# ADAMS COUNTY
# BUILDING PERMIT APPLICATION PACKET for Manufactured Homes

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## 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)**

**<u>Send Application and Fee(s) To (or hand delivered):</u>**
**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.

www.co.adams.wi.gov

**Planning & Zoning Department**
**Permit Application**

P. O. Box 187 Phone: 608 339-4222
Friendship, WI 53934 Fax: 608 339-4504

***OFFICE USE ONLY:*** {Document Revised 04-28-10}

Date: _____ ***FILE #:*** _____
Parcel #: _____ County Zoning District: _____
State Sanitary #: _____ Shoreland Zoning District: _____
State UDC Seal #: _____ FIRM / Flood Study Zone: _____
Waterfront Yes No Airport Height Zoning: _____

* ***ADDITIONAL REGULATIONS:*** **(1)** Per Sec. 6-1.06 of the Adams County Shoreland Protection Ordinance, all nonconforming shoreline buffer areas shall be brought into compliance by September 30, 2013, unless prior to said date, NR115 as revised, requires less for compliance. **(2)** The undersigned hereby applies for a Permit to do work described and located as shown on this application and the attached plot plan. The undersigned agrees that all work will be done in accordance with County Zoning, Sanitary, Building Construction and/or Land Division Ordinances and with all laws of the State of Wisconsin applicable to said premises and work. **(3)** There may be Town or other local regulations or covenants that apply to your project. For your protection, determine if your project is subject to any regulations etc. other than Adams County.

**NOTE: Construction must be completed within two (2) years from the issue date of this Permit.**

* ***SETBACKS:*** All lot lines shall be physically marked for all setbacks that are less than ten feet greater than the required setback (e.g. side lot setback = 10 ft., if actual setback will be less than 20 ft., must mark lot line). Permits are issued based upon information submitted including the plot plan. It is the property owner/contractor responsibility to complete construction according to the approved submittals. Please call the Planning & Zoning Dept. to schedule inspection(s) for your project.

***PLEASE PRINT CLEARLY & FILL OUT*** **COMPLETELY**

**Owned By:** _____ Date of Birth: _____ Phone: _____
**{First}** **{Middle Initial}** **{Last}**

Mailing Address: _____

**Property Description:**

Gov. Lot: _____ or _____¼, _____¼, Sec. _____, T _____ N, R _____E

Lot: _____; Block: _____; Addition: _____; Subdivision: _____

Town of: _____ Property Address (if any): _____

Lot / Parcel Size: Width: _____ Length: _____ Acres / Sq. Ft.: _____

**Construction Description:** _____
(New Building, Addition, Electric, Plumbing, HVAC, Moving, Alteration, Sanitation, Sign etc.)

Use: _____
(Residence, Accessory Building, Commercial, Industrial, Public etc.)

Type of Construction (if Manufactured Home, list year) : _____
(Frame, Masonry, Manufactured Home, Manufactured Dwelling, etc.)

**Building Description:** Width: _____ Length: _____ Area: _____ Sq. Ft.
Height: _____ No. of Stories: _____ No. of Bedrooms: _____

NOTE: IT IS THE RESPONSIBILITY OF THE PERSON SIGNING TO CALL FOR REQUIRED INSPECTIONS.
SIGNATURE GRANTS CONSENT FOR DEPT. STAFF TO ENTER PREMISES AND *ACKNOWLEDGEMENT OF NOTES ABOVE.

**Signature of Owner or Agent:** _____ Phone: _____

**Printed Name**: _____ Cell #: _____

**Address:** _____

**Email Address:** _____

***OFFICE USE ONLY:***

Zoning: $_____ Comments / Conditions: _____
Sanitary: $_____ _____
Building: $_____ _____
Other: $_____ _____
State Fee: $_____ _____
Total: $_____ _____

Paid (check # or cash): $_____

Date: _____ ___ Approved by: _____ Date: _____
By: _____ ___ Denied by: _____ Date: _____

| DATE | INSPECTION TYPE | INSPECTOR |
|---|---|---|
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## INSPECTION NOTES

commerce.wi.gov

Wisconsin
Department of Commerce

SAFETY AND BUILDINGS DIVISION
Integrated Services
TTY: Contact Through Relay

Jim Doyle, Governor
Richard J. Leinenkugel, Secretary

# Contractor Credential Verification for Building Projects

In addition to the typical credentials that the state or local municipalities require for the trades people (master plumber, master electrician, fire sprinkler installer, refrigerant handling technician, and many others found in Comm 5), effective July 1, 2009 a **business credential is now required for all general contractors and subcontractors.**

For information on Wisconsin construction credentials visit our website at:
http://www.commerce.state.wi.us/SB/SB-BuildingContractorProgram.html .

