

NEW SINGLE FAMILY HOME CONSTRUCTION

**NEW
DRIVEWAY
REQUIREMENTS**

BUILDING PERMIT PACKET

NOTE: PAGES IN PACKET ARE DOUBLE SIDED

New Building Construction Essential Information

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

THE APPLICATION YOU SUBMIT MUST BE COMPLETELY FILLED OUT

NEW CONSTRUCTION REQUIREMENTS

- Building permit application
- Driveway permit application
- One (1) complete set of plans with wall bracing requirements per SPS 321.25(8) of the UDC Code INCLUDING building cross section.
- Energy worksheet (REScheck)
- Erosion control plan
- Copy of homeowner drivers license with current address, full name and date of birth
- Plot plan prepared by a Registered Land Surveyor showing lot lines, building envelopes, building stake out, and all easements on/or adjacent to property.
- Submission of a copy of the recorded plat or CSM, including deed restrictions or any other restrictions that could impact building placement on the lot to accompany the building permit application.
 - The Town of Middleton does not review or enforce private covenants and restrictions. You are advised to research land records to determine if your planned activity is in compliance with any such covenant or restriction.
- Copy of Dane County Zoning Permit. (PH 266-4266)

PRE-CONSTRUCTION REQUIREMENTS

- An EROSION FENCE must be installed and inspected before a building permit will be issued for new homes and additions.
- NO INSPECTIONS will be done until a permit is posted and erosion fence installed.

CONTRACTOR REQUIREMENTS

- Contractors must have **BOTH** 'Qualifier' Certification AND Dwelling Contractor Certification. Both certifications are required to obtain building permits for work on one and two family dwellings.
- Contractors must meet Lead Safe work Practices if appropriate (www.dhs.wisconsin.gov/lead)
- Contractors must comply with all building and driveway ordinances and permit application requirements.
- Submission of fees as detailed by the building inspector
- Schedule inspections with 2 business days advance notice.

(Essential Information continues on the back of this page)

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ONGOING CONTRACTOR REQUIREMENTS

- Driveway – Requirements detailed in Title 4, Chapter 4 of the Town Ordinances
 - Only one entrance to a building site is permitted off the street.
 - The one entrance shall be 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.
- Road right-of-way and driveway entrances
 - 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.
- Mailbox placement must meet Town of Middleton and US Postal Service requirements.
- Any changes or modifications must be conveyed promptly to the building inspector.

DROP APPLICATIONS OFF AT OR MAIL TO:

| | |
|-------------------------|--|
| Middleton Town Hall | Inspector: Fred Hankel |
| 7555 West Old Sauk Road | Hours: M – TH 8:00 AM – 4:00 PM, F 8:00 - Noon |
| Verona, WI 53593 | Phone: 833-4346 (W) 843-8996 (C) |

WHEN SCHEDULING INSPECTION REQUESTS please provide:

- property address
- type of inspection requested

Town of Middleton Building Permit Application

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

| | |
|--|--------------------------|
| Permit Requested: <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 | Application Number _____ |
|--|--------------------------|

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. 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

- 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.

**Cautionary Statement to Owners
Obtaining Building Permits
Town of Middleton
Last Updated: 3/7/13**

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

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 <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> 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.

Owner's Signature: _____ Date: _____

Building Permit Deposit Requirements

Town of Middleton

Last Updated: 2/11/2015

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

Permit Number _____

Builder/Homeowner _____

Fax Number _____

Job Address _____

A \$2,500 Building Permit Deposit is required to ensure the following:

- All inspections have been called in and passed,
- Driveway has been installed per Town of Middleton Driveway Ordinance, and
- The Street Ditch Elevations have not been changed

The Deposit will be returned at the end of the project if all items were completed and passed Building Inspections, including:

- 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
- 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.
- 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 (4'horizontal : 1' vertical)
- All driveways must be inspected prior to paving or concrete being poured to ensure that they are in compliance with the Town's Driveway Ordinances. Any driveway that is completed before an inspection is done, and that does not meet Town Ordinance standards, will be required to be removed and replaced at the contractor/owner's expense
- The front of the mailbox shall be at least 18" back from the edge of the street
- Fire # Installed

Notes/Comments:

Building Permit Notes

Town of Middleton

Last Updated: 3/7/13

7555 W. Old Sauk Road

Verona, WI 53593-9700

Phone: 608-833-4346

Fax: 608-833-8996

fhankel@town.middleton.wi.us

- 1) By law, all permit and inspection activities must be undertaken by a Certified Building Inspector. No other Town employee is authorized by law to undertake activities related to building permits or inspections.
- 2) The Town of Middleton has adopted the State of Wisconsin Uniform Dwelling Code.
- 3) The Building Inspector is in the Town Hall (see address above). Hours are Monday – Thursday 7:00 AM – 3:30 PM, Friday 7:00 AM – Noon.
- 4) The issuance of most building permits must be preceded by the issuance of a Dane County Zoning Permit. The Zoning Permit is issued by the Dane County Planning & Development Department located in Room 116 of the City/County Building, telephone number (608) 266-4266.
- 5) The Town of Middleton assesses double permit fees to any individual who proceeds without a proper Building Permit. A Building Permit must be issued prior to any construction work, including ground disturbance activities.
- 6) No building activity may occur until a driveway permit has been issued and the driveway installed, including culvert if required.
- 7) All building and landscaping activities must be confined to the lot or area for which the building permit has been issued. No construction activity may occur on any adjoining property.
- 8) The Town of Middleton Building Code includes erosion control measures. An Erosion Fence must be installed and inspected before a building permit will be issued for new homes and additions. The Town considers erosion control a very important component of appropriate construction activities. Contractors are reminded that a lack of appropriate erosion control measures is the basis for citations, fines and forfeitures or revocation of a Building Permit. Contractors are responsible for conducting a site inspection on at least a weekly basis and within 24 hours of any rainfall of ½ inch or more.
- 9) The construction of a new residential building is subject to the final inspection by the Building Inspector and the issuance of an Occupancy Permit. No one may occupy a new residential building or move personal belongings into a residential building without a properly issued Occupancy Permit or approval from the Building Inspector.
- 10) The Town of Middleton requires all contractors applying for a Building Permit to provide proof of registration with the Department of Safety and Professional Services.
- 11) The Town requires a copy of the homeowner's driver license as a part of the permit application to properly issue and file a building permit violation citation if needed.
- 12) The Town requires a minimum 4' high fence around all swimming pools or a mechanical cover that will support 250 pounds.
- 13) The issuance of any Building Permit for commercial purposes requires the approval of the Town Plan Commission and the Town Board. Applicants for a Commercial Building Permit should consider the timing of such approvals when contemplating construction.
- 14) Contractors must dispose of construction waste and materials properly. Construction waste may not be dumped in ditches or adjacent properties. Contractors are responsible for maintaining the construction site free from litter.
- 15) Any potential complaint or grievance regarding building permit or inspection activities in the Town of Middleton must be made in writing to the Town Administrator at the address listed above.

(Over)

Building Cross Section

Roof:

Pitch- _____ /12
 Shingles- _____
 Felt- _____ lb.
 Ice Barrier- _____
 Roof Sheathing- _____
 Truss- Yes _____ No _____ (if yes truss clips must be installed if span is over 6')
 if no answer the following
 Rafter Size- _____ x _____
 Rafter Spacing- _____ "-O.C.
 Rafter Clear Span- _____
 Rafter Species & Grade- _____ / _____
 Ridge Type & Size- _____ / _____
 Ceiling Joist Size- _____
 Ceiling Joist Spacing- _____
 Ceiling Joist Species & Grade- _____ / _____
 Insulation Type & R- Value- _____ /R _____
 Roof Ventilation- _____

