

New Home Paperwork Requirements

WI Uniform Building Application (available online) (ESLA)

Application for Zoning-\$250.00

Residential Occupancy Bond- \$2000.00

Road, Ditch, Culvert Bond- \$2500.00

Culvert/911 Sign- \$190.00

Sanitary Permit (from Waukesha County)

Soil Borings

Check to see if Public Site Fee is required

*******ALL ITEMS SHOULD BE SEPARATE CHECKS*******

Wisconsin Division of Safety and Buildings Wisconsin Stats. 101.63, 101.73	WISCONSIN UNIFORM BUILDING PERMIT APPLICATION 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. _____ Parcel No. _____
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PERMIT REQUESTED Constr. HVAC Electric Plumbing Erosion Control Other:

Owner's Name	Mailing Address	Tel.
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
		Tel.
		FAX#
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
		Tel.
		FAX#
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		Tel.
		FAX#
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
		Tel.
		FAX#

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	3. OCCUPANCY	6. ELECTRIC	9. HVAC EQUIP.	12. ENERGY SOURCE																								
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: none;"></td> <td style="border: none;">Fuel</td> <td style="border: none;">Nat Gas</td> <td style="border: none;">LP</td> <td style="border: none;">Oil</td> <td style="border: none;">Elec</td> <td style="border: none;">Solid</td> <td style="border: none;">Sola</td> </tr> <tr> <td style="border: none;">Space Htg</td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Water Htg</td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> </tr> </table> <input type="checkbox"/> Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity.		Fuel	Nat Gas	LP	Oil	Elec	Solid	Sola	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. AREA INVOLVED (sq ft)	4. CONST. TYPE	7. WALLS	10. SEWER	13. HEAT LOSS																								
<table style="width:100%; border-collapse: collapse;"> <tr> <th style="border: none;"></th> <th style="border: none;">Unit 1</th> <th style="border: none;">Unit 2</th> <th style="border: none;">Total</th> </tr> <tr> <td style="border: 1px solid black;">Unfin. Bsmt</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">Living Area</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">Garage</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">Deck</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;">Totals</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> </table>		Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck				Totals				<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD	<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	_____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)
	Unit 1	Unit 2	Total																									
Unfin. Bsmt																												
Living Area																												
Garage																												
Deck																												
Totals																												
	5. STORIES	8. USE	11. WATER	14. EST. BUILDING COST w/o LAND																								
	<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement	<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	\$ _____																								

I agree to comply with 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. 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 Financial Responsibility Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply.

APPLICANT'S SIGNATURE _____ **DATE SIGNED** _____

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 _____

FEES:	PERMIT(S) ISSUED	WIS PERMIT SEAL #	PERMIT ISSUED BY:
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control		Name _____ Date _____ Tel. _____ Cert No. _____

BUILDING PERMITS

Building permits are required for most improvement projects to your property such as new residence, remodels, additions, pole barns, decks and pools. Please contact the Town Building Inspector prior to commencing **any** construction project to determine what (if any) permits are needed or required.

Building Inspector: Paul Launer
In office hours: Monday and Wednesday 9:30 - 10:30 am, Thursday by appointment
Phone hours: Monday – Friday 7 a.m. to 4 p.m. 262-825-8820

Zoning Permits are required for ALL building permits

- Zoning Permit – click for application See Zoning Permit information

The following items may be required for building permits –

- One (1) accurate copy of site plan or plat