**Project name and address:** _____

| The following contractors and subcontractors performing the indicated code-related work need the following business credential. Fill in the credential number below: | | | |
|---|---|---|---|
| Dwelling Contractor Certification | | HVAC Contractor | |
| Elevator Contractor | | Manufactured Home Installer | |

| Fill in the Building Contractor Registration number or other Business Credential number for all other subcontractors doing work by type listed below: | | | |
|---|---|---|---|
| Electric Wiring | | Precast Concrete Installation | |
| Drywall and Plastering | | Roofing | |
| General Building Construction | | Siding | |
| Finish Carpentry | | Masonry and Stone Work | |
| Fire Protection | | Structural Steel | |
| Flooring | | Tile and Terrazzo | |
| Framing Carpentry | | Wall Coverings | |
| Glass and Glazing | | Other building or Equipment Specialties | |
| Insulation | | Other building or Equipment Specialties | |
| Building Site Preparation/Stabilization | | Other building or Equipment Specialties | |
| Plumbing | | Other building or Equipment Specialties | |
| Poured Concrete | | Other building or Equipment Specialties | |

**Attach additional pages if necessary**

_____
General Contractor Name — General Contractor representative

_____
Contractor Address — Phone Number

# CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65(1r) 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.

**Additionally, Wisconsin Statute: 101.66 Compliance and penalties. (1) "Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one- and 2-family dwelling code."**

**Consequently:**

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

**If a contractor signs the Permit Application 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.**

**Additional Responsibilities for Owners of Projects Disturbing One or More Acres of Soil**
I understand that this project is subject to ch. NR 151 regarding additional erosion control and storm-water management and will comply with those standards.

Owner(s) Signature: _____ Date: _____

| Wisconsin Division of Safety and Buildings<br>Wisconsin Stats. 101.63, 101.73 | **WISCONSIN UNIFORM BUILDING PERMIT APPLICATION**<br>**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)] | Application No.<br>Parcel No. |
|---|---|---|

**PERMIT REQUESTED** ☐ 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.) | | | |
| Manufactured Home Installer | | | |
| Dwelling Contr. Qualifier | | The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr. | |
| HVAC | | | |
| Electrical | | | |
| Plumbing | | | |

**PROJECT LOCATION** 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. | **Setbacks:** | Front ft. | Rear ft. | Left ft. | Right ft. |
|---|---|---|---|---|---|---|

**1. PROJECT**
☐ New ☐ Repair
☐ Alteration ☐ Raze
☐ Addition ☐ Move
☐ Other:

**2. AREA INVOLVED (sq ft)**

| | Unit 1 | Unit 2 | Total |
|---|---|---|---|
| Unfin. Bsmt | | | |
| Living Area | | | |
| Garage | | | |
| Deck | | | |
| Totals | | | |

**3. OCCUPANCY**
☐ Single Family
☐ Two Family
☐ Garage
☐ Other:

**4. CONST. TYPE**
☐ Site-Built
☐Mfd. per WI UDC
☐Mfd. per US HUD

**5. STORIES**
☐ 1-Story
☐ 2-Story
☐ Other:
☐ Plus Basement

**6. ELECTRIC**
Entrance Panel
Amps: _____
☐ Underground
☐ Overhead

**7.WALLS**
☐ Wood Frame
☐ Steel
☐ ICF
☐ Timber/Pole
☐ Other:

**8. USE**
☐ Seasonal
☐ Permanent
☐ Other:

**9. HVAC EQUIP.**
☐Furnace
☐Radiant Basebd
☐Heat Pump
☐Boiler
☐Central AC
☐Fireplace
☐Other:

**10. SEWER**
☐Municipal
☐Sanitary Permit#
_____

**11. WATER**
☐ Municipal
☐ On-Site Well

**12. ENERGY SOURCE**

| Fuel | Nat Gas | LP | Oil | Elec | Solid | Solar |
|---|---|---|---|---|---|---|
| Space Htg | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Water Htg | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**13. HEAT LOSS**
_____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)

**14. EST. BUILDING COST w/o LAND**
$

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.**

**APPLICANT (Print:)** _____ **Sign:**_____ **DATE** _____

**APPROVAL CONDITIONS** This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. ☐ **See attached for conditions of approval.**

| **ISSUING JURISDICTION** | ☐Town of ☐Village of ☐City of ☐County of ☐State→ | State-Contracted Inspection Agency#: | Municipality Number of Dwelling Location<br>___ ___ - ___ ___ ___ |
|---|---|---|---|

| **FEES:** | **PERMIT(S) ISSUED** | **WIS PERMIT SEAL #** | **PERMIT ISSUED BY:** |
|---|---|---|---|
| Plan Review $_____<br>Inspection $_____<br>Wis. Permit Seal $_____<br>Other $_____<br>Total $_____ | ☐ Construction<br>☐ HVAC<br>☐ Electrical<br>☐ Plumbing<br>☐ Erosion Control<br>_____ | | Name_____<br>Date _____ Tel. _____<br>Cert No. _____ |

SBD-5823(R.10/08) Distribute: ☐ Ply 1 – Issuing Jurisdiction; ☐ Ply 2- Issuer forwards to State w/in 30 days; ☐ Ply 3- Inspector; ☐ Ply 4- Applicant

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 contactor, 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.

