

**City of Elkhorn**

**Residential Building Permit  
Information Packet**

**Recreation-Room**

# City of Elkhorn

## RECREATION ROOM

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

### Building

1. A floor plan showing the wall opening and room names is required. Door sizes should be included
2. Building application
  - ✓ Application must be filled out completely to insure prompt service
  - ✓ Application must include the name, address and license numbers of all contractors
3. Seven (7) feet minimum of height is required from the basement floor to the underside of the finished ceiling. Generally a minimum of eleven (11) course basement is required in order to meet the 7' height requirement. A minimum of 6'4" in height is allowed under beams, ducts and other projections; however, at least 50% of the room area requires the 7' in height
4. No sleeping (bedrooms) are allowed unless a second exit from the basement is provided or an egress window is installed per room
5. Natural or mechanical ventilation is required per Comm 21.05. This is in addition to the required hot air and cold air grills
6. If foam plastic is used a 15 minute thermal barrier is required. One half-inch drywall over the insulation is the accepted method of protection
7. The homeowner is allowed to wire the rec-room if the owner does the work him or herself. See the attached list of guidelines for wiring rec-rooms.

### Electric

Light fixtures in and above a suspended ceiling require the following:

1. Romex and BX wiring is to be installed through drilled holes or on running boards above the suspended ceiling
2. Romex bond wires are to be connected to the GR tapped holes in the back of the metal junction boxes. A bond jumper is required to the ground screw of all outlets
3. Thirty-Six (36) inches of clear space is required in front of the main service cabinet. No counters, workbenches, washers or dryers are allowed under the service cabinet. This clear space must be from the floor to the ceiling
4. Outlets are required within 6' of any door or start of a wall space. Any wall space of 2' or greater requires an outlet. Outlets on broken wall sections must be placed 12' or less apart from each other
5. Electrical sub-panels must receive their feed from a 240-volt breaker in the main panel
6. 15amp circuits generally have 6-7 outlets while 20amp circuits typically have 9-10 outlets
- 7.

\*\* It is your responsibility as the applicant to place the permit card on the premises, visible from the street and protected from the weather. Construction Drive and silt fence shall be installed prior to construction.

\*\* Inspection requests need to be called in with 48 hrs 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. ee

**City of Elkhorn**  
**Building Inspection Department**  
**Building Inspector**  
**(262) 741-5115**

## Windows Used for Exiting

Windows which are installed for exit purposes shall comply with the requirements of this subsection:

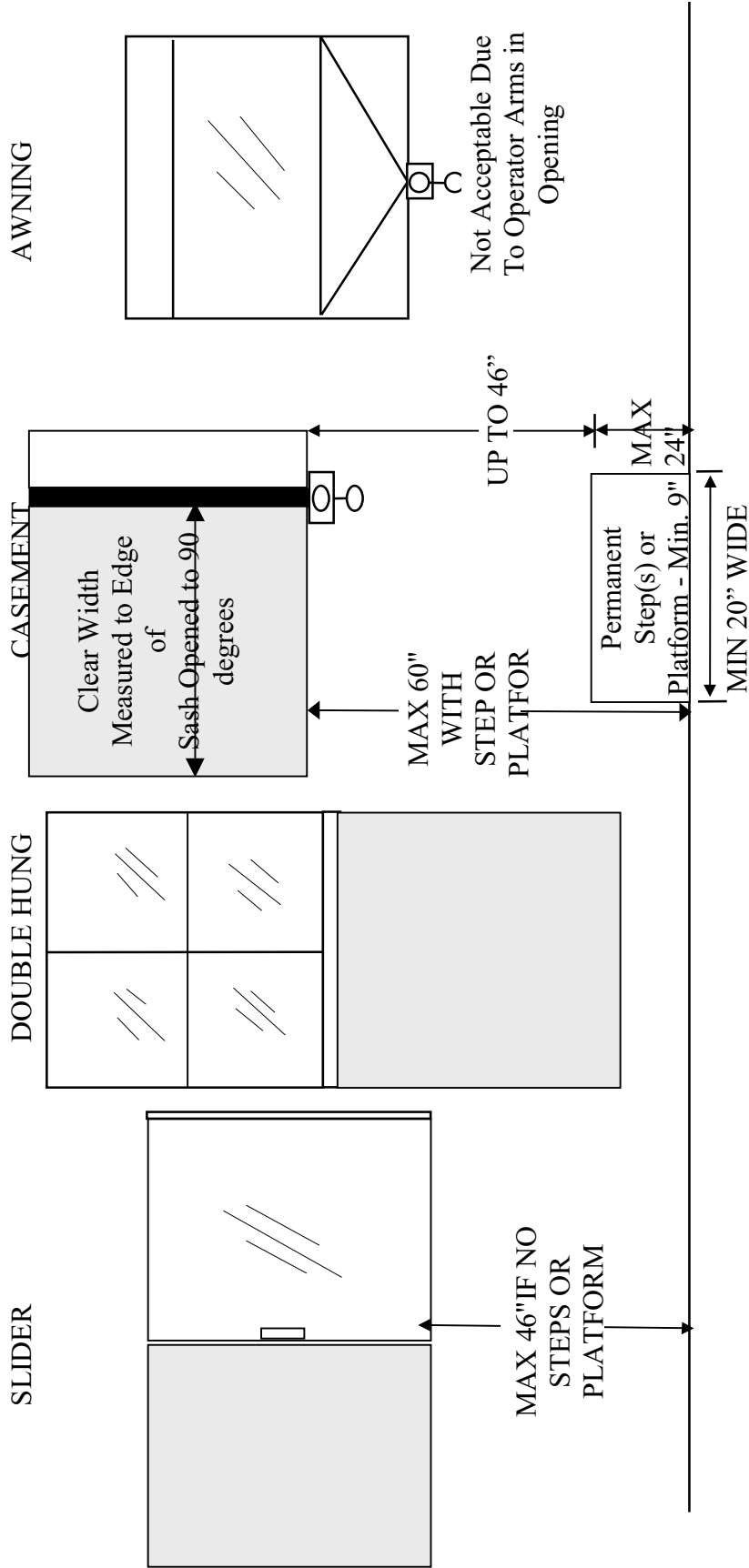
- a) The window shall be open-able from the inside without the use of tools or the removal of a sash. If equipped with a storm or screen it shall be open-able from the inside
- b)
  1. The nominal size of the net clear window opening shall be at least 20 inches by 24 inches irrespective of height or width. Nominal dimensions shall be determined by rounding up fractions of inches if they are  $\frac{1}{2}$  inch or greater or rounding down fractions of inches if they are less than  $\frac{1}{2}$  inch
  2. No portion of the window, including stops, stools, meeting rails and operator arms, shall infringe on the required opening
- c) The area and dimension requirements of par. (b) may be infringed on by a storm window
- d)
  1. For any window used for exiting, the lowest point of clear opening shall be no more than 60 inches above the floor
  2. If the lowest point of clear opening is more than 46 inches above the floor, a permanent platform or fixture shall be installed such that a flat surface at least 20 inches wide and 9 inches deep is located no more than 46 inches directly below the clear opening
  3. The topmost surface of the platform or fixture shall be no more than 24 inches above the floor
  4. The topmost surface of the platform or fixture shall support a live load of at least 200 pounds
  5. A step used for the sole purpose of reaching the top of the platform or fixture is exempt from the requirements of s. Comm 21.04
- e)
  1. An egress window with any point of clear opening below adjacent grade shall be provided with an areaway in accordance with this section
  2. The width of the areaway shall be at least equal to the width of the window
  3. The areaway shall be a minimum of 36 inches measured perpendicular from the outer surface of the below-grade wall
  4. If the bottom of the areaway is more than 46 inches below adjacent grade or the top of the areaway enclosure, the areaway shall be provided with a ladder of at least one additional step to aid egress. Steps used to comply with this section are exempt from the requirements of s. Comm 21.04
  5. Ladders or other steps used to comply with subsection 4, may infringe on the required area of the areaway by a maximum of 6 inches
  6. The areaway shall be constructed such that water entering the areaway does not enter the dwelling

**Question:** Are there State-Approved manufactured areaway that meet UDC code requirements or are equivalent?

**Answer:** Yes, to date, two manufacturers have applied for and been granted approvals for egress window areaways that meet the intent of the code. Some of these have “ledges or stepped terraces” that do not meet Comm 21.04 for stairs, but act as an aid to exiting. They have been granted even when the wall furthest away from the house (which may have stepped ledges in it) do not measure 36” out from the house.

# Comm 21.03 (6) Egress Window Dimensions

Minimum  
20" wide x 24" high  
or  
24" wide x 20" high



Exit Windows  
See following diagram.