Walls:

Siding- _____
 Sheathing Type & Thickness- _____ / _____"
 Insulation Type / R-Value- _____ R- _____
 Header Size- _____ x _____
 Ceiling Height- _____
 Stud Size & Spacing- _____ x _____ / _____"O.C.
 Interior Finish- _____
 Grade of Framing Lumber - _____

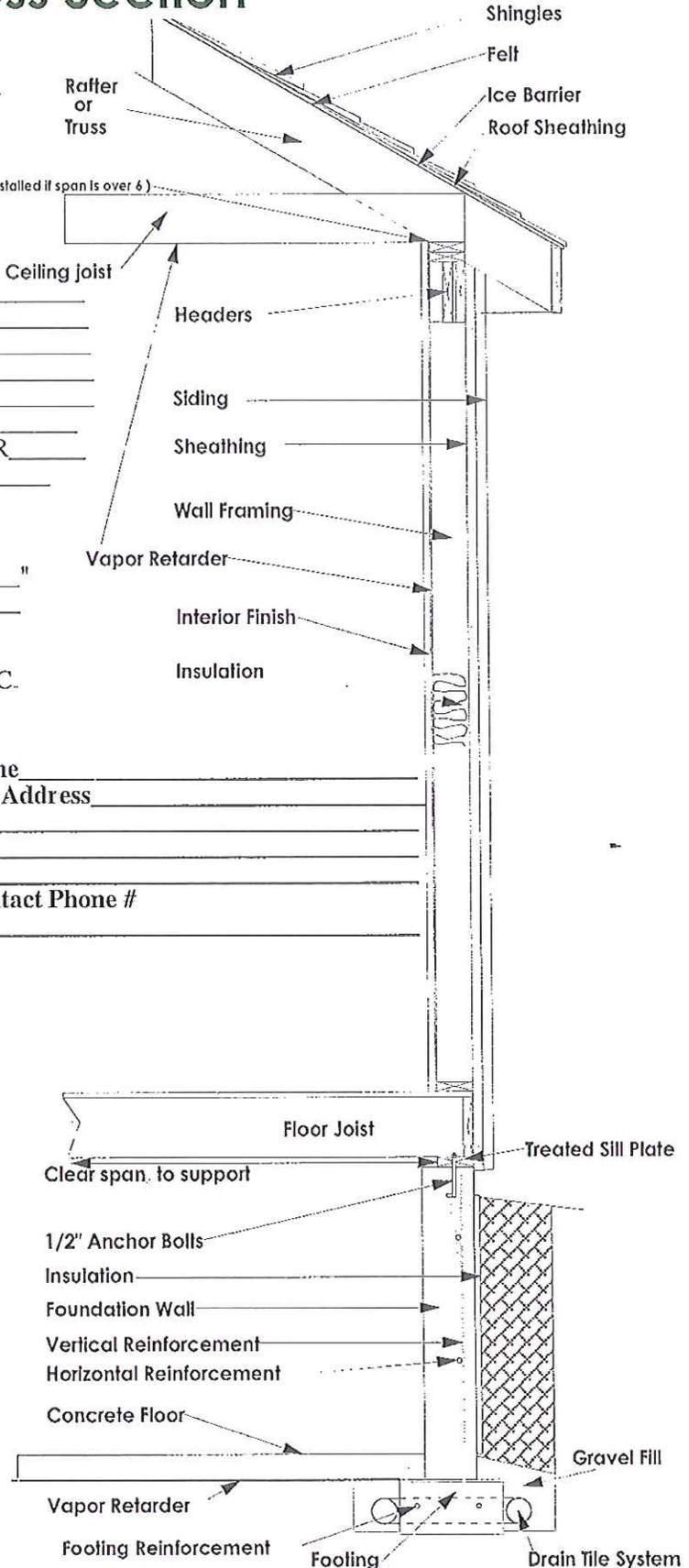
Floor:

Sub-Floor _____
 Floor Joist Type _____
 Floor Joist Size _____
 Floor Joist Spacing- _____
 Floor Joist Clear Span- _____
 Floor Joist Species- _____
 Floor Joist Grade- _____
 Beam Support, Type & Size- _____ / _____
 Distance From Grade- _____

Foundation:

Anchor Type _____
 Anchor Spacing _____
 Sill Plate- _____
 Insulation Type / R-Value- _____ R- _____
 Wall Height- _____
 Poured Wall Size- _____
 Block Wall Size- _____
 Vertical Reinforcement- # _____ - _____ o.c.
 Horizontal Reinforcement- # _____ - _____ o.c.
 Concrete Floor Thickness- _____
 Vapor Retarder- _____
 Drain Tile Size- _____
 Column Pad Size- _____ x _____ x _____
 Column Spacing- _____
 Footing Width- _____
 Footing Height- _____
 Footing Depth Below Grade- _____
 Footing Reinforcement- # _____ - _____ o.c.

Revised 3-1-07 jaw



Name _____
 Job Address _____

 Contact Phone # _____

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.

Deck Information & Requirements

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

1. All decks with height of more than 24" are required to have guardrails with a height of not lower than 36". Spindles are also required with a spacing of not more than 4" between spindles.
2. STAIR DETAILS:
 - (a) Width – Stairs shall measure at least 36" inches in width. Handrails and associated trim may project no more than 4 ½ inches into the required width at each side of stairs.
 - (b) Treads and Risers – Excepts for spiral stairs and winders, risers may not exceed 8" inches in height, measured vertically from tread to tread. Treads shall be at least 9" inches wide measured horizontally from nosing to nosing.
 - (c) Variances - Within individual stairways, riser heights may vary in uniformity by a maximum of 3/8ths of an inch.
3. HANDRAILS AND GUARDRAILS:

Handrails or guardrails shall be provided on all open sides of stairs consisting of more than 3 risers and on all open sides of that are elevated more than 24 inches above the floor or exterior grade. Handrails and guardrails shall be constructed to prevent the through passage of Sphere with a diameter of 4 inches or larger. Handrails and guardrails shall be designed and constructed to withstand a 200-pound load applied in any direction. Exterior handrails and guardrails shall be constructed of metal; decay resistant or pressure treated wood, or shall be protected from the weather.
4. HEIGHT:

Handrails shall be located at least 30 inches, but no more than 38 inches above the nosing of the treads. Handrails also must be graspable, see attached sheet for examples. Measurements shall be taken from the hard structural beneath any finish material to the top of the rail. Variations in uniformity are allowed only when a rail contacts a wall or newel post or where a turnout or volute is provided at the bottom steps.
5. FOOTINGS:

Decks that are fastened to the house are required to have footing. Footing must be 48" in depth and can be round or of a block design. Design footing for anticipated load such as future roof.

(over)

DECK INFORMATION AND REQUIREMENTS:

1. All decks with height of more than 24" are required to have guardrails with a height of not lower than 36". Spindles are also required with a spacing of not less than 4" between spindles. If adding on to existing deck, guardrails and spindle spacing must meet existing code requirements.
2. STAIR DETAILS. (a) Width. Stairs shall measure at least 36 inches in width. Handrails and associated trim may project no more than 4 ½ inches into the required width at each side of the stairs.
(b) Treads and risers. Except for spiral stairs and winders, risers may not exceed 8" inches in height measured vertically from tread to tread. Treads shall be at least 9" inches wide measured vertically from tread to tread. Treads shall be at least 9 inches wide measured horizontally from nosing to nosing. Note: This means the first tread stepping down from deck and the last tread stepping down to the ground must be uniform with other steps. Beware of the pre-cut stringers (steps) that you can purchase from your local retail center they might not meet code on the bottom step.
3. Within individual stairways, tread widths and riser heights may vary in uniformity by a maximum of 3/16th's of an inch.
4. HANDRAILS AND GUARDRAILS. Handrails or guardrails shall be provided on all open sides of stairs consisting of more than 3 risers and on all open sides of that are elevated more than 24 inches above the floor or exterior grade. Handrails and guardrails shall be constructed to prevent the through passage of a Sphere with a diameter of 4 inches or larger. Handrails and guardrails shall be designed and constructed to withstand a 200-pound load applied in any direction. Exterior handrails and guardrails shall be constructed of metal; decay resistant or pressure treated wood, or shall be protected from the weather.
5. Height. Handrails shall be located at least 30 inches, but no more than 38 inches above the nosing of the treads. Handrails also must be graspable, see attached sheet for examples. Measurements shall be taken from the hard structural surface beneath any finish material to the top of the rail. Variations in uniformity are allowed only when a rail contacts a wall or newel post or where a turnout or volute is provided at the bottom steps.
6. Decks that are fastened to the house are required to have footing. Footing must be 48" in depth and can be round or of a block design. Design footing for anticipated load such as future roof.
7. Decks that are free standing and not attached to the house may set on concrete piers and must be properly cross-braced. Concrete piers shall be located on undisturbed or compacted soil, free of organic material. (Black Dirt)

Placement of Rural Mailboxes

A Guide to Ordinance Section 4-3-6

Updated: 10/14/11

Town of Middleton

7555 W. Old Sauk Road

Verona, WI 53593-9700

Phone: 608-833-4346

Fax: 608-833-8996

fhankel@town.middleton.wi.us

Right of Way

Rural mailboxes are prohibited on the right-of-way of all highways within the Town of Middleton except as hereinafter provided:

Construction

Mailboxes are approved only if they are of a construction/design approved by the United States Postal Service or previously approved by the Postmaster.

Newspaper Tubes

Newspaper tubes are permitted only if provided by the newspaper or of a construction or design that will not present a hazard to the public use of the right-of-way. Where the newspaper tube used has not been provided by the newspaper, the Building Inspector shall have the exclusive authority to approve the tube. If the Building Inspector refuses to approve the newspaper tube, it must be removed.

Nameplate

A nameplate bearing the name and address numbers of the mailbox owner shall be permitted on each box.

Support of Mailbox

The support for the mailbox and newspaper tube shall adhere to the standards governing construction of mailbox supports as established by the Wisconsin Department of Transportation and shall not constitute a hazard to the public use of the right-of-way.

Positioning relative to Roadway

Mailbox and newspaper tubes must be located on the side of the road required by the United States Postal Service and so that the door to the mailbox or protruding end of the newspaper tube is a least 1 ½ feet from the paved portion of the highway.

Snow Removal

The owner of each mailbox and/or newspaper tube shall, within twenty-four (24) hours after the end of each snowfall, remove all snow and ice which has fallen or accumulated in front of said mailbox and/or said newspaper tube and shall **remove the snow for a distance of fifteen (15) feet to each side of said mailbox** and/or newspaper tube.

Decoration/Landscaping

No other object of any kind shall be attached to the mailbox, newspaper tube or their supports. No other objects, including, but not limited to, landscaping boulders or fences may be placed on the right-of-way.

Disclaimer

This Section is not intended to and shall not be construed to create any affirmative duty on the part of the Town of Middleton to locate and remove obstructing mailboxes. Town of Middleton is not responsible for communicating changes to United States Postal Service design or standard changes.

Note: Copies of some excerpts from the United States Postal Service Publication 1984-428-503 are provided for your information on the reverse side of this document.

Excerpts from the United States Postal Service Publication 1984-428-503

Property owners need to provide. . . . mail receptacles which are designed to protect the mail from the weather and are neat in appearance, conveniently located, and safe to use. Neat attractive mailboxes make a significant contribution to the appearance of the countryside and the streets in suburban areas.

