity occurring on the site.
- Construction equipment and vehicles shall be limited to one entrance per lot in the location of the future driveway.
- Driveway culvert lengths shall be such as to provide for a maximum slope of 4:1 (or a 4' horizontal run to 1' vertical drop) from the driveway edge to the culvert end.
- Driveways can be constructed with concrete, asphalt, or brick. However, a minimum of 3 feet of the driveway (measured from the roadway pavement edge), must be constructed with cold patch asphalt or hot mix asphalt if it is constructed before the surface layer of asphalt is placed. Under current Town policy, Developer must install the binder course of asphalt for the public streets and then wait a minimum of one calendar year before installing the surface course of asphalt. Each Owner who constructs a driveway before the surface course is placed on the public street adjoining the Owner's Lot shall construct the driveway to match the elevation of the surface course except for the last three feet which shall be sloped down to match the binder course elevation. At the time the surface course is placed, the last three feet of asphalt pavement shall be removed and replaced to match the surface asphalt elevation at the Lot Owner's or Developer's expense.
- For concrete or brick driveways built after the surface asphalt is placed, the concrete may extend to the edge of the street pavement and must match the surface asphalt elevation. Concrete driveways built at this time and extended to the street pavement edge shall be built with a control joint three feet from the asphalt roadway edge.
- Any Owner who does not comply with these requirements may be required by the Town to remove and correct the Owner's driveway at the Owner's expense. Before the surface course is placed on a public street, the Town's snow plows may damage driveways which have been placed above the elevation of the binder course of asphalt. The Town will not be liable for the repair of any such damage. Any such damage shall be repaired at the sole expense of the Owner.
- Each Owner shall install the Owner's driveway within thirty days after completion of construction of the Owner's house, unless not permitted by weather conditions. If weather conditions delay completion of a driveway, the driveway shall be completed as soon as weather permits.
- Each Owner shall comply with any driveway ordinance of the Town from time to time in effect, and shall obtain from the Town any driveway permit required by such an ordinance before any driveway is constructed or any culvert placed.
- Inspections are required for all driveways prior to paving or concrete being poured to ensure that they are in compliance with the Town's Driveway Ordinances and deed restrictions applicable to property. All driveways will be installed at an elevation that will match final edge of road elevations. Temporary asphalt ramping on the street pavement may be placed if surface asphalt is not yet installed.

Contractor or Homeowner is required to call for a driveway inspection **BEFORE THE CONCRETE IS POURED OR PAVED WITH ASPHALT**. Any driveway that is completed before an inspection is done, and that does not meet Town Ordinance standards and deed restrictions applicable to property, will be required to be removed and replaced at the contractor/owner's expense.

Drainage Comments: \_\_\_\_\_

Site Distance Comments: \_\_\_\_\_

Other Comments: \_\_\_\_\_ Fees Collected: \_\_\_\_\_

# Driveway Permit/Culvert Requirements

## Town of Middleton

Last Updated: 9/8/2015

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

When your personnel, a subcontractor or landscaper is working on a new or replacement driveway, this information will guide personnel or subcontractor(s) in their work:

### General Information:

Inspections are required for all driveways prior to paving or concrete being poured to ensure that they are in compliance with the Town's Driveway Ordinances and deed restrictions applicable to the property. Any driveway that is completed before an inspection is done, and not meeting town Ordinance standards and/or deed restrictions applicable to property, will be required to be removed and replaced at the contractor/owner's expense.

- All driveways will be installed at an elevation matching final edge of road elevations.
- Temporary asphalt ramping on the street pavement may be placed if surface asphalt is not yet installed.
- Construction equipment and vehicles shall be limited to one entrance per lot in the location of the future driveway.
  - Driving through ditches or across utility easements with trucks and equipment will not be permitted.
  - Non-compliance will result in a substantial fine

