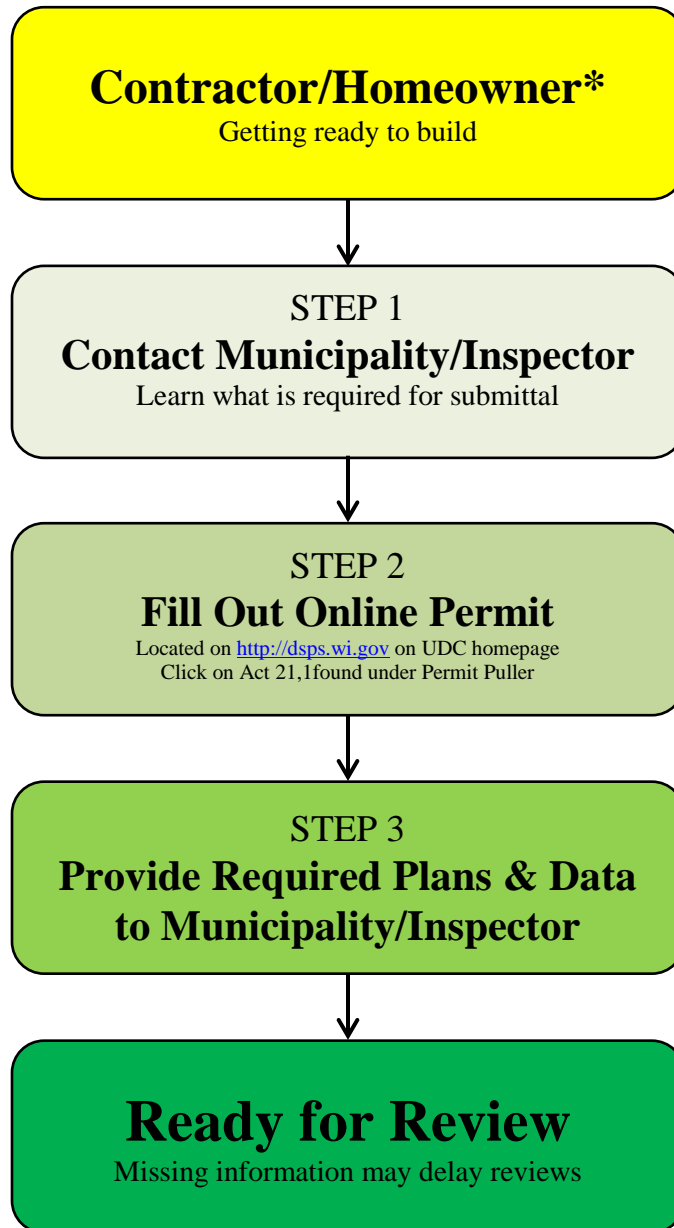


Electronic Building Permit



*Only homeowners who will be residing (living) in the dwelling may take out a building permit for new one and two family dwellings.
Contractor must have valid DC (dwelling contractor) and DCQ (dwelling contractor qualifier) licenses.
Per SPS 320.09(9)(a)2.

Wisconsin uniform building permits can only be issued if:

- All of the requirements for filing are done
- The plans have been conditionally approved
- Fees are paid

Per SPS 320.09(9)(a)1.

CITY OF DE PERE

Building Inspection

335 South Broadway, De Pere, WI 54115 | 920-339-4053 | www.deperewi.gov



Contractor: _____ Phone: _____

Job Site Address: _____

- Provide a completed building permit application and subcontractors' signed applications.
- Provide a completed soil erosion control permit application.
- Contractor or a representative of the Company shall provide a copy of a Dwelling Contractor certification (DC) and Dwelling Contractor Qualifier certification (DCQ) prior to the issuance of a building permit.
- Erosion control measures implemented 24 hours after building site excavation.
- Maintain all soil erosion control measures until site has been stabilized.
- Check erosion control measures after each rainfall event, or every 15 days to make sure it is still in place and remove any sediment build-up.
- Curb cut and gravel tracking pad installed; consisting of 3-6 inch aggregate, 12 inches in depth at a minimum of 12 feet wide and 50 feet long or to the foundation, whichever is less.
- Contractor is responsible for keeping the road clear of debris at the end of each working day or when deemed necessary.
- Provide a completed plot plan showing dwelling and all applicable setbacks.
- Provide a completed copy of Builder's Acknowledgment of Drainage Plan Requirement form. Storm water drainage plan will be provided with copy of the City of De Pere Municipal Code section 46-4 (4) (e) easements and restrictive covenants.
- Provide completed energy calculations for the dwelling. If the garage is to be heated include garage in the heat calculations.
- Provide one (1) complete copy of the building plan in digital format (PDF file) and **two (2)** complete hard copy of the building plan.
- A copy of the building plan, floor system plan(s) and roof truss plan(s) and specifications shall be left on site for the Building Inspector.
- Provide a copy or plans of "Tall Wall" engineering with calculations and details on any exterior wall exceeding ten (10) feet in height.
- If the dwelling is located in the 100 year floodplain, Provide Flood Proof Measures from a licensed architect or engineer. Prior to issuance of the Occupancy Certificate, contractor must provide an Elevation Certificate from a registered engineer, and a Residential Basement Flood Proof Certificate from an architect.
- Final Inspection: The General Contractor shall notify the Building Inspector for a final inspection upon completion of the work no more than 30 days after completion of the dwelling. The dwelling may not be occupied until a final inspection has been made that finds no critical violations of the Wisconsin Uniform Dwelling Code that could reasonably be expected to affect the health or safety of a person using the dwelling.

- After final inspection all non-compliances shall be corrected within 30 days before Occupancy Permit may be issued.
- Grade stake request application shall be made to the Building Inspection Division and 48 hours prior to work on the driveway and/or sidewalk.
- An Inspection shall be made prior to any concrete pour to the driveway and sidewalk.

Occupancy Certificate:

The City of De Pere’s Municipal Zoning Code requires an occupancy certificate before any building or addition to an existing building shall be occupied until the Building Inspector has issued a certificate of occupancy. No change in use shall be made until the Building Inspector has issued a certificate of occupancy. Every certificate of occupancy shall state that the use or occupancy complies with the provisions of this ordinance. Every application for a building permit (or zoning permit) shall be deemed to be an application for an occupancy permit.