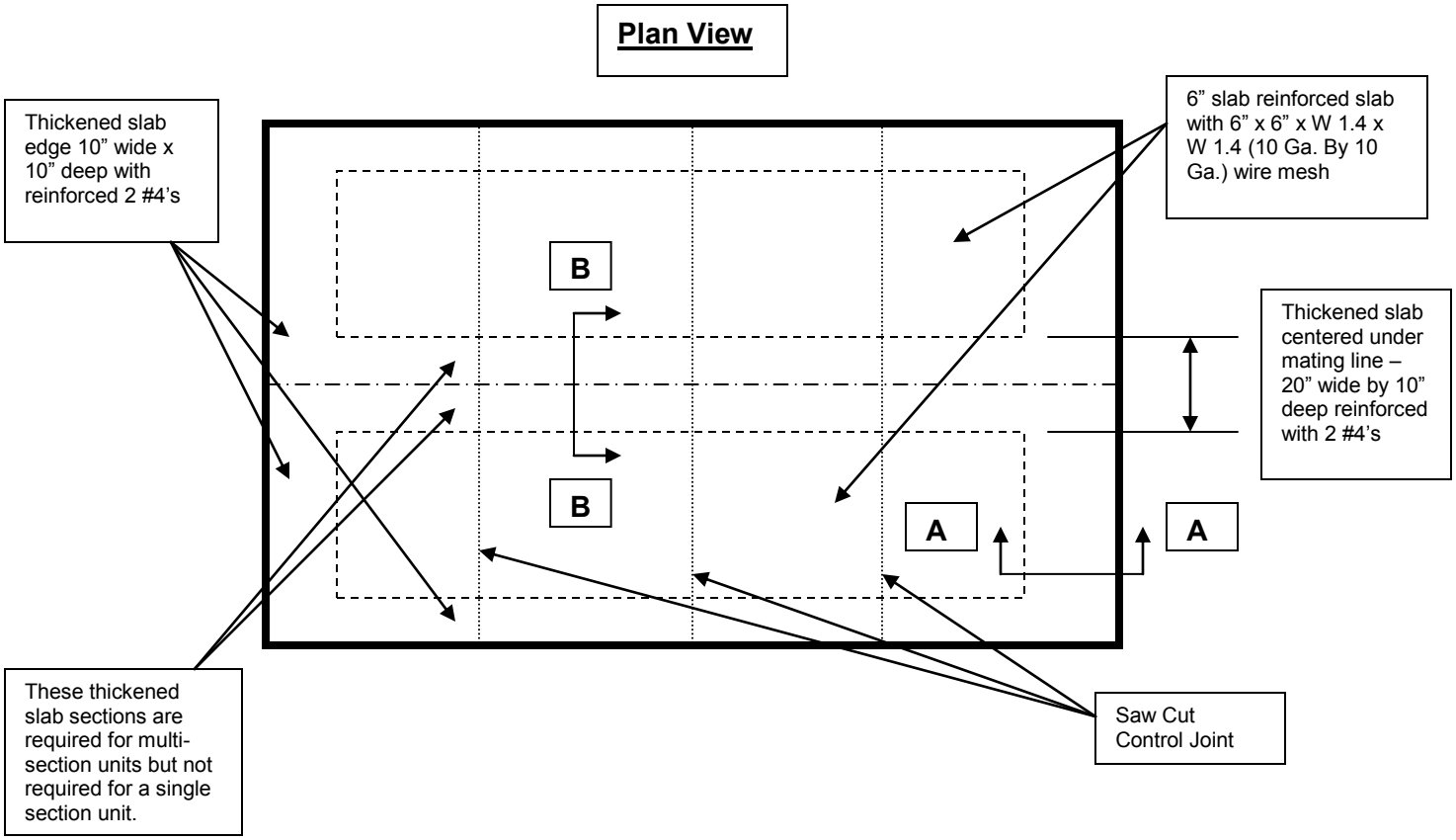
ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