Mailboxes of the approved traditional or contemporary design are required whenever a mailbox is newly installed or an unsuitable receptacle is replaced. Exception: Custom built rural type mailboxes may be used if prior approval is given by the postmaster.

. . . the house number should be shown on the mailbox . . . The number must be shown on the side of the box visible to the approaching carrier . . . Customers are encouraged to group boxes whenever this is practicable . . . Placing the owner's name on the box is optional.

In areas where snow removal is a problem, the use of a semi-arch or extended arm type of support is suggested (see Exhibit C). This allows snowplows to sweep near . . . boxes without damage to supports and provides easy access to the boxes by the carrier and customers.

Generally, boxes should be installed with the bottom of the box between 3 ½ and 4 feet from the roadway. However, due to varying road and curb conditions, and other factors, it is recommended that customers contact the Town of Middleton at 608-833-5887 or carrier prior to initially erecting or replacing their mailbox and support.

Mailboxes on rural routes must be located on the right-hand side of the road in the direction traveled by the carrier. The carrier must have access without having to leave the vehicle. Supports for mailboxes should be of adequate strength and size to properly support the box.

. . . some mailbox supports are so massive that they are damaging the vehicles and causing serious injuries to people who accidentally strike them. The use of heavy metal posts, concrete posts and miscellaneous items of farm equipment, such as milk cans filled with concrete, are not allowed in the Town of Middleton. The ideal support is an assembly which, if struck, will bend or fall away from the striking vehicle instead of severely damaging the vehicle and injuring its occupants. Boxes and supports should be kept painted and free from rust.

If you have questions, call your Post Office
Middleton Post Office 608-831-5501
Verona Post Office 608-848-6885

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.

(over)

Registration with Wisconsin Department of Safety and Professional Services

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

Effective July 1, 2009 all building contractors must register with the Department of Safety and Professional Services (DSPS) if their work is regulated under any of the DSPS codes affecting commercial buildings, places of employment, one- and two- family dwellings, and public swimming pools. Registrations can be done via the Internet. Those done via mail or in person will have an additional processing fee. There are no exams or education prerequisites for the registration.

- A contracting business will need the registration to do most types of building construction work, to obtain building permits, to provide bids or contracts, or to work as a subcontractor.
- Individual employees of contractors will not need this registration, nor will someone who is working on property they or their employer owns or leases. Individual licenses, certifications, etc., may be needed under other state codes or municipal ordinances.
- Businesses that currently hold one of nine business credentials issued by the Safety and buildings division of the Department of commerce, such as dwelling contractor certifications, elevator, or HVAC contractor registrations, do not need the new registration.

In part, the registration was adopted to help consumers and local and state agencies better identify businesses that work in construction. Registration allows contractors to get more information on codes and about safety and health practices. Contractor voices should be heard in discussions about construction regulations. More information will help contractors know their responsibilities in terms of taxes, worker's compensation insurance, and unemployment insurance. Some contractors are not following those regulations, which lead to unfair competition. The DSPS has a Building Contractor Program web page that provides more information and via which contractors can now register: <http://dsps.wi.gov/Home>

Misc. information

Due to the environmental and human health problems associated with mercury, this community and Dane County encourage the recycling of old thermostats. One of the following locations can be used to recycle these materials.

| | |
|--|---|
| DANE COUNTY CLEAN SWEEP (May to October only) | 2302 Fish Hatchery Road (608) 294-5366 |
| FIRST SUPPLY MADISON | 6800 Gisholt Drive |
| GUSTAVE A. LARSON CO. | 4537 Pflaum Road |
| MADISON GAS & ELECTRIC | 133 S. Blair Street |
| WARREN HEATING AND AIR COND. | 916 Williamson Street |

For more information, contact John Reindl, Dane County Recycling Manager at 267-8815

One- and two-family dwellings need smoke alarms and carbon monoxide alarms
Especially effective February 1, 2011, in Wisconsin



Smoke Alarms
- Save Lives and Property -
Carbon Monoxide Alarms

Smoke alarms - standard safety protection in Wisconsin residences - are now allied with carbon monoxide alarms.