- All subcontractors have applied for any permits that are required (HVAC, Sewer, Plumbing, and Electrical).
- Sump pump discharge pipe and downspouts to be discharged to storm sewer; or where there is no storm sewer available shall be directed to front or rear yard.
- Final grading shall comply with the City of De Pere’s Site Grading and Storm Water Drainage Plan.
- If the building is located in the flood plain, an Elevation Certificate is required along with Residential Basement Flood Proof Certificate from a licensed architect.

I have read and understand this form completely:

Name

General Contractor

Date

Building Inspector

Date

City of De Pere Building Inspection Division Plan Review, Permit and Inspection Policy & Procedures.

The following policies are enforced by the City of De Pere Building Inspection Division understanding and following the requirements listed below will be beneficial in successfully completing construction in the City of De Pere.

Requests for inspections shall be made a minimum of 48 hours in advance of the actual inspection and all work is completed for the required inspection. Inspections will be taken on a first requested basis. When the inspection docket is full, succeeding requests will be shifted to the next available day. Contractors, and property owners need to anticipate these occurrences and plan accordingly. It may take more than 48 hours to schedule an inspection. All items to be inspected must be ready for inspection when scheduled.

- The Building Permit Card and address shall be posted in a position easily visible from the road.
- The approved set of construction plans, wall brace plans, truss /floor plans and specifications shall be on the job site for all inspections. Any changes to the approved set of construction drawings shall be reviewed and approved by the Building Inspection Division prior to requesting an inspection.
- Re-inspection fees are a minimum of \$75.00. This fee is imposed when deficiencies from a previous inspection have not been corrected, or an inspection is scheduled when the work is not ready for inspection.
- For new construction of a building, a grade permit is REQUIRED where no curb and gutter are present, and for establishing sidewalk grade prior to pouring of concrete. The general contractor shall apply for and obtain the permit prior to starting any excavation. Call the Engineering Department at (920) 339-4060 to schedule an inspection prior to pour.
- The final grade of the lawn at the foundation shall be a minimum of 18 inches to a maximum of 30 inches above the street grade. The top of the curb shall be used as the street grade.
- Inspection tags/stickers are left at the job site to indicate if the construction is approved or if corrections are required. Inspection reports will also be e-mailed to the owner/contractor.
- Foundation inspection tags are placed on the front garage anchor bolts.
- All rough-in/insulation inspection tags are placed on the first-floor bathroom door framing.
- Fluorescent green inspection stickers are adhered to the plumbing groundwork upon approval.
- A final inspection report will be left on the kitchen counter and e-mailed to the owner/contractor.
- A ladder shall be provided for the underground plumbing inspection. The pipes and fittings shall be left EXPOSED until the work has been inspected. (Note: garage floor drains also require inspection prior to covering.)
- Do not proceed to the next phase of construction without the proper inspections having been performed and approved.
- The following inspections are mandatory; please note other inspections may be required in addition to those listed below depending on the specific project.

1. Soil Erosion Control: Measures, including sediment control measures to be installed, inlet protection installed, soil stockpiles protected, and tracking drive installed. These inspections are required prior to the footing inspection.

2. Footings: Schedule after rebar is in place and before the concrete is poured, setbacks are also checked currently.

3. Foundation Rebar: Schedule after rebar is in place in the forms and before the concrete is poured.

4. Foundation: Tar, Tile & Stone. Schedule prior to any backfill material to check for proper foundation insulation. Stone covers the drain tile.

5. Electrical Service Inspection. Inspect electrical meter base, grounding electrode and conductor. Please provide paperwork from Wisconsin Public Service (spot certificate of inspection form) along with the appropriate fee to our office. When the service is ready for inspection, we will inspect for code compliance and notify WPS so that they will energize the service.

6. Water Resistive Barrier and Flashing: This inspection is to be completed prior to installation of any cladding/veneer.

7. Under Slab Plumbing Drain & Heating: Schedule before concrete is poured or plumbing has been backfilled, lines are to be pressured with either water or air.

8. Sub Slab Vapor Retarder: Schedule prior to any floor concrete slabs where vapor retarder is required by code.

9. All Phase Rough-in (Construction, electrical, plumbing, HVAC): Scheduled prior to any insulation into the walls, floor and ceilings.

10. Insulation: Schedule prior to any gypsum board is applied to walls and lids.

11. Final Inspection: ALL work must be finished ex. all appliances must be installed, furnace and water heaters are installed and working, final grade has been completed around building etc. When the entire project has been completed, please call us for a final inspection. A thorough inspection for code compliance will be conducted at that time. This inspection is required before occupancy or use of any building.

I have read the above and understand that they may apply to my project. Failure to meet any of the above conditions shall result in my certificate of occupancy being delayed until the item(s) is/are corrected.

Signature

Date

DE PERE



Building Inspection Division

City of De Pere

335 S. Broadway, De Pere, WI 54115

Phone: (920) 339-4053 FAX: (920) 330-9491

PLOT PLAN

Rear Yard Setback = _____ Feet

Side Yard
Setback

_____ Feet

Side Yard
Setback

_____ Feet

Building Setback = _____ Feet

Sidewalk

Fill in dimensions on this plat and locate any accessory buildings.

Address: _____

Builder: _____

Lot #: _____ Subdivision: _____

Parcel: _____

CITY OF DE PERE

Building Inspection

335 South Broadway, De Pere, WI 54115 | 920-339-4053 | www.deperewi.gov



Builder's Acknowledgement of Drainage Plan Requirements

Subdivision Name: _____ Lot Number: _____

Street Address: _____

The undersigned party acknowledges the following:

1. I have examined the grading and drainage plan for the above lot;
2. I have incorporated drainage direction and elevation information into a scaled site plan;
3. I will provide a silt fence fifteen (15) feet back from the rear property line, along the storm water drainage easement;
4. I will comply with the approved drainage plan for this lot;
5. I understand that to ensure compliance with the grading and drainage requirements of the City, occupancy of this building may be withheld until a signed copy of the "Contractor's Certification of Grades and Homeowner's Acknowledgement" is submitted to the Building Inspection Department.
6. I understand that the Building Inspection Department may reserve the right to withhold issuance of further permits to builders or property owners who are in non-compliance with the drainage and grading requirements of the City on any lot.
7. See reverse side for "Easements and Restrictive Covenants".