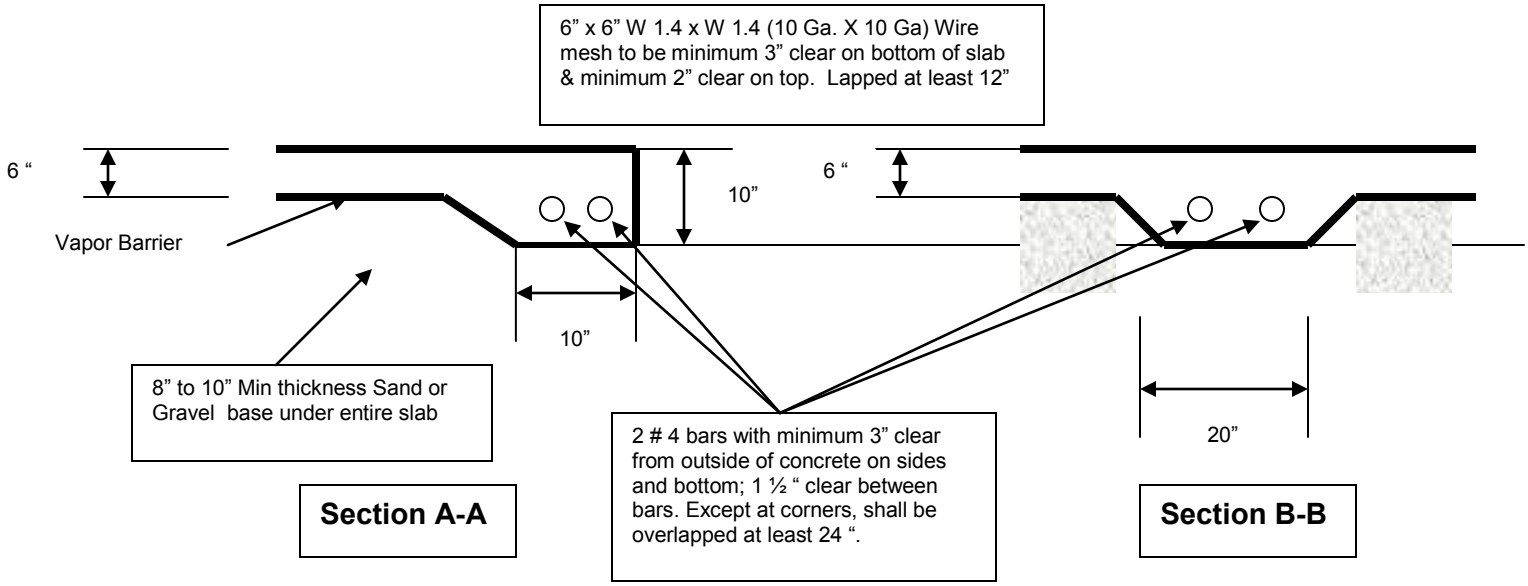
- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, 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

**Acceptable slab on grade for pier supported manufactured home produced on or after April 1, 2007 [per Comm 21.40 (1)]**




Note: Perimeter insulation is NOT required.

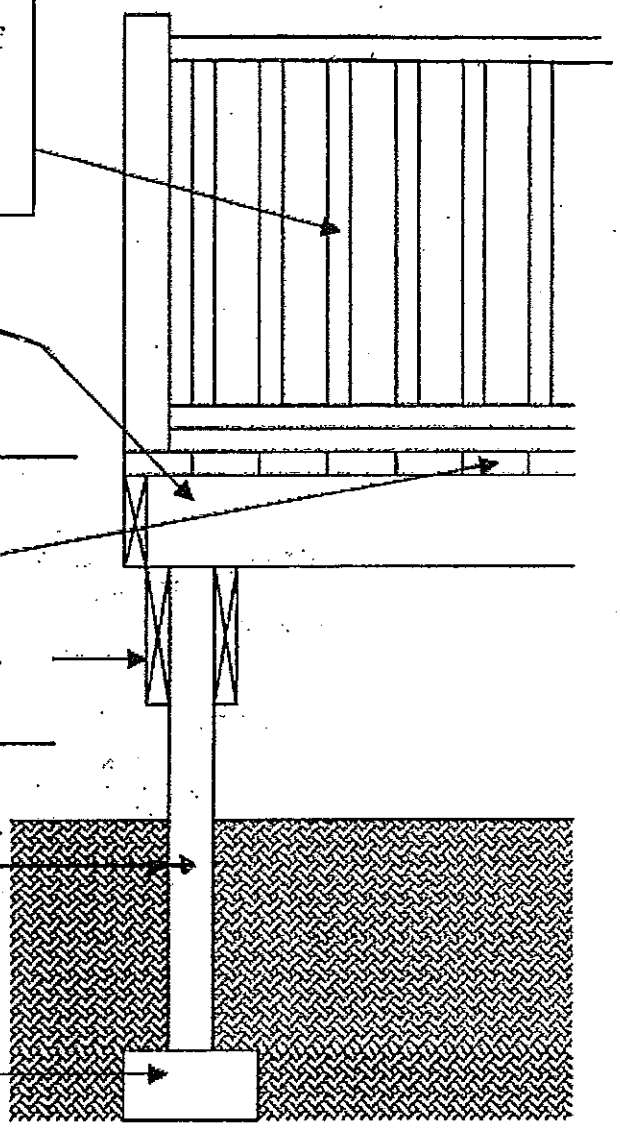
**Rev. 4-13-10**

# Residential Deck Specifications

_____
DECK SIZE

**Deck Guards**

Guards Are Required If The Floor Is 24 Inches Or More Off The Ground. Required Guards Shall Not Be Constructed With Horizontal Rails Or Other Ornamental Pattern That Results In A Ladder Effect. Openings Shall Be Sized So A 4-Inch Sphere Will Not Pass Through.