As of February 1, 2011, there are Wisconsin requirements for both smoke alarms and carbon monoxide alarms in almost all one- and two-family dwellings, regardless of the building's age. The new carbon monoxide safety net is for dwellings with fuel burning appliances, fireplaces or attached garages.

Owners and Renters Have Responsibilities

Owners are responsible for alarm installations and occupants have responsibility to maintain the alarms. Owners must repair or replace alarms within five days of written notice from an occupant or an inspector. Authorized inspectors may enter dwellings to inspect alarms when requested by owners or occupants.

Tampering with alarms is illegal, dangerous, and can cause serious liability concerns.

Where and What Kinds?

Alarms must be installed in the basement, and on each floor level. The alarms need not be installed in attics, garages, or storage areas.

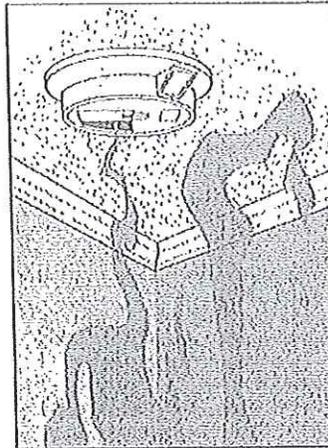
The alarms may be separate or combination units, powered by batteries, or in the case of new construction, tied into the home's electrical system, interconnected with battery backup.

Installation must follow manufacturers' instructions. Those instructions are provided with new alarms and usually can be found on the manufacturers' Web sites. The manufacturer should be identified on the alarm. Alarms used in Wisconsin must be approved by Underwriters Laboratories.

Code language is in Comm 21.09 and 21.097, Uniform Dwelling Code, and Comm 28, Smoke Detectors and Carbon Monoxide Detectors.

<http://legis.wisconsin.gov/rsb/code/comm/comm021.pdf>

<http://legis.wisconsin.gov/rsb/code/comm/comm028.pdf>



See other side for Installation Info.

Save lives and property!

Smoke kills more people in residential fires than the flames. Smoke alarms detect the presence of smoke even before you can see it or smell it, especially when flames might not be in your line of sight. (There are alarms for people with visual or auditory disabilities.)

Carbon monoxide is a gas created by incomplete burning of fuels. Carbon monoxide is colorless, odorless and tasteless, but highly toxic. It can build up over time, with unrecognized symptoms such as headaches, nausea, disorientation, or irritability eventually building to unconsciousness and fatal poisoning. Carbon monoxide alarms warn of the gas before it reaches dangerous levels.

Examples of some carbon monoxide sources are garages, heaters, fireplaces, furnaces, appliances or cooking sources using coal, wood, oil, kerosene, or other fuels. Electric appliances are not carbon monoxide sources.

Alarms do not guarantee safety

Alarms must be tested regularly and should have batteries changed at least annually, or when a low-battery warning sounds. The alarms must not be painted over and should be kept clean. Alarms should be replaced when they reach the end of their life span.

Multifamily buildings

Buildings with more than two residential units also need smoke and carbon monoxide alarms. The installation requirements for those multifamily dwellings are different. Rules for alarms in multifamily dwellings and other public buildings are in the Wisconsin Commercial Building Code, Comm 61-66.