Builder/Contractor/Company Name

Date

Signature of Authorized Representative

Easements and Restrictive Covenants

1. Easements across lots or centered on rear or side lot lines shall be provided for utilities where required by the Plan Commission, and shall be at least ten (10) feet wide.
2. A drainage easement in favor of the city, centered on rear lot lines, shall be provided on all subdivisions of land. Such easement shall, at a minimum, contain the following restrictions:
 - a. Any obstruction to the flow of water, by any means, shall be prohibited.
 - b. No structure, earthen berm, dam, erection of other improvement, tree, or landscaping shall be permitted.
 - c. The erection of a fence or annual plantings may be allowed provided that same do not obstruct the flow of water.
 - d. Grantor (property owner) is prohibited from changing the grade elevation of the drainage easement from that established by grantee.
 - e. Grantee shall have full rights of ingress and egress to carry on and all work in connection with the maintenance and operation in, over, under and across the lands of grantor.
 - f. The property covered by said easement shall not be used in any way or manner that will impair the rights of grantee.
 - g. The easement shall run with the land, and shall be binding upon the grantees, lessees, successors, heirs and assigns of grantor and grantee.
 - h. The easement shall be assignable.
3. A storm water covenant shall be provided on the face of each subdivision as follows: The land on the side of the lots within the area shall be graded by the sub divider and maintained by the abutting property owner to provide for the adequate drainage of surface water.
4. Where a subdivision is traversed by a watercourse, drainageway, channel or stream, there shall be provided a storm water easement or drainage right-of-way of sufficient width conforming substantially to the lines of such watercourse. Grading or construction adequate of the purpose may be required. Wherever possible, the drainage shall be maintained by an open channel with landscaped banks and adequate width for maximum potential volume of flow as determined by the plan commission. Such improvement shall be installed prior to council approval of the final plat.
5. A storm water covenant shall be provided on each plat as follows: The land on the rear of all lots and on the side of lots (specified) within the area shall be graded by the sub divider and maintained by the abutting property owner to provide for the adequate drainage of surface water.
6. An eight (8) foot tree planting easement shall be provided on the front or side of each lot fronting or siding a major street and streets with a width less than 70 feet and no portion of the street shall be used for tree planting. Such easement shall be contained in a restrictive covenant written on the face of the plat.
7. Residential lots including corner lots in a subdivision shall have a minimum setback of not less than twenty-five (25) feet.

City of De Pere
335 S. Broadway
De Pere, WI 54115
(920) 339-4053



EROSION CONTROL PERMIT

Application and Record

Permit #: _____
Fee: _____
Receipt #: _____
Date: _____

LANDOWNER INFORMATION

Name: _____
Site Address: _____
Phone #: _____
Lot #: _____ Parcel #: _____

APPLICANT/PERMITTEE INFORMATION

Applicant's Name: _____
Address: _____
Phone #: _____
E-mail: _____

SITE DISTURBANCE TYPE

- Single Family Commercial Grading/filling
 Two Family Subdivision Utility work
 Multi-family Addition Parking lot

DISTURBANCE

- Less than one acre of disturbance
 More than one acre of disturbance

If more than one acre of disturbance, contact the Wisconsin DNR for WPDES Permit.

SITE INFORMATION

Total parcel area: _____
Total area disturbed: _____
BMP's install date: _____
Date of completion: _____
Final stabilization: _____

INSTALLER INFORMATION

Erosion Control Installer: _____
Address: _____
Phone: _____
Email: _____

APPLICANT'S STATEMENT

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin. The responsible party throughout the duration of the construction activities shall maintain all BMPs necessary to meet the requirements of this chapter until the site has undergone final stabilization.

Signature: _____

Date: _____ License #: _____

PERMIT APPROVAL

Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations. Permits issued under this section may include conditions established by the building inspector in addition to the requirements set forth in subsection (e), where needed to assure compliance with the performance standards in [section 42-8](#) or [42-9](#). Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The building inspector may grant one or more extensions not to exceed 180 days cumulatively. The building inspector may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this chapter.

Inspector: _____

Date: _____ Certification #: _____

CONDITIONS OF APPROVAL

Standard Erosion Control Plan

for 1- & 2-Family Dwelling Construction Sites

According to Chapters Comm 20 & 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

Instructions:

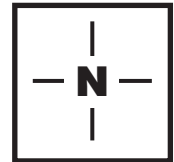
1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION _____