Floor Joist Clear Span: _____

Floor Joist Size: _____

Floor Joist Species Of Lumber: _____

Floor Joist Spacing: _____

Deck Floor Material: _____

Carrier/Beam Size: _____

Carrier/Beam Species Of Lumber: _____

Is The Deck Attached To The House: Yes_____ No _____

Post Size: _____

Post Spacing: _____Feet _____ Inches

Footing Depth Below Grade: _____ Inches

Footings: Width_____ Height_____

**Use Back Of Sheet For A Plan View Of The Deck**

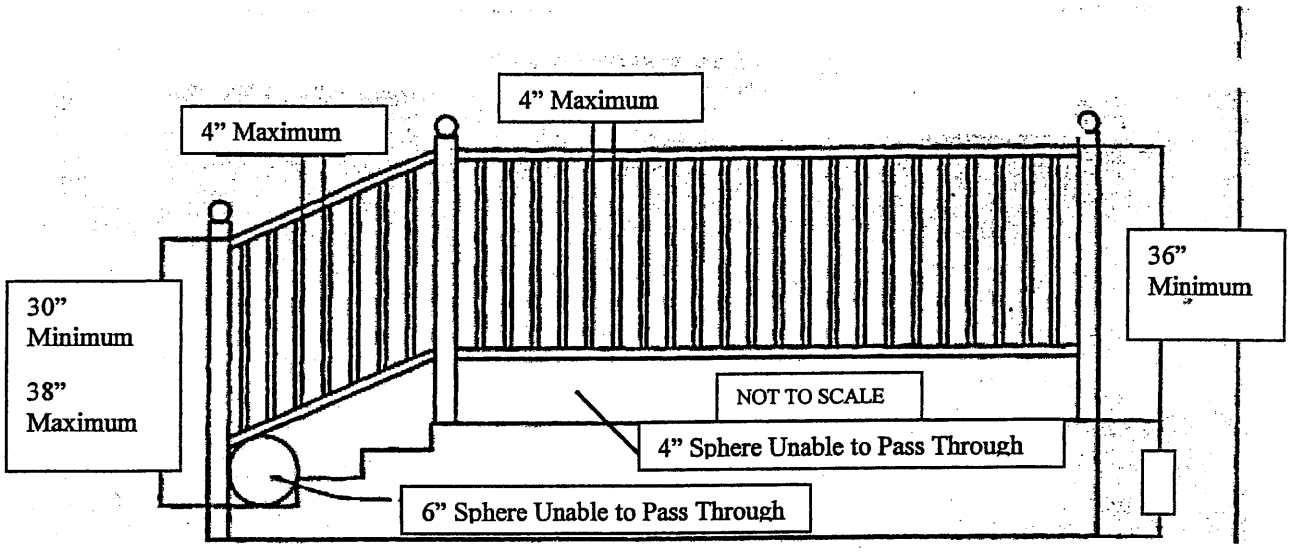
**Deck Stairways**

Stairways Shall Not Be Less Than 36 Inches In Clear Width. The Maximum Riser Height Shall be 8 Inches And The Minimum Tread Depth Shall Be 9 Inches. Riser Height Shall Not Vary By More Than 3/8" Inches.

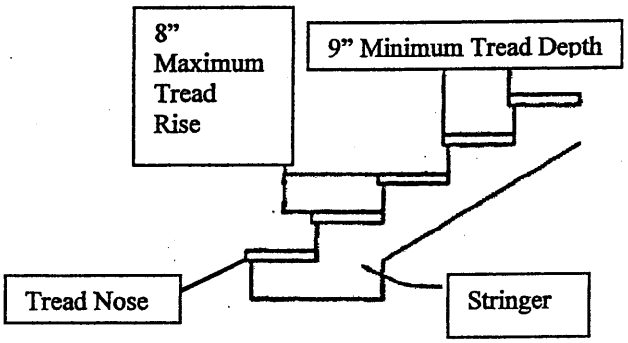
**Deck Stairway Handrails**

All Required Handrails Shall Be Continuous The Full Length Of Stairways With More Than 3 Risers Or If Elevated 24 Inches Or More Above The Floor Or Exterior Grade On All Open Sides Of Stairways. Handrails Shall Be Placed Not Less Than 30 Inches Or More Than 38 Inches Above The Nosing Of The Treads. Sides Of Stairs With A Total Rise Of More Than 24 Inches Above The Floor Or Grade Below Shall Have Guards Not Less Than 36 Inches In Height Measured Vertically From The Nosing Of The Treads.

See Decks, Patios and Landings Permitting and Construction Requirements and Construction Standards for Decks for more Information.




HANDRAILS, GUARDRAILS & STAIRS
(NOT TO SCALE)