<http://legis.wisconsin.gov/rsb/code/comm/comm060.html>

| Smoke and Carbon Monoxide Alarm Requirements Date of building permit or construction | Battery-powered only | Building electrical system powered | Building power and battery backup | Interconnection between alarms | Alarms on every floor level | Alarms outside each sleeping area | Alarms in each bedroom |
|---|----------------------|------------------------------------|-----------------------------------|--------------------------------|-----------------------------|-----------------------------------|------------------------|
| Smoke alarms in one- and 2-family dwellings before 4-1-92 | ✓ | | | | ✓ | | |
| Smoke alarms in Uniform Dwelling Code after 4-1-92 | | ✓ | | ✓ | ✓ | | |
| Smoke alarms in Uniform Dwelling Code after 12-1-95 | | ✓ | | ✓ | ✓ | ✓ | |
| Smoke alarms in Uniform Dwelling Code after 4-1-01 | | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Carbon monoxide alarms before 2-1-11 | ✓ | | | | ✓ | | |
| Carbon monoxide alarms after 2-1-11 | | ✓ | ✓ | ✓ | ✓ | | |

Installations must follow manufacturers' instructions.

Those instructions are provided with new alarms and usually can be found on manufacturers' Web sites. The manufacturer is identified on the alarm. Alarms in Wisconsin must be approved by Underwriters Laboratories.

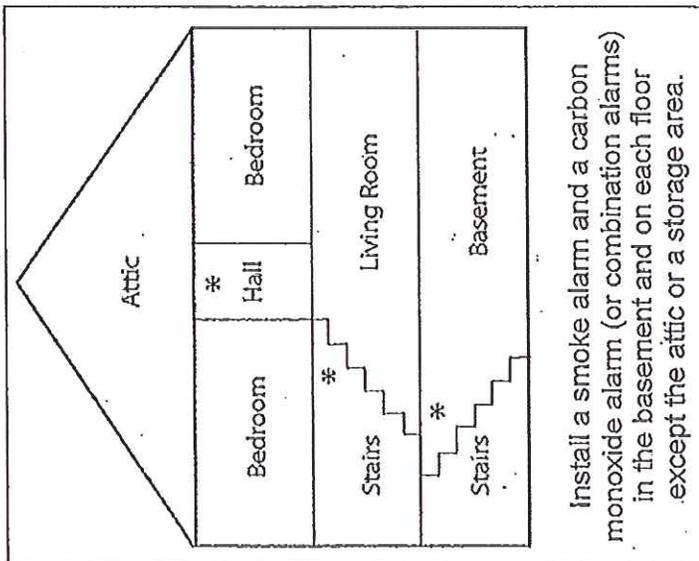
You can direct questions to your local building inspector or fire department. There are many Internet and library sources of info about keeping your family safe.

Code language is in Comm 21.09 and 21.097, Uniform Dwelling Code, and Comm 28, Smoke Detectors and Carbon Monoxide Detectors.

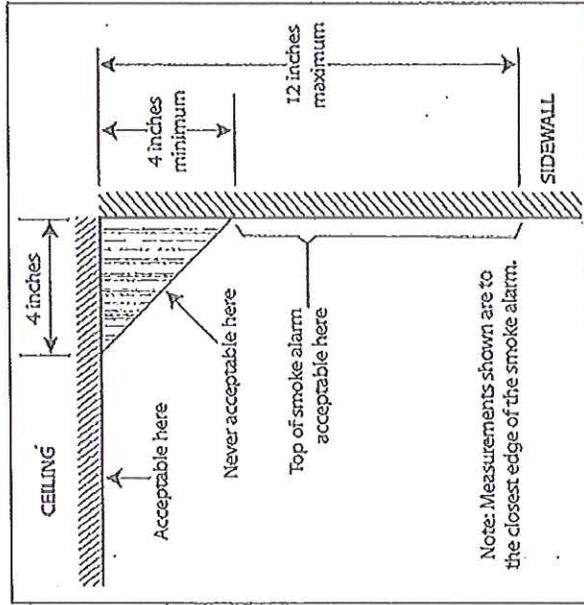
<http://legis.wisconsin.gov/rsb/code/comm/comm021.pdf>

<http://legis.wisconsin.gov/rsb/code/comm/comm028.pdf>

Minimum Requirements - See Table for Additional



Smoke Alarm Installation



Note: Measurements shown are to the closest edge of the smoke alarm.