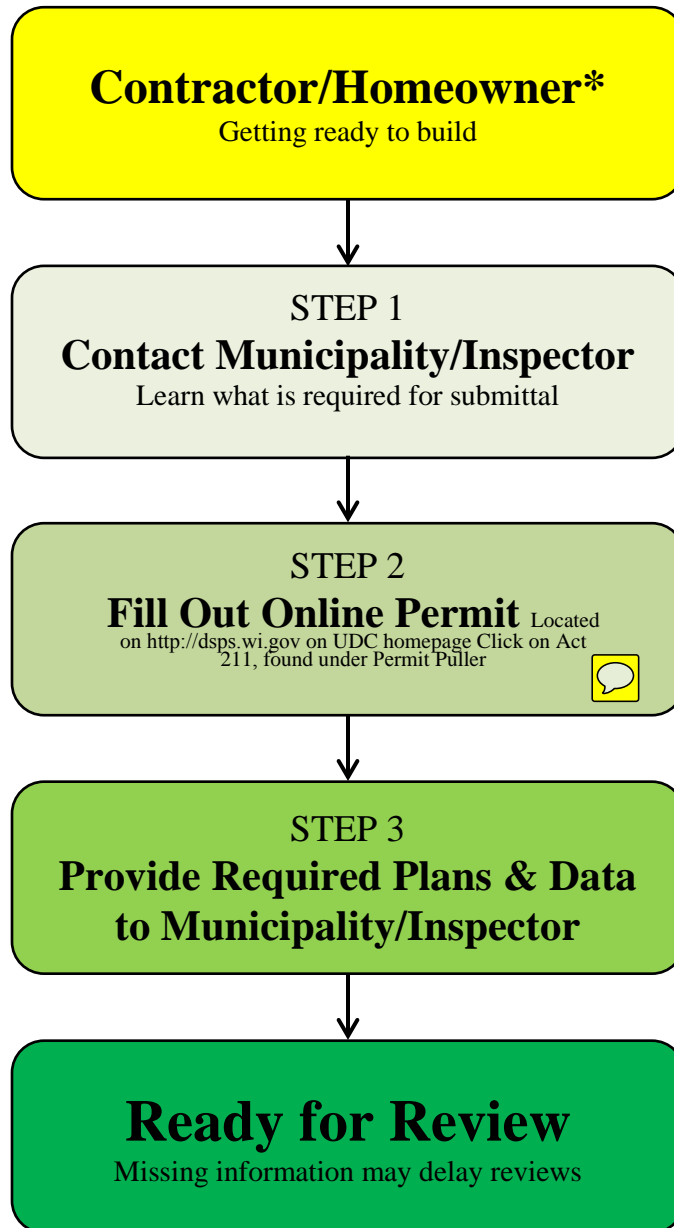


# Electronic Building Permit



\*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.

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## SITE PLAN REVIEW CHECKLIST

Tell us who is going to be responsible for this project and what their role is, such as Owner, Architect, Builder. This should be a person who can be contacted at any stage of the project and has authority to make corrections if necessary. We need a name and phone number on the plan.

A statement should be provide describing in detail, the character and intended use of the proposed site. The plans may act as the statement if sufficient detail is provided.

The drawing shall contain clear information as to where the site is and what exist around it. The following items are recommended.

- a. Vicinity map (show at least two intersecting streets.)
- b. North arrow, map scale, date
- c. Property boundaries existing and proposed
- d. Parcel tax ID
- e. Present zoning / Land Use
- f. Proposed Zoning / Land Use if different
- g. Setback lines for buildings and parking
- h. Existing and proposed easements or right-of-property use
- i. Existing features (dashed lines)
- j. All proposed features (solid lines)
- k. Curblines, edge of pavement
- l. Location and size of utility connections

We want to know how the building is going to look. Please provide:

- a. Floor Plans
- b. Elevations

The grading and drainage plan. Sites that disturb more than one-acre must with all the requirements of WI DNR

Sites that disturb less than one-acre may still need to comply with

§22.20. The computations and design details shall be submitted to the Building Inspector and or Municipal Engineer. Typical information is as follows:

- a. existing contours
- b. proposed contours
- c. Runoff computations \*
- d. Pipe sizing computations \*
- e. Drainage area map showing divides and flow paths, ex.
- f. Sediment and erosion control