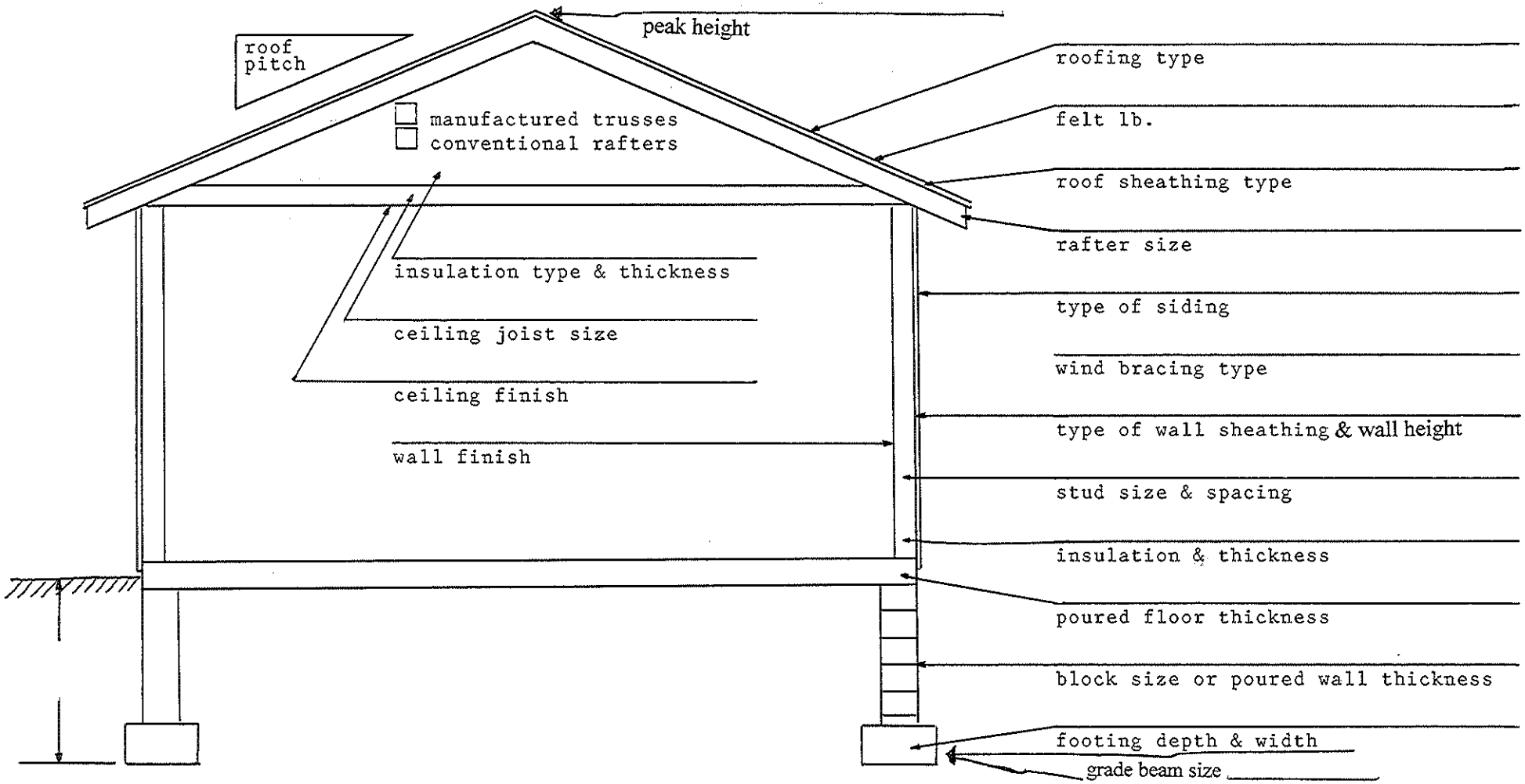

STAIR DESIGN DETAIL
(NOT TO SCALE)

Garage Size _____

# Garage Cross Section

owner or agent signature

inspector signature




Garage Door(s):

Door width _____

Located in ☐ gable end ☐ side wall

Header type & size _____

# *EROSION CONTROL REGULATIONS*

Erosion control and storm water regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

## LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shore land zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be stricter than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

## UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along down slope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 261-6541.

## STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook*, and UW–Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

*Erosion Control for Home Builders* (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at http://clean-water.uwex.edu/pubs/sheets

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin–Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.

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**Printed on recycled paper**

**GWQ001A Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites**

**DNR WT-458-96** **R-03-02-2M-10-S** Editing and design by the Environmental Resources Center, University of Wisconsin–Extension.

❒ COMPLETED NOT APPLICABLE

**Indicate management strategy by checking (✔) the appropriate box.**

## Management Strategies

❒ Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.

❒ Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

- Indicate re-vegetation method: ❒Seed ❒Sod ❒Other
- Expected date of permanent re-vegetation: _____
- Re-vegetation responsibility of: ❒Builder ❒Owner/Buyer
- Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? ❒Yes

❒ ❒No Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

❒ Trapping sediment during de-watering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

❒ Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.

❒ Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height o f the barrier.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

# EROSION CONTROL PLAN CHECKLIST

**Check (✔) appropriate boxes below, and complete the site diagram with necessary information.**

COMPLETED | NOT APPLICABLE

## Site Characteristics

North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways. ❒

Location of existing drainage ways, streams, rivers, lakes, wetlands or wells. ❒

Location of storm sewer inlets. ❒

Location of existing and proposed buildings and paved areas. ❒

The disturbed area on the lot. ❒

Approximate gradient and direction of slopes before grading operations. ❒

Approximate gradient and direction of slopes after grading operations. ❒

Overland runoff (sheet flow) coming onto the site from adjacent areas. ❒

## Erosion Control Practices

Location of temporary soil storage piles. ❒

Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any down slope road or drainage way.