## **Plumbing**

1. If the owner lives in his or her own single-family house, they can do their own plumbing. This homeowner's privilege requires that you do your own work with your own plumbing permit
2. Water softeners require rigid plastic or copper discharge tubing with an air gap to the laundry tub or the floor drain
3. Bar sinks must be properly vented. Sink drains must be connected to the waste piping with approved directional fittings. Open site drains are not allowed for lavatory sinks
4. Shower stalls must also be vented and the drains connected to the waste piping with the approved directional fittings
5. 95/5 solder is required for the copper water piping. Lead solder or fluxes are opt allowed
6. all plumbing fixtures, including water softeners, must be approved by the Bureau of Plumbing (Department of Commerce)
7. All plumbing work requires a permit. The only exception is minor repair work such as replacing faucet washers and removal of stoppage and soil in waste pipes

\*\*The above reference guidelines for building electrical and plumbing are not to be considered as a complete or all-inclusive list. The items listed are just a guide for your help in planning your Recreation Room project.

\*\* Inspection requests need to be called in with 48 hrs 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 Department  
Building Inspector  
(262) 741-5115**

Wisconsin Division of Safety and Buildings		<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b>				Application No.	
Wisconsin Stats. 101.63, 101.73		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.	
<b>PERMIT REQUESTED</b>		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							
<b>PROJECT LOCATION</b>		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.		<b>Setbacks:</b>	Front ft.	Rear ft.	Left ft.
<b>1. PROJECT</b>	<b>3. OCCUPANCY</b>	<b>6. ELECTRIC</b>	<b>9. HVAC EQUIP.</b>	<b>12. ENERGY SOURCE</b>			
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
					Space Htg	<input type="checkbox"/>	<input type="checkbox"/>
					Water Htg	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. AREA INVOLVED (sq ft)</b>		<b>4. CONST. TYPE</b>	<b>7. WALLS</b>	<b>10. SEWER</b>	<b>13. HEAT LOSS</b>		
	<b>Unit 1</b>	<b>Unit 2</b>	<b>Total</b>	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:	<input type="checkbox"/> Municipal Sanitary Permit# _____	_____ BTU/HR Total Calculated
Unfin. Bsmt							Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)
Living Area							
Garage				1-Story	Seasonal		
Deck				2-Story	Permanent		
Totals				Other: Plus Basement	Other:	<b>11. WATER</b>	<b>14. EST. BUILDING COST w/o LAND</b>
						Municipal On-Site Well	\$ _____
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.							
<b>APPLICANT (Print:)</b> _____				<b>Sign:</b> _____		<b>DATE</b> _____	
<b>APPROVAL CONDITIONS</b>		This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <b>See attached for conditions of approval.</b>					
<b>ISSUING JURISDICTION</b>		Town of _____	Village of _____	City of _____	County of _____	State→ _____	State-Contracted Inspection Agency#: _____
							Municipality Number of Dwelling Location _____ - _____
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>			
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

## **Cautionary Statement To Owners Obtaining Building Permits**

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 Ss. 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 Ss. 101.654(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.

**Additionaly:** Wisconsin Statute: 101.6 Compliance and penalties. (1) "Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one and two family dwelling code."

**Consequently:** If the owner signs the Permit Application, the owner is held responsible for any code violation, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

If a contractor signs the Permit as agent for the owner, the contractor is held responsible for any code violations, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_



**CERTIFICATE OF ELECTRICAL INSPECTION**  
WPL 5482

- New service  
 Rewire

DATE \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_ OWNER OF PREMISES \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_ RANGE \_\_\_\_\_ SECTION \_\_\_\_\_ STREET/FIRE NUMBER \_\_\_\_\_

CITY \_\_\_\_\_ ELECTRICIAN'S NAME \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

ELECTRICIAN'S ADDRESS \_\_\_\_\_

TYPE OF SERVICE	<input type="checkbox"/> Residence	<input type="checkbox"/> (Temp.) Service	<input type="checkbox"/> 1-Phase service entrance _____ AMPS _____ VOLTS
	<input type="checkbox"/> Farm	<input type="checkbox"/> Center Yd. Pole	<input type="checkbox"/> 3-Phase service entrance _____ AMPS _____ VOLTS
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Permanent	<input type="checkbox"/> Underground <input type="checkbox"/> Overhead
	<input type="checkbox"/> Swing to Perm.	<input type="checkbox"/> Other _____	

This is to certify that I have examined the electrical entrance equipment (meter socket, switch box, ground) installed by the above and it is in compliance with the statutes, ordinances and all rules and regulations prescribed by the Wisconsin State Electric Code.

DISTRIBUTION: WHITE --- Municipality  
CANARY --- Inspector  
BUFF --- Utility

\_\_\_\_\_  
Electrical Inspector Signature

\_\_\_\_\_  
Date