

**ADAMS COUNTY
BUILDING PERMIT APPLICATION PACKET for Manufactured Homes**

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Attachments

- Adams County Planning and Zoning Permit Application
- Cautionary Statement to Owners Obtaining Building Permits
- Uniform Building Permit Application
- Contractor Credential Verification for Building Projects
- Acceptable Slab Design
- Deck Cross section
- Garage Cross section (if applicable)
- Standard Erosion Control Plan
- Site Map / Plot Plan
- Fee Schedule

I. BUILDING INSPECTOR CONTACT INFORMATION

**Adams County Planning and Zoning Dept.
401 Main St. P.O. BOX 187
Friendship, WI 53934**

- A. For question, or to schedule an inspection please call (608)339-4222. **(All inspections must be scheduled through the office Administrative Staff by phone or in person only).**

Please Note: These required inspections shall be requested by the applicant or authorized representative in person or by phone **(faxing or Emailing of inspection requests will not be accepted)**. After notification, the Planning & Zoning Department shall perform the requested inspection within two (2) business days. Construction shall not proceed beyond the point of inspection until the inspection has been completed and approved.

II. BUILDING PERMIT REQUIREMENTS

When applying for a Building Permit, please submit the following information to Adams County Planning and Zoning Dept.:

- Completed Uniform Building Permit Application **(form attached)**
- Completed Adams County Application **(form attached)**
- Signed copy of Cautionary Statement to Owners Obtaining Building Permits, when applicable. **(form attached)**
- Copy of Title or Purchase agreement
- Two (2) complete sets of plans **(Plans must include: floor plans, Pier layout, anchoring type and locations, footing or slab design.)**
- Completed Deck Cross Section **(form attached)**
- Detailed Site Plan / Plot Plan **(form attached)**
- Completed Detailed Erosion Control Plan **(not applicable to interior remodeling) (form attached)**
- Copies of other permits required to be issued by the County and local unit of Government. (For example: zoning or land use permit, local building permit, etc.)
- Completed Contractor Credential Verification for Building Project form **(form Attached)**
- Directions to the job site in the Town where project is located.
- Payment for the all Permit fees. **(Checks are to be payable to Adams County)**

Send Application and Fee(s) To (or hand delivered):
Adams County Planning and Zoning Dept.
401 Main St. P.O. BOX 187
Friendship, WI 53934

III. BUILDING / SANITARY PERMIT ISSUANCE

A. Building / Sanitary Permit Issuance

1. Upon receipt of the all required Permit Application(s), the Building / Sanitary Inspector will review the application(s) and notify the applicant if additional information is required.
2. The Building / Sanitary Permit, Permit Card, and State UDC Seal (when required) will be issued by Adams County Planning and Zoning Dept. directly to the applicant.

IV. INSPECTION PROCEDURES

Once a Building / Sanitary Permit is issued for your project, you are responsible for calling the inspector for the required inspections at the given phases of your project. The Inspections can be requested by calling Adams County Planning and Zoning Dept. at (608)339-4222. In order to save trips to the job site, it is asked that multiple inspections be scheduled simultaneously, whenever possible.

Please be aware that the Building Code allows 48 working hours (except for the final inspection) and the Plumbing Code allows 24 working hours for these inspections to be accomplished by the Inspector. We will make every effort to respond sooner.

A. The following inspections are normally required for “construction projects.”

1. A **footing inspection**. (All required **EROSION CONTROL** means must be installed prior to the start of any excavation).
2. An **under slab plumbing inspection**. The state plumbing code requires a 10’00” head of water held for 15 minutes for a water test or 3 PSI of air pressure held for 15 minutes for an air test. The water or air test needs to be done in the presence of the Inspector.
3. **Slab inspection**. After the under floor plumbing has been inspected the vapor retarder, wire mesh, rebar, insulation, and heating tube (if applicable) can be installed, inspection of these items is required prior to pour.
4. A **temporary or permanent electrical service inspection**. The service must be inspected, approved, and released by the Inspector prior to the local utility company energizing the system.
5. **Pre Skirt Inspection**. All Exposed plumbing, electric, stabilizers, and piers must be inspected **PRIOR** to installing any skirting.
6. A **final inspection** prior to moving personal belongings in and/or occupying the new space.