\*Some sites may be exempt from providing certain calculations

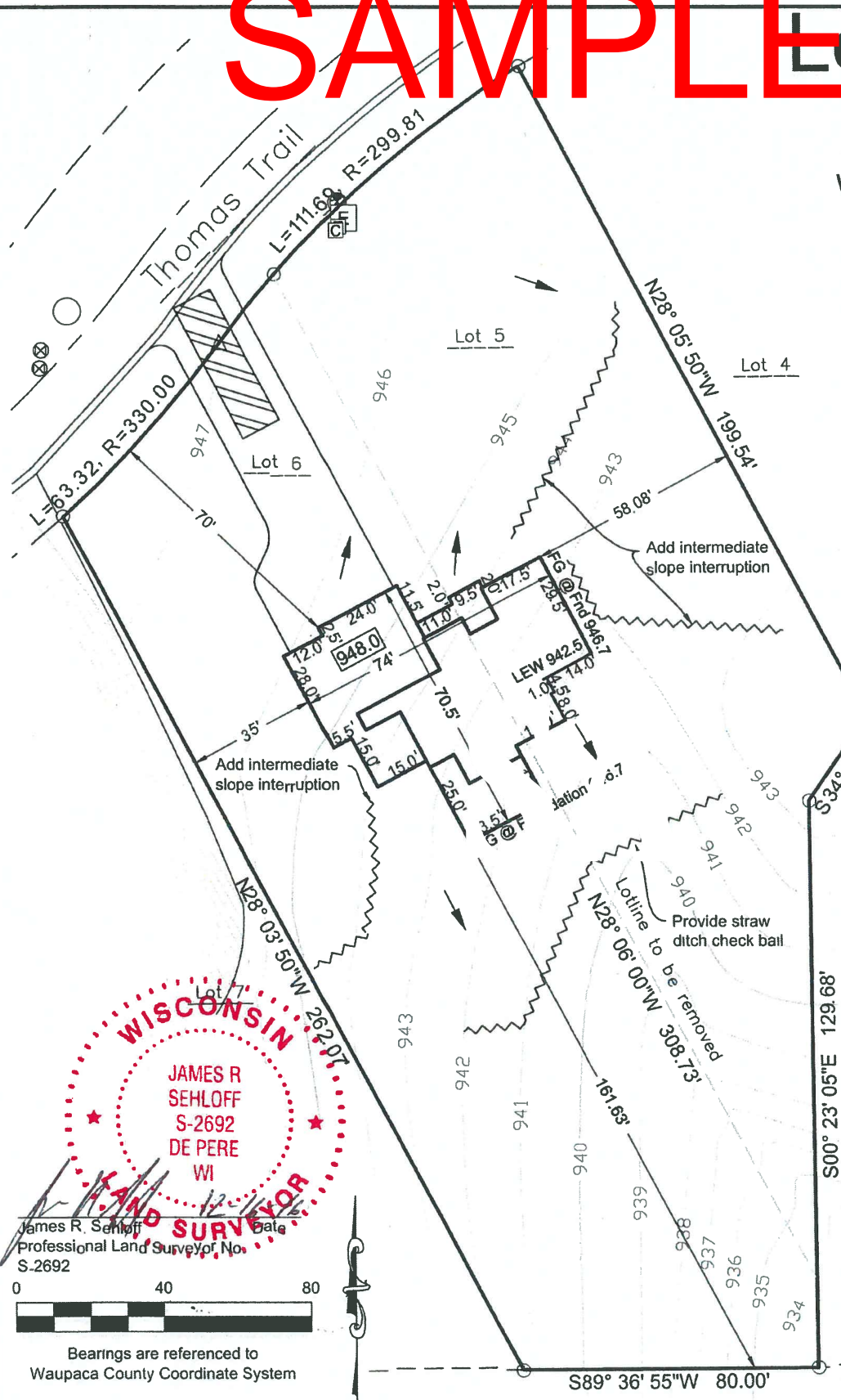
There are other consideration as well, such as existing easements or right-of-way agreements should be noted.

# SAMPLE

**Lots 5 & 6**  
**Swan Ridge**  
**City of Waupaca**  
**Waupaca County, WI**

## LEGEND

- 000.0 Garage Floor =  
Grade at Foundation
- x 000.00 Proposed Grade
- LEW Lower Exposed Windows
- Direction of Drainage
- ~~~~~ BMP's for Erosion Control
- Lot Corner
- Proposed Tracking Pad
- Proposed Inlet Protection



## Notes:

A temporary site benchmark will be placed on site by a Certified Surveyor or Licensed Engineer hired by the property owner/builder for the purpose of establishing the correct foundation elevation.

The shown location of Best Management Practice (BMP) for erosion control based upon final drainage pattern. Additional BMPs shall be placed where necessary during construction, dependent on existing site conditions.

Dimensions are to the exterior foundation wall, not including the brick ledge.

## Setback Requirements

Front: 25'  
 Rear: 30'  
 Sides: 8'(1 side), 18'(total)

**WISCONSIN**  
**JAMES R**  
**SEHLOFF**  
**S-2692**  
**DE PERE**  
**WI**  
**LAND SURVEYOR**

James R. Sehloff  
 Professional Land Surveyor No.  
 S.2692



Bearings are referenced to  
 Waupaca County Coordinate System



**Davel Engineering &  
 Environmental, Inc.**  
 Civil Engineers and  
 Land Surveyors  
 1811 Racine Street  
 Menasha, Wisconsin  
 Ph. 920-991-1866, Fax 920-830-9595

Site Plan For:  
**Cypress Homes**  
 1230 W. College Avenue  
 Suite D  
 Appleton, WI 54914

File: 4883lot.dwg  
 Date: 12/16/2016  
 Drafted By: katie  
 Sheet: Lot Map