

City of Elkhorn

**Residential Building Permit
Information Packet**

Fences

City of Elkhorn

Residential Fence

The following is required for all residential fences and must be included in packet returned to the building inspector:

1. Building/Zoning application
 - ✓ Application **must** be filled out completely to insure prompt service
 - ✓ Application **must** include the name, address and license number of all contractors
2. Site Plan showing:
 - ✓ Exact location of fence. Distance from location of fence to any lot line or right-of-way
 - ✓ Height of fence
 - ✓ The names of street that surround the property
3. Front yard fences:
 - ✓ Any fence located within the front yard of a house shall not be higher than three (3) feet and shall not be closer than two (2) feet to any public right of way
4. Side yard or rear yard fences:
 - ✓ Any fence located within the rear or side yards shall not be higher than six (6) feet
5. All residential fences shall display their most refined (good) side toward the public view

** It is your responsibility as the applicant to place the permit card on the premises, visible from the street and protected from the weather.

** Inspection requests need to be called in within 48hrs notice preferred, although same day inspections may be handled. Please see attached sheets for a list of the required inspections and the information needed when requesting an inspection.

City of Elkhorn
Building Inspection & Zoning Departments
Zoning Administrator
(262) 741-5124

Inspection Requests Information

To schedule an inspection

Call:

(262)-741-5124

Please be ready to provide the following information. Your inspection **CANNOT** be scheduled without this information

- Municipality
- Inspection Address
- Permit Number
- Owner's Name
- Contractor
- Contact Phone Number
- Inspection Type
- Date & Time Ready for Inspection

Access for the inspector is required (ex: ladder, lock box, key location, etc)

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Thank You for your Cooperation!

Sample of Scale Plot Plan – Directions

1. List the direction of north on the plot
2. List what the scale is (e.g. 1'=30')
3. Draw all structures existing and proposed on the plan to scale
4. Show location of well and septic
5. Be sure that the setbacks listed on the application are the same as on the plot plan
6. Label all structures
7. Setbacks are the distances from the closest point of a structure to a lot line
8. Show all streets that border the property
9. Setback requirements with a scaled plot plan are one and one half times the normal requirement that would be accepted with a plat of survey. EX: If the zoning requirement setback from the rear yard to the structure is 50 feet, it would be 75 feet if you are using a scaled plot plan. (A plat of survey is a survey done by a Wisconsin licensed surveyor).
10. Show the location of the driveway. This locates the front of the structure for zoning purposes

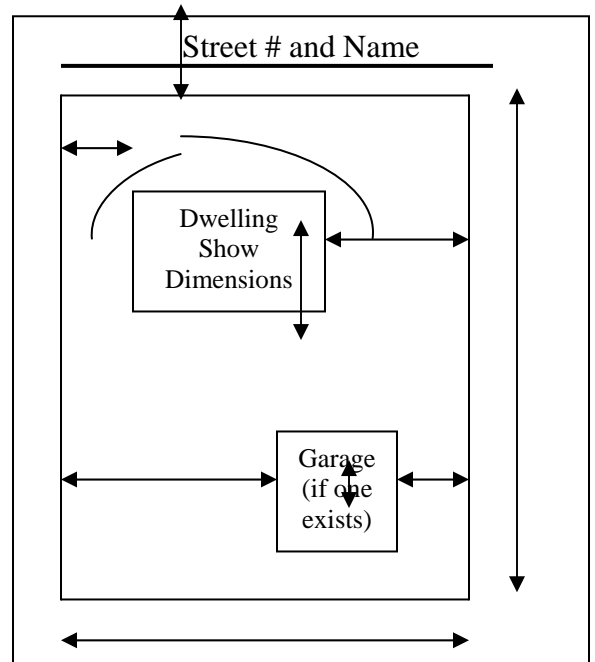
This is the minimum of information that is required

**WITHOUT THIS INFORMATION YOUR APPLICATION WILL BE DENIED AND
LENGTHEN THE TIME IT TAKES TO ISSUE YOUR PERMIT**

Date: ____ / ____ / ____
 Name of Applicant: _____
 Address: _____
 Phone Number: _____
 Project Description: _____
 Present Zoning: _____

Important Required Data:

- A – Lot Stakes Must Be Accessible**
- B – Show All Present Existing Buildings or Structures on your Lot**
- C – Lot Size and Building Location**
- D – Indicate North Direction**
- * Dimensions as Per Zoning Ordinance**



Sketch Your Plot Plan Below – Supply Complete Information – Locate Buildings On Lot & Show All Dimensions To Lot Lines – See Sketch Above For Example

Date: ____ / ____ / ____ **Signature:** _____

Wisconsin Division of Safety and Buildings Wisconsin Stats. 101.63, 101.73		WISCONSIN UNIFORM BUILDING PERMIT APPLICATION				Application No.		
		Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]				Parcel No.		
PERMIT REQUESTED		Constr. HVAC Electric Plumbing Erosion Control Other:						
Owner's Name			Mailing Address			Tel.		
Contractor Name & Type			Lic/Cert#	Mailing Address		Tel. & Fax		
Dwelling Contractor (Constr.)								
Dwelling Contr. Qualifier				The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.				
HVAC								
Electrical								
Plumbing								
PROJECT LOCATION		Lot area Sq.ft.	One acre or more of soil will be disturbed	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E (or) W				
Building Address			Subdivision Name		Lot No.	Block No.		
Zoning District(s)		Zoning Permit No.		Setbacks:	Front ft.	Rear ft.	Left ft.	
1. PROJECT		3. OCCUPANCY		6. ELECTRIC	9. HVAC EQUIP.	12. ENERGY SOURCE		
New Alteration Addition Other:		Repair Raze Move		Single Family Two Family Garage Other:	Entrance Panel Amps: _____ Underground Overhead	Furnace Radiant Basebd Heat Pump Boiler Central AC <input type="checkbox"/> Fireplace Other:	Fuel Nat Gas LP Oil Elec Solid Solar	
2. AREA INVOLVED (sq ft)		4. CONST. TYPE		7. WALLS	10. SEWER	13. HEAT LOSS		
		Site-Built Mfd. per WI UDC Mfd. per US HUD		Wood Frame Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	Municipal Sanitary Permit# _____	_____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)		
Unfin. Bsmt		Living Area		5. STORIES	8. USE	14. EST. BUILDING COST w/o LAND		
Garage		Deck		1-Story 2-Story Other: Plus Basement	Seasonal Permanent Other:	Municipal On-Site Well		
Totals						\$ _____		
I understand that I am subject to all applicable codes, statutes 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 one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.								
I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply.								
APPLICANT (Print:) _____ Sign: _____ DATE _____								
APPROVAL CONDITIONS		This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. See attached for conditions of approval.						
ISSUING JURISDICTION		Town of _____ Village of _____ City of _____ County of _____ State→ _____	State-Contracted Inspection Agency#:		Municipality Number of Dwelling Location _____ - _____ - _____			
FEES:		PERMIT(S) ISSUED	WIS PERMIT SEAL #	PERMIT ISSUED BY:				
Plan Review \$ _____		Construction		Name _____				
Inspection \$ _____		HVAC		Date _____ Tel. _____				
Wis. Permit Seal \$ _____		Electrical		Cert No. _____				
Other \$ _____		Plumbing						
Total \$ _____		Erosion Control						

INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit 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 type or use ink and press firmly with multi-ply form.**

PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's 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 stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- 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 and license number must be entered before issuing a plumbing permit.

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. In other words, 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 this 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 authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Safety & Buildings Division
P O Box 2509
Madison, WI 53701-2509