### Driveway permits in the Town of Middleton require:

- Precast concrete end sections or prefabricated metal apron end section are required on all culverts.
- Concrete, timber, boulder or stone may not be placed at culvert ends.
- Maximum driveway width is 22' at right of way and 28' at street pavement edge for residential driveways.
- Surface of the driveway connecting with the street shall slope downward and away from the street, a minimum of 3" of pitch sloping back a minimum of 5' from street edge.
- Culvert size indicated is for a circular pipe. In most cases, elliptical equivalent pipes are acceptable.
- Driveway culverts shall be installed prior to any construction activity occurring on the building site.
- Driveway culvert lengths shall be such as to provide for a maximum slope of 4:1 (4' horizontal run to 1' vertical drop) from the driveway edge to the culvert end.
- Driveways can be constructed with concrete, asphalt, or brick. However, a minimum of 3 feet of the driveway (measured from the roadway pavement edge), must be constructed with cold patch asphalt or hot mix asphalt if it is constructed before the surface layer of asphalt is placed. Under current Town policy, Developer must install the binder course of asphalt for the public streets and then wait a minimum of one calendar year before installing the surface course of asphalt. Each Owner who constructs a driveway before the surface course is placed on the public street adjoining the Owner's Lot shall construct the driveway to match the elevation of the surface course except for the last three feet which shall be sloped down to match the binder course elevation. At the time the surface course is placed, the last three feet of asphalt pavement shall be removed and replaced to match the surface asphalt elevation at the Lot Owner's or Developer's expense.
- For concrete or brick driveways built after the surface asphalt is placed, the concrete may extend to the edge of the street pavement and must match the surface asphalt elevation. Concrete driveways built at this time and extended to the street pavement edge shall be built with a control joint three feet from the asphalt roadway edge.

(Over)

- Any Owner who does not comply with these requirements may be required by the Town to remove and correct the Owner's driveway at the Owner's expense. Before the surface course is placed on a public street, the Town's snow plows may damage driveways which have been placed above the elevation of the binder course of asphalt. The Town will not be liable for the repair of any such damage. Any such damage shall be repaired at the sole expense of the Owner.
- Each Owner shall install the Owner's driveway within thirty days after completion of construction of the Owner's house, unless not permitted by weather conditions. If weather conditions delay completion of a driveway, the driveway shall be completed as soon as weather permits.
- Each Owner shall comply with any driveway ordinance of the Town from time to time in effect, and shall obtain from the Town any driveway permit required by such an ordinance before any driveway is constructed or any culvert placed.

## Road right-of-way

- The Town of Middleton does not permit boulder walls or retaining walls of any sort in the road right of way.
- The Town requires both the builder and property owner to sign the driveway permit to strengthen communication with homeowners and their landscapers.
- To reduce the need for retaining walls, the Town requires the installation of culverts that are long enough so the slope ratio from the end of the culvert to the drive is 4:1.
- Non-compliance will result in the removal and/or modification of the driveway, culvert, and/or culvert end treatment.
- There will be no distinction between driveways/culverts on dead end streets and those on through streets.

## Erosion, Sediment and Tracking

Town of Middleton Ordinance Section 10-4 includes the following language:

- 10-4-6: Any person, firm or corporation who causes or permits erosion, sediment deposits tracking or dropping of dirt on adjacent land, public streets or bodies of water from any land....shall be deemed in violation of this chapter and subject to the penalties provided in Section 10-4-9
- 10-4-5 applies when an area of 4,000 or more square feet is disturbed resulting in the loss or removal of protective ground cover or vegetation. Such activity requires a permit. To obtain a permit an Erosion Control Plan has to be submitted, approved and adhered to.
- The town strictly enforces these provisions through the issuance of citations (forfeitures of from \$50 to \$1,000) and if necessary, stop work orders and Town correction of the violation at the owners expense.

**DROP APPLICATIONS OFF AT OR MAIL TO:**

Middleton Town Hall

7555 West Old Sauk Road

Verona, WI 53593

Inspector: Fred Hankel

Hours: M – TH 7:00AM – 3:30 PM, F 7:00 AM 0 Noon

(608) 833-4346 (W) (608) 843-8996

**WHEN SCHEDULING INSPECTION REQUESTS please provide:**

- Property Address
- Type of Inspection Requested