BUILDER _____ OWNER _____

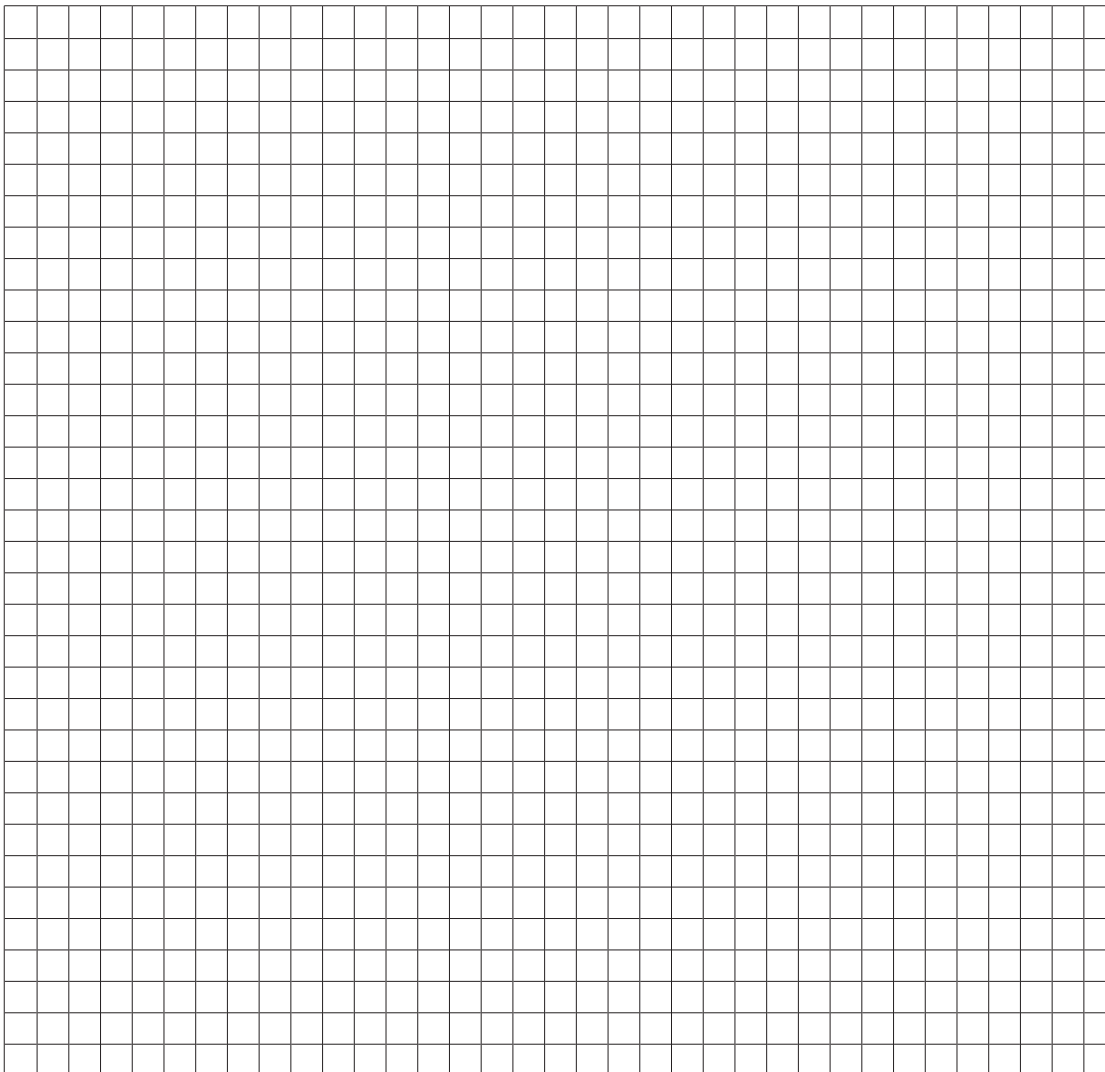
WORKSHEET COMPLETED BY _____ DATE _____

Please indicate north by completing the arrow.



SITE DIAGRAM

Scale: 1 inch = ____ feet



EROSION CONTROL PLAN LEGEND

--- PROPERTY LINE

—> EXISTING DRAINAGE

—> TD TEMPORARY DIVERSION

—> FINISHED DRAINAGE

--- LIMITS OF GRADING

—■— SILT FENCE

—●— STRAW BALES

GRAVEL

VEGETATION SPECIFICATION

TREE PRESERVATION

STOCKPILED SOIL

Soil Erosion Control Permit Requirements

All permits shall require the responsible party to:

- (1) Notify the building inspector within 48 hours of commencing any land disturbing construction activity.
- (2) Notify the building inspector of completion of any BMPs within 14 business days after their installation.
- (3) Obtain permission in writing from the building inspector prior to any modification pursuant to subsection [42-11\(c\)](#) of the erosion and sediment control plan.
- (4) Install all BMPs as identified in the approved erosion and sediment control plan.
- (5) Maintain all road drainage systems, storm water drainage systems, BMPs and other facilities identified in the erosion and sediment control plan.
- (6) Repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land disturbing construction activities and document repairs in a site inspection log.
- (7) Inspect the BMPs within 24 hours after each rain of one-half inch or more which results in runoff during active construction periods, and at least once each week. Make needed repairs and install additional BMPs as necessary, and document these activities in an inspection log that also includes the date of inspection, the name of individual who performed the inspection and a description of the present phase of the construction at the site.
- (8) Allow the building inspector to enter the site for the purpose of inspecting compliance with the erosion and sediment control plan or for performing any work necessary to bring the site into compliance with the erosion and sediment control plan. Keep a copy of the erosion and sediment control plan at the construction site.
- (9) The permit applicant shall post the "certificate of permit coverage" in a conspicuous location at the construction site.

Enforcement:

- (1) When BMP's have not been implemented per the soil erosion control plan, a notice of non-compliance will be sent to the owner, general contractor, and the applicant contractor on file.
- (2) If non-compliance has not been corrected within five (5) business days or subsequent inspection, a written notice of non-compliance will be sent (see following enforcement per municipal code Sec. 42-14).

DPMC Sec. 42-14. - Enforcement.

(a) The building inspector may post a stop-work order if any of the following occurs:

- (1) Any land disturbing construction activity regulated under this chapter is occurring without a permit;
- (2) The erosion and sediment control plan is not being implemented in a good faith manner;
- (3) The conditions of the permit are not being met.

(b) If the responsible party does not cease activity as required in a stop-work order posted under this section or fails to comply with the erosion and sediment control plan or permit conditions, the building inspector may revoke the permit.

(c) If the responsible party, where no permit has been issued or the permit has been revoked, does not cease the activity after being notified by the building inspector, or if a responsible party violates a stop-work order posted under subsection (a) of this section, the building inspector may request the city attorney to obtain a cease and desist order in any court with jurisdiction.

(d) The board of appeals may retract the stop-work order issued under subsection (a) or the permit revocation under subsection (b) of this section.

(e) After posting a stop-work order under subsection (a), the building inspector may issue a notice of intent to the responsible party of its intent to perform work necessary to comply with this chapter. The building inspector may go on the land and commence the work after issuing the notice of intent. The costs of the work performed under this subsection by the building inspector, plus interest at the rate authorized by the Common Council, shall be billed to the responsible party. In the event a responsible party fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to Wis. Stats. ch. 66., subch. VII.

(f) Any person violating any of the provisions of this chapter shall be subject to a forfeiture of not less than \$200.00 nor more than \$1,000.00 and the costs of prosecution for each violation. Each day a violation exists shall constitute a separate offense.

DPMC Sec. 42-6. - Applicability of maximum extent practicable.

