

CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

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Land Management

Land Planning

Land Records & G.I.S.

POWTS & Wells

UDC BUILDING PERMIT CHECKLIST

ALL FORMS MUST BE FILLED IN COMPLETELY AND LEGIBLE

1. 911/Driveway Access Permit:

- Address fee is \$70.00.
- An additional \$50.00 fee is required for accesses onto County Highways.
- 911/Driveway Access Forms SHALL be signed by the Town Official or County Highway Department approving the location of the driveway before an address will be issued.
- If the Town has their own driveway form or in situations where a State Driveway Permit has been issued, please attach a copy of their approval to the County's form.

2. Sanitary Permit: A sanitary permit shall be issued prior to the applicable building and/or zoning permit:

- Conventional System \$300.00
- Mound or At-Grade System \$450.00
- Holding Tank \$505.00
- Re-Connection to Existing System \$150.00

3. Uniform Dwelling Code (UDC) Permit: Required Information:

- Wisconsin Uniform Building Permit Application shall be filled out online at "[Department of Safety & Professional Services \(DSPS\) Online Building Permit](#)". The Online Building Permit shall include the names, license numbers, contractor phone numbers and mailing addresses for ALL contractors and sub-contractors. Please remember to submit the Online Building Permit form to DSPS. In step 7, you will need to **PRINT OUT** the application, which will include the confirmation page and submit a hard copy to the office. **If the form is incomplete or information is missing it will not be accepted.**
- Site Plan showing the location of all existing and/or proposed structures, septic system, easement(s), wells and property lines.
- Erosion Control Plan & Plot Plan accurately showing ALL existing and/or proposed structures shall be completed and all questions on the form must be answered
- House Plans: All house plans shall be organized, properly, aligned and stapled. Chippewa County requires three full sets plans as follows: Two (2) sets at 1/8"=1" Scale (typically 11" x 17") and one (1) set at 1/4" = 1' scale, which cannot be reduced in size.
 - House plans shall show the size and location of all rooms, basements, doors, windows, structural features, exit passageways, decks, stoops and stairs. All rooms shall be labeled and identified as finished and/or unfinished areas, decks, stoops, attached garages, etc. The UDC permit fee is based on the total square feet of the house (finished and unfinished). (Base fee starts at \$725.00)
- Building Elevations shall show the exterior appearance of the building, including the type of exterior materials. The elevations shall also show the location, size and configuration of doors, windows, roof pitch, chimneys, exterior grade, footings and foundation walls.
- Wall Cross Section and Wall Bracing Compliance Worksheet. Can be on the plans.
- Energy (Heat-Loss) Calculations: Both are Required:
 - 2009 International Energy Conservation Code (IECC) Residential check for the envelope; and,
 - 2009 Wisconsin Uniform Dwelling Code (UDC) Residential check for conductive loss's & mechanical. Both MUST be signed by the individual completing the worksheets.
- In-Floor Heat: Provide a detail of the proposed insulation for any in-floor heat.
- Truss Plans: They do not need to be submitted, but MUST be available on site.

4. Additional Information.

- Additional permits or agreements may be required depending on the scope of the project. An example of additional permits or agreements: stormwater management and/or erosion control, shoreland filling and grading, holding tank agreements, shoreland mitigation agreements
- The Department recommends that you make contact with the applicable jurisdictions to determine what other permits, such as zoning, shoreland or land use, would be required for your project.
- The property MUST be in the applicants name or a copy of the recorded Deed must be furnished at the time of application.
- The location of the home and the driveway MUST be clearly staked or flagged out for our inspection(s). Re-inspection fees will be charged if the location is not flagged.
- The property owner MUST have ALL County and Town permits PRIOR to moving any dirt, digging, starting construction or placing of manufactured and/or mobile homes on the site. After the fact fees will be charged for starting without permits.

Revised: September 22, 2021