Location of access drive(s). ❒

Note: Access drive should have 3 to 6 inch aggregate stone laid at least width of egress and 12 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).

Location of sediment controls (filter fabric fence, straw bale fence or 25 foot-wide vegetative strip as per WDNR Tech Standard **1054**) that will prevent eroded soil from leaving the site. ❒

Location of sediment barriers around on-site storm sewer inlets. ❒

Location of diversions. ❒

Note: Although not specifically required by code, it is recommended that concentrated flow (drainage ways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow)from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.

Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade). ❒

Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.

Location of practices that will control erosion on areas of concentrated runoff flow. ❒

Note: Unstabilized drainage ways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).

Location of other planned practices not already noted. ❒

# 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.

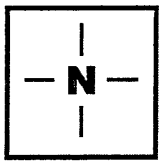
PROJECT LOCATION _____

BUILDER _____ OWNER _____

WORKSHEET COMPLETED BY _____ DATE _____

**SITE DIAGRAM** **Scale: 1 inch = ____feet**

Please indicate north by completing the arrow.




**EROSION CONTROL PLAN LEGEND**

- PROPERTY LINE
- EXISTING DRAINAGE
- TD TEMPORARY DIVERSION
- FINISHED DRAINAGE
- LIMITS OF GRADING
- SILT FENCE
- STRAW BALES
- GRAVEL
- 1 VEGETATION SPECIFICATION
- TREE PRESERVATION
- STOCKPILED SOIL

# Site Map / Plot Plan / Standard Erosion Control Plan

**See Reverse Side for Setback and Height Limit Information**

**PLEASE NOTE: All setbacks must be clearly and accurately shown or the map will be returned to you for clarification which will result in a delay of your project.**

- Clearly show which direction is north with a North Arrow (N↑).
- Site map must be either drawn to scale **or** be dimensionally accurate.
- Show all roads that abut the parcel.
- Clearly indicate whether measurements from a road are from the lot line or the road centerline.
- Show all water-bodies abutting and/or within the parcel with setbacks from the Ordinary High-Water Mark.

N↑= North Arrow
BU = Business
RE = Residence
PA = Parking
GA = Garage
PS = Pole Shed
BA = Barn
CS = Canopy Shelter
GZ = Gazebo
SL = Concrete Slab
ST = Stairs

FE = Fence
LT = Lean-to
DR = Driveway
SY = Side Yard
FY = Front Yard
CL = Center Line
RY = Rear Yard
WW = Walkway
PO = Patio
DK = Deck

RW = Retaining Wall
TR = Trees
SH = Shrubs
PR = Pier
BH = Boat House
BS = Boat Shelter
SL = Shoreline
WL = Well
SF = Septic Field
SV = Septic Vent

SC = Septic Cleanout
FP = Floodplain Boundary
OH = Ordinary High-water
R/W = Right of Way Line
LL = Lot Line
**SP = Stock Piles**
**++++ = Erosion Control**
**"Indicate slope and drainage with arrows"**

# Setback, Height and Ground Coverage Regulations by Zoning District

**IMPORTANT NOTES:** All setbacks are measured from the furthest projection of the structure (e.g. roof overhang). Other situational regulations or exceptions may also apply.

**Setbacks applicable to all zoning districts:**
- Lake, river, stream, creek etc.: Minimum 75 ft. form the Ordinary High-Water Mark. The setback requirement may be greater than 75 ft. if the parcel is zoned under the Shoreland Protection Ordinance.

**R-1:**
**Setbacks:**
- Class A Highway {State Highway}: 110 ft. from centerline or 50 ft. from lot line, whichever goes furthest into the lot.
- Class B Highway {County Trunk}: 83 ft. from centerline or 50 ft. from lot line, whichever goes furthest into the lot.
- Class C Highway {Town Road}: 63 ft. from centerline or 30 ft. from lot line, whichever goes furthest into the lot.
- Front Lot Line: 30 ft. for all structures.
- Rear Lot Line: 30 ft. for dwelling and attached accessory structures, 10 ft. for detached accessory building.
- Side Lot Line: 10 ft. for all structures.

**Height Limit:**
- Residential structure and attached accessory structure: 35 ft.
- Detached accessory Structure: 20 ft.

**Ground Coverage:**
- Principal and accessory buildings: Maximum 20 % and not more than 8,000 sq. ft.

**R-1 {LL}:** All same as R-1

**R-2:**
**Setbacks:**
- Class A, B & C Highway: 100 ft. from Right-of-Way line or lot line, whichever goes furthest into the lot.
- Front Lot Line: 100 ft. for all structures.
- Rear Lot Line: 30 ft. for dwelling and attached accessory structures, 10 ft. for detached accessory building.
- Side Lot Line: 50 ft. for all structures.

**Height Limit:** Same as R-1.
**Ground Coverage:**
- Principal and accessory buildings: Maximum 5 % and not more than 10,000 sq. ft.