Maximum extent practicable applies when a person who is subject to a performance standard of this chapter demonstrates to the building inspector's satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the

assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties.

Soil Erosion Control Plan Information.

Each erosion and sediment control plan shall include a description of appropriate control BMPs that will be installed and maintained at the construction site to prevent pollutants from reaching waters of the state. The erosion and sediment control plan shall clearly describe the appropriate erosion and sediment control BMPs for each major land disturbing construction activity and the timing during the period of land disturbing construction activity that the erosion and sediment control BMPs will be implemented. The description of erosion and sediment control BMPs shall include, when appropriate, the following minimum requirements:

- (1) Description of interim and permanent stabilization practices, including a BMP implementation schedule. The erosion and sediment control plan shall ensure that existing vegetation is preserved where attainable and that disturbed portions of the site are stabilized.
- (2) Description of structural practices to divert flow away from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from the site. Unless otherwise specifically approved in writing by the building inspector, structural measures shall be installed on upland soils.
- (3) Management of overland flow at all areas of the construction site, unless otherwise controlled by outfall controls.
- (4) Trapping of sediment in channelized flow.
- (5) Staging land disturbing construction activities to limit exposed soil areas subject to erosion.
- (6) Protection of downslope drainage inlets where they occur.
- (7) Minimization of tracking at all vehicle and equipment entry and exit locations of the construction site.
- (8) Clean up of off-site sediment deposits.
- (9) Proper disposal of building and waste material.

- (10) Stabilization of drainage ways.
- (11) Installation of permanent stabilization practices as soon as possible after final grading.
- (12) Minimization of dust to the maximum extent practicable.

DPMC Chapter 42 - 10 (g) Permit duration:

Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The building inspector may grant one or more extensions not to exceed 180 days cumulatively. The building inspector may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this chapter. Permit duration. Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The building inspector may grant one or more extensions not to exceed 180 days cumulatively. The building inspector may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this chapter.

DPMC 42-9 (2 (3)) Erosion and sediment control practices shall be maintained until final stabilization. (3) - Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.

APPLICANT’S STATEMENT:

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin. The responsible party throughout the duration of the construction activities shall maintain all BMPs necessary to meet the requirements of this chapter until the site has undergone final stabilization.

Signature: _____

Date: _____ License #: _____

City of De Pere
 335 S. Broadway
 De Pere, WI 54115
 (920) 339-4053
 dpbldg@deperewi.gov



**CURB CUT/ DRIVEWAY/
 PARKING LOT PERMIT
 Application and Record**

Permit #: _____
 Fee: _____
 Receipt #: _____
 Date: _____

PROJECT LOCATION

| | |
|---------------|------------------|
| Owner's Name: | Project Address: |
| Phone #: | E-mail: |

DRIVEWAY CONTRACTOR

CURB CUT CONTRACTOR

| | |
|------------------|------------------|
| Company Name: | Company Name: |
| Mailing Address: | Mailing Address: |
| Phone #: | Phone #: |
| E-mail: | E-mail: |
| Signature: | Signature: |

JOB SPECIFICATIONS

| | |
|---|--|
| <input type="checkbox"/> Single Family <input type="checkbox"/> Commercial <input type="checkbox"/> Two Family <input type="checkbox"/> Industrial <input type="checkbox"/> Multi Family (# of Units) _____ | Driveway width at property line: _____ Setback to interior property line: _____ Curb width at driveway opening: _____ |
| Fees: Residential \$75.00 Comm/Ind/Multi \$150.00 Curb Cut \$40.00 Total: | Curb Cut <input type="checkbox"/> Yes <input type="checkbox"/> No Parking Lot <input type="checkbox"/> New <input type="checkbox"/> Expansion |

Brief Job Description:

NOTES

APPROVAL CONDITIONS

An inspection of the driveway, sidewalk and apron shall be made prior to concrete pour. Contact the Building Inspection Division (290-339-4053).
 The curb cut and apron must be constructed per City's specifications, and by a City licensed contractor.

APPLICANT'S STATEMENT

PERMIT APPROVAL

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin.

Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations.

Signature: _____

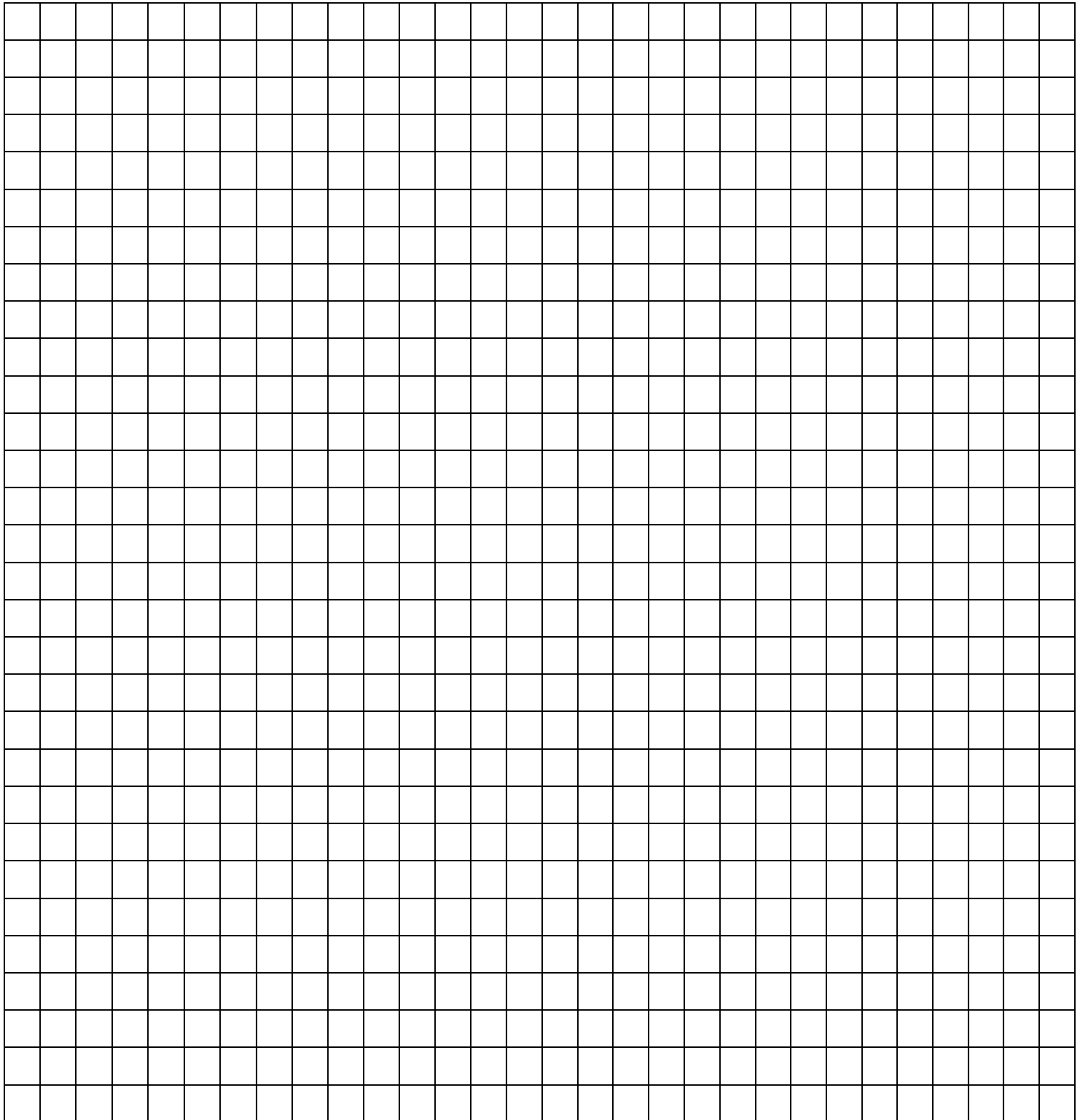
Inspector: _____

Date: _____

Date: _____ Certification #: _____

1. All lines must be drawn with a straightedge. Freehand drawings cannot be accepted.
2. All lot lines and all buildings must be shown and dimensioned. Partial plot plans cannot be accepted.
3. Driveway(s) and curb cuts must be shown and labeled "proposed" or "existing".
4. Irregular shaped lots must be drawn to scale.

5 Foot Grid



PLOT PLAN

Project:

Scale: 1"= ____ Ft

Address:

City of De Pere

335 S. Broadway
 De Pere, WI 54115
 (920) 339-4053
 dpbldg@deperewi.gov



GRADE PERMIT

Application and Record

Permit #: _____
 Fee: _____
 Receipt #: _____
 Date: _____

PROJECT LOCATION

Owner's Name: _____

Address: _____

Phone #: _____

E-mail: _____

CONTRACTOR

Company Name: _____

Address: _____

Phone #: _____

E-mail: _____

License #: _____

PROJECT TYPE

- | | |
|--|--|
| <input type="checkbox"/> New Home Construction <input type="checkbox"/> Installation of Driveway <input type="checkbox"/> Installation of Sidewalk Is Curb Cut Required? <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Replacement of Existing Sidewalk <input type="checkbox"/> Lawn Grade <input type="checkbox"/> Other _____ |
|--|--|

CONDITIONS

Builder's grade stakes *SHALL NOT* be used for any concrete work. The home builder or contractor shall apply for new stakes for any concrete work that will abut the street. This is done to ensure that building grade stakes were not damaged during construction or by vandalism.

These grade stakes shall be protected at all times, and if willfully destroyed, shall be replaced at the owner's expense.

Grade stakes will be used for elevation purposes only. Horizontal alignment will be determined by the contractor in the field.

A pre-pour inspection must be conducted by the City Building Inspector once forms are in place to verify sidewalk width and depth. Please call (920)339-4053 to schedule inspection at least 24 hours in advance.

APPLICANT'S STATEMENT

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin.

Signature: _____

Date: _____

PERMIT APPROVAL

Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations.

Inspector: _____

Date: _____

Certification #: _____

City of De Pere
 335 S. Broadway
 De Pere, WI 54115
 (920) 339-4053
 dpbldg@deperewi.gov



ELECTRICAL PERMIT Application and Record

Permit #: _____
 Fee: _____
 Receipt #: _____
 Date: _____

| PROJECT LOCATION | ELECTRICAL CONTRACTOR |
|------------------|-----------------------|
|------------------|-----------------------|

| | | | | | |
|---------------|-----------|---------|---------------|--|--|
| Owner's Name: | | | Company Name: | | |
| Address: | | | Address: | | |
| Phone #: | | | Phone #: | | |
| Lot #: | Parcel #: | Zoning: | E-mail: | | |

| OCCUPANCY | NATURE OF WORK |
|-----------|----------------|
|-----------|----------------|

| | | | | | |
|---|--|---------------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Single-Family | <input type="checkbox"/> Commercial | <input type="checkbox"/> Public/Govt. | <input type="checkbox"/> New | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Two-Family | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Addition | <input type="checkbox"/> Pool/Hot Tub/Spa | <input type="checkbox"/> Photo Voltaic |
| <input type="checkbox"/> Multi-family (No. of Units: _____) | <input type="checkbox"/> Educational | | <input type="checkbox"/> Sign | <input type="checkbox"/> Service/New/Upgrade | <input type="checkbox"/> Vehicle Charging |
| <input type="checkbox"/> Other: | | | <input type="checkbox"/> Generator | <input type="checkbox"/> Other: | |

| FEES – NEW/ADDITIONS | FEES – ALTERATIONS/REPAIRS |
|----------------------|----------------------------|
|----------------------|----------------------------|

| | |
|--|--|
| Residential (1&2 Family) 10¢/sq. ft. | Openings (switches, outlets, fixtures, fixed appliance connections, and parking lot lighting fixtures) |
| Warehouses 12¢/sq. ft. | <u># of Openings</u> <u>Cost</u> |
| Comm/Instit/Indust/Multi-family 14¢/sq. ft. | 1 – 30 \$50.00 |
| Re-inspection Fee \$75.00 | 31 – 60 \$75.00 |
| Accessory Building \$75.00 | 61 – 90 \$100.00 |
| Note: Square footage includes all floor levels, basements, attached garages, and all spaces enclosed and under a roof. | All openings over 90: \$125.00 + .50¢ per opening >90 |

