

## PROCEDURE FOR OBTAINING A NEW HOME BUILDING PERMIT

(For municipalities that are located in Pierce or St. Croix County, see specific county information in each section below)

All of the below information you must obtain and include in your building permit application when it is brought or mailed to All Croix Inspections, 1810 Crestview Drive Suite #1 C, Hudson, WI 54016. (715)- 377- 2152. If delivering please call for an appointment so we can go over the application with you.

1.) **Driveway Permit:** SEE APPLICABLE CONTACT ON ENCLOSED driveway permit LIST. **(BRING COPY)**

Exit to Town Roads; permit application needed from the town.

Exit to County Roads; obtain permit application from Pierce or St Croix County HWY Department.

Exit to State HWY; obtain permit from Wisconsin Department of Transportation – Eau Claire.

2.) **Sanitary permit:** *OBTAIN FROM THE COUNTY (BRING COPY)*

Apply to Pierce County Land Management office (715)-273-6747 by a licensed installer if dwelling located in Pierce County.

Apply to St. Croix County Zoning office (715)-386-4680 by a licensed installer if dwelling to be located in St. Croix County.

If connecting to Village / City Sewer contact Village / City administrator.

3. **Land use permit (BRING COPY)**

a.) **Pierce County Land use permit / ETZ** from Village of Ellsworth

Obtain from Pierce County Land Management office (715)-273-6747. Pierce County will also issue your street address, which is needed before a Town building permit is granted. If property is located within the Village of Ellsworth ETZ (Town of Trimble or Town of Ellsworth) then approval is required from Village 715-273-4742

b.) **St. Croix County Land use permit**

Obtain from St. Croix County Zoning office **if** your project is located in a shore land / river way area. Call (715)-386-4680 if you are not sure.

4.) A Certified Survey Map (**CSM**) or **Plat** showing lot dimensions, easements (public & private), location of dwelling and any other buildings, Standard Erosion Control, (this may be included on your Plans or on enclosed separate form), storm water measures if over 1 acre disturbed, location of wells and disposal systems (septic) on the property and all property lines. Include proposed driveway location and % of driveway slope. **(BRING COPY)**

5.) Include 2 sets of building plans with required information listed on COMM 20.09(5), including site plan, floor plan (including braced wall detail), floor elevations. For further plan requirements knowledge please see following website; ([www.legis.state.wi.us/rsb/code/comm/comm020.html](http://www.legis.state.wi.us/rsb/code/comm/comm020.html)). One plan is *recommended* with electrical and plumbing specs.

6.) **Any variances** issued by the State, County, village, City, or Town. **(BRING COPY)**

FILL OUT ENCLOSED FORMS: After obtaining the above please fill out the below enclosed applications completely. Bring these with you as well as **copies** of the above-required items (#1 - #6). Missing items, including contractor info, **will** delay your building permit approval.

7.) Complete the enclosed **Wisconsin Uniform Building Permit Application** (form SBD-5823). Include owner's name, address, and phone number. Name, address, phone number and license number of all your contractors (Dwelling Contractor Certification & Qualifier, HVAC contractor, Electrical Contractor or Building Contractor registration, and Master Plumbing Licenses) Also, as of July 1 2009 all other trades (i.e.: roofers, sheet-rockers, insulators, concrete & masonry, siding, etc.) need the Building Contractor Registration License, see enclosed decision tree form. Fill out the entire Project Location section and # 1 – 14. The instructions to fill out the application are located on the back of the second ply. Finally, sign and date the application. \* If you are acting as your own general contractor sign and date the enclosed Cautionary Statement.

8.) Submit a completed RESCheck Compliance Certificate ([www.energycodes.gov](http://www.energycodes.gov), Wisconsin 4.2.2 version or newer), usually supplied from your HVAC contractor or your lumberyard and fill in the total heat loss calculation (#13 Heat Loss). Note: Pierce and St Croix Counties are located in Zone 1.

**Obtain any necessary utility approvals. The enclosed “Building a Home in Wisconsin?” brochure helps to understand the purpose and scope of the code, code enforcement, and to order copies of the various codes, including; Construction, HVAC, Energy, Electrical, and Plumbing.**

\*If you schedule an appointment, number and address above, we can issue a Building Permit upon submittal and approval of all above required information and payment of applicable fees at that time. Missing items will delay approval up to 10 days.