**R-3:**
**Setbacks:** Same as R-1 unless a manufactured home park.
**Height Limit:**
- Residential structure and attached accessory structure: 20 ft.
- Detached accessory Structure: 20 ft.

**Ground Coverage:**
- Single-family residential use: Principal and accessory buildings: Maximum 20 % and not more than 8,000 sq. ft.
- Manufactured home park: (1) Dwelling: maximum 1/3 of lot area. (2) Dwelling & accessory structures maximum: 2/3 of lot area.

**B-1:**
**Setbacks:**
**Building:**
- Class A, B & C Highway : 50 ft. from Right-of-Way line or lot line, whichever goes furthest into the lot.
- Rear Lot Line: 30 ft.
- Side Lot Line: 30 ft.

**Parking Lot:**
- Class A, B & C Highway : 30 ft.
- Rear Lot Line: 30 ft.
- Side Lot Line: 10 ft.

**Ground Coverage:**
- Principal and accessory buildings: Maximum 30%.

**A-1 & A-1 {15}:**
**Setbacks:**
- Residential structures: Same as R-1.
- Animal confinement structures: Front, rear and side lot lines: 100 ft.
- See Ordinance for Livestock Facility regulations.

**Height Limit:**
- Residential primary & accessory structures: Same as R-1.
- All other agricultural structures: 85 ft.

**A-2:** All same as A-1.

**A-3:** All same as A-1

# ADAMS COUNTY PLANNING & ZONING DEPARTMENT
# FEE SCHEDULE {Effective January 01, 2006}

## BUILDING CONSTRUCTION

Commercial or Public Building (and additions thereto):
- Administrative, Zoning Related Inspections_____$.075 {7.5 cents}sq. ft.*
- Administrative, Zoning and Building Related Inspections_____$.20 sq. ft.*

Commercial or Public Warehouse/Storage Type Building (and additions thereto):
- Administrative, Zoning Related Inspections_____$.075 {7.5 cents}sq. ft.*
- Administrative, Zoning and Building Related Inspections_____$.15 sq. ft.*

UDC One and Two Family Dwelling:
♠$495.00 up to & including 800 sq. ft. area, $.20 sq. ft. beyond 800 sq. ft.

HUD Manufactured Home (conventional basement):
♠$395.00 up to & including 840 sq. ft. area (14' x 60'), $.20 sq. ft. beyond 840 sq. ft.

HUD Manufactured Home (on piers or slab):
♠$235.00 up to & including 840 sq. ft. area (14' x 60'), $.15 sq. ft. beyond 840 sq. ft.

UDC & HUD Manufactured Homes (additions)_____$.25 sq. ft.*
Unfinished areas (new dwelling)_____$.10 sq. ft
Garages and Accessory Building (frame constructed & additions) _____$.175 {17.5 cents}sq. ft.*
Garages and Accessory Building (pole constructed & additions)_____$.15 sq. ft.*
♦Deck_____$.15 sq. ft
☺HVAC Only_____$50.00
☺Electric Only_____$50.00
☺Plumbing Only_____$50.00
Alteration (structural changes – up to 5 inspection points)_____$50.00
♣Moving, Razing or Wrecking a Dwelling_____$50.00
Re-inspection (one re-inspection at no additional charge-per permit)_____$50.00
Zoning Permit and Inspection_____$100.00
Early Start Permit (Footing & Foundation)_____$50.00
Erosion Control Permit and Inspection (New - < 1 acre)_____$75.00
Erosion Control Permit and Inspection (Addition - < 1 acre)_____$50.00
Erosion Control Permit and Inspection (> 1 acre / subsequent acres)_____$150.00 / $75.00
Temporary Occupancy Permit per Dwelling Unit_____$30.00
Change of use Permit_____$50.00
Failure to call for Inspection_____$30.00

* There shall be a minimum fee of $50.00 for all building permits. Fee shall be price per square foot as shown or $50.00, whichever is greater.

♦ Decks consisting of a 5 ft. x 5 ft. or smaller landing plus minimum required steps shall require no fee, however, they shall be shown on the plans, constructed per code and inspected by the Department.
** All other decks shall be price per square foot as shown or $40.00, whichever is greater. (e.g. If deck is included in plans for a new dwelling - .15 sq. ft. If deck is constructed as an individual project – whichever is greater).

♠ Includes all HVAC, electric & plumbing inspections, erosion control and final occupancy permit, does not include zoning permit, decks, unfinished areas, temporary occupancy or accessory structures. E.g. sq. ft. calculation: If basement is 800 sq. ft. and first floor is 800 sq. ft. and both are finished = 1600 sq. ft. Unfinished areas are $.10 sq. ft.

♣ Moving a dwelling also requires the appropriate Building Permit and fees if placed in our jurisdictional area.

☺* Installation of a generator, spa, hot tub, pool etc. may require a Zoning Permit and mechanical permits and inspection. If included in plans for a new dwelling, there is no extra fee, however, inspection is required.

NOTE: 1. In all cases when work is started prior to obtaining a permit, the fee shall be doubled or $200.00, whichever is greater.
2. Cancelled and refunded permits are subject to a 10% surcharge