| | | |
|--|----------------|--------|
| FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT. | # of Openings: | Total: |
|--|----------------|--------|

| MISCELLANEOUS FEES | AREA (Square Footage) |
|--------------------|-----------------------|
|--------------------|-----------------------|

| | | | | | | | | |
|----------------------|----------|-------------------|----------|----------------|-----------------|------------|-------|-------|
| 1 & 2 Family Service | \$75.00 | Parking Lights | \$75.00 | Basement | Building/Living | Garage | Porch | TOTAL |
| Comm. Service | \$100.00 | Illuminated Signs | \$75.00 | ESTIMATED COST | | PERMIT FEE | | |
| Temp. Service | \$75.00 | Pump Panel | \$75.00 | | | | | |
| Photo Voltaic | \$100.00 | Vehicle Charging | \$75.00 | \$ | | \$ | | |
| Generator | \$75.00 | Cell Tower | \$100.00 | | | | | |


| APPLICANT'S STATEMENT | PERMIT APPROVAL |
|-----------------------|-----------------|
|-----------------------|-----------------|

| | |
|--|---|
| <p>I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of WI and ordinances of the City of De Pere, WI. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, WI.</p> <p>Signature: _____</p> <p>Date: _____ License #: _____</p> | <p>Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above-described work in accordance with all existing laws, ordinances, and regulations.</p> <p>Inspector: _____</p> <p>Date: _____ Certification #: _____</p> |
|--|---|

| CONDITIONS OF APPROVAL |
|------------------------|
|------------------------|

| |
|-------------|
| <hr/> <hr/> |
|-------------|

City of De Pere
 335 S. Broadway
 De Pere, WI 54115
 (920) 339-4053
 dpbldg@deperewi.gov



Electrical Service Inspection Permit Application and Record

Permit #: _____
 Fee: _____
 Receipt #: _____
 Date: _____

Customer/Contractor: _____ Phone: _____

Electrical Service Address: _____

Requested Date of Inspection: _____ Inspection Time: _____

Residential
 Commercial
 Industrial
 Agricultural
 Signs

Electric Service Information

Type of Service:
 Permanent
 Temporary
 New Service
 Upgrade Service
 Relocated Service
 Other: _____

Fault Current: _____
 100 Amp
 200 Amp
 Other: _____
 Generator
 Photo Voltaic

100 Amp
 200 Amp
 Other: _____
 Underground
 Overhead

Electrician Information

I hereby certify that this wiring is in compliance with all applicable Federal, State, and Local Codes, utility service rules and section 101.865 of the Wisconsin State Statutes.

Electrician Name: _____ Phone Number: _____
 Address: _____ Fax Number: _____
 Master Electrician Signature: _____ License #: _____
 E-mail Address: _____ Date: _____

Inspector Information

This is to certify that I have examined the electrical equipment installed by the Electrical Contractor named above and it is in compliance with the statutes and all rules and regulations prescribed by the State of Wisconsin Electrical Code and local municipal requirements. I hereby certify that the electrical work completed to date complies with applicable codes and may be energized.

Inspector Name: _____ Phone Number: 920-339-4053
 Inspector Signature: _____ Date Inspected: _____

Comments: _____

City of De Pere

335 S. Broadway
De Pere, WI 54115
(920) 339-4053
dpbldg@deperewi.gov



**HVAC PERMIT
Application and Record**

Permit #: _____
Fee: _____
Receipt #: _____
Date: _____

| PROJECT LOCATION | | HVAC CONTRACTOR | |
|--|--|--|--|
| Owner's Name: | | Company Name: | |
| Address: | | Address: | |
| Phone #: | | Phone #: | |
| Lot #: | Parcel #: | E-mail: | |
| OCCUPANCY | | NATURE OF WORK | |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Commercial | <input type="checkbox"/> Public/Govt. | <input type="checkbox"/> New |
| <input type="checkbox"/> Two Family | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Multi-family (No. of Units: _____) | <input type="checkbox"/> Other: | <input type="checkbox"/> Replacement | <input type="checkbox"/> Addition |
| | | <input type="checkbox"/> Combination (Addition & Alteration) | <input type="checkbox"/> Other _____ |
| TYPE OF SYSTEM | | GENERAL INFORMATION | |
| <input type="checkbox"/> Forced Air | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Air Conditioner | Manufacturer: _____ |
| <input type="checkbox"/> Hydronic-Boiler | <input type="checkbox"/> Space Heater | <input type="checkbox"/> Electric Heat | Model #: _____ |
| <input type="checkbox"/> RTU/MUA | <input type="checkbox"/> Radiant | <input type="checkbox"/> Geothermal | BTU Input: _____ # Of Units: _____ |
| <input type="checkbox"/> Infrared Heaters | <input type="checkbox"/> Garage Heater | <input type="checkbox"/> VAV Unit | Sealed Combustion Unit: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Kitchen Hood | <input type="checkbox"/> Spray Booth | <input type="checkbox"/> AH Unit | Fuel Type _____ |
| <input type="checkbox"/> Other _____ | SPS Plan Approval #: _____ | | |
| | | Installation Date: _____ | |
| FEES | | AREA (Square Footage) | |
| Residential | 10¢/sq. ft. | Replacement | \$75/unit |
| Warehouse | \$75/unit | Fireplace | \$75/unit |
| Commercial | 14¢/sq. ft. | Res Alteration | \$7/\$1,000 |
| Multi Family | 14¢/sq. ft. | Comm Alteration | \$8/\$1,000 |
| FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT | | Basement | Building/Living |
| | | TOTAL | PERMIT FEE |
| | | ESTIMATED COST | \$ |
| | | \$ | \$ |
| APPLICANT'S STATEMENT | | PERMIT APPROVAL | |
| I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin. | | Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above-described work in accordance with all existing laws, ordinances, and regulations. | |
| Signature: _____ | | Inspector: _____ | |
| Date: _____ License #: _____ | | Date: _____ Certification #: _____ | |
| CONDITIONS OF APPROVAL | | | |
| | | | |

City of De Pere

335 S. Broadway
De Pere, WI 54115
(920) 339-4053
dpbldg@deperewi.gov



**PLUMBING PERMIT
Application and Record**

Permit #: _____
Fee: _____
Receipt #: _____
Date: _____

| PROJECT LOCATION | | | PLUMBING CONTRACTOR | | |
|------------------|-----------|---------|---------------------|--|--|
| Owner's Name: | | | Company Name: | | |
| Address: | | | Address: | | |
| Phone #: | | | Phone #: | | |
| Lot #: | Parcel #: | Zoning: | E-mail: | | |

| OCCUPANCY | | | NATURE OF WORK | | |
|---|--|---------------------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Commercial | <input type="checkbox"/> Public/Govt. | <input type="checkbox"/> New | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> Two Family | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Remodel | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Multi-family (No. of Units: _____) | | <input type="checkbox"/> Educational | | | |

| FIXTURES ROUGHED IN FOR AND/OR INSTALLED | | | | | | | |
|--|------------|------------------------|------------|---|------------|---|--------------------|
| <u>\$11.00/fixture</u> | <u>Qty</u> | <u>\$11.00/fixture</u> | <u>Qty</u> | <u>\$11.00/fixture</u> | <u>Qty</u> | Note: State Approved buildings with 16 or more fixtures shall be \$175.00 + \$11.00/fixture. | |
| Sink | | Water Heater | | Drinking Fountain | | | |
| Water Closet | | Clothes Washer | | Urinal | | | |
| Lavatory | | Laundry Tub | | Ice Cube Machine | | | |
| Bathtub | | Floor Drain | | Backwater Valve | | | |
| Shower Stall | | Hose Bibb | | Other Plumbing Fixtures as defined in SPS 382, WI Administrative Code | | | Number of Fixtures |
| Garbage Disposal | | Sump Pump | | | | | |
| Refrigerator | | Ejector | | | | | |
| Dishwasher | | Roof Drain | | | | | |
| Water Softener | | Grease Trap | | | | | |
| | | | | TOTAL FEE (Min. \$75.00) | | | |

| SEWER/WATER | | | MISCELLANEOUS FEES | |
|-----------------------------------|------|----------|--------------------------|---------|
| Type | Size | | Replacement Water Heater | \$75.00 |
| Sanitary Sewer Lateral Connection | | \$125.00 | Sewer Cap | \$75.00 |
| Storm Sewer Lateral Connection | | | | |
| Water Lateral Connection | | | | |

FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT

| APPLICANT'S STATEMENT | PERMIT APPROVAL |
|---|--|
| I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of WI and ordinances of the City of De Pere, WI. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, WI. | Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above-described work in accordance with all existing laws, ordinances, and regulations. |
| Signature: _____ | Inspector: _____ |
| Date: _____ License #: _____ | Date: _____ Certification #: _____ |

CONDITIONS OF APPROVAL

City of De Pere
 335 S. Broadway
 De Pere, WI 54115
 (920) 339-4053
 dpbldg@deperewi.gov



SEWER PERMIT Application and Record

Permit #: _____
 Fee: _____
 Receipt #: _____
 Date: _____

| PROJECT LOCATION | | | SEWER CONTRACTOR | | |
|------------------|-----------|---------|------------------|--|--|
| Owner's Name: | | | Company Name: | | |
| Address: | | | Address: | | |
| Phone #: | | | Phone #: | | |
| Lot #: | Parcel #: | Zoning: | E-mail: | | |

| OCCUPANCY | NATURE OF WORK |
|---|--|
| <input type="checkbox"/> Single Family <input type="checkbox"/> Commercial <input type="checkbox"/> Public/Govt. <input type="checkbox"/> Two Family <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse <input type="checkbox"/> Multi-family (No. of Units: _____) <input type="checkbox"/> Educational | <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Remodel <input type="checkbox"/> Other: |

| FIXTURES ROUGHED IN FOR AND/OR INSTALLED | | | | | | |
|--|-----|-----------------|-----|---|-----|---|
| \$11.00/fixture | Qty | \$11.00/fixture | Qty | \$11.00/fixture | Qty | Note: State Approved buildings with 16 or more fixtures shall be \$175.00 + \$11.00/fixture. |
| Sink | | Water Heater | | Drinking Fountain | | |
| Water Closet | | Clothes Washer | | Urinal | | |
| Lavatory | | Laundry Tub | | Ice Cube Machine | | |
| Bath Tub | | Floor Drain | | Backwater Valve | | |
| Shower Stall | | Hose Bibb | | Other Plumbing Fixtures as defined in COMM 82, WI Administrative Code | | |
| Garbage Disposal | | Sump Pump | | | | |
| Refrigerator | | Ejector | | | | |
| Dishwasher | | Roof Drain | | | | |
| Water Softener | | Grease Trap | | | | |

| SEWER/WATER | | | MISCELLANEOUS FEES | |
|-----------------------------------|------|-----------------|------------------------------|------------------------------------|
| Type | Size | \$125.00 | Sprinkler Alt/Add (per head) | \$20.00 |
| Sanitary Sewer Lateral Connection | | | Sewer Cap | \$75.00 |
| Storm Sewer Lateral Connection | | | Replacement Water Heater | \$75.00 |
| Water Lateral Connection | | | Fire Suppression Sprinkler | \$375.00 + \$80.00 per riser/floor |

FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT

| APPLICANT'S STATEMENT | PERMIT APPROVAL |
|---|--|
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| CONDITIONS OF APPROVAL |
|------------------------|
| _____ _____ |

CITY OF DE PERE

335 South Broadway, De Pere, WI 54115 | www.de-pere.org



ACI 332-14 Foundation Plan Review Analysis for Footings and Foundation

Dwelling Size: _____

Dwelling Square Footage: _____

Number of Stories: _____

Location: _____

Soil Type: _____

Backfill Material: _____

Maximum Soil Equivalent Fluid Pressure (psf/ft.): _____

Foundation wall Height: _____

Unbalanced Fill Height: _____

Minimum Wall Thickness: _____

Size of Reinforcement Bar: _____

Yield Strength of Reinforcement (40 or 60 ksi): _____

Concrete Compressive Strength (psi): _____

Foundation Footing Size: _____

Column Footing Size: _____

Soil Bearing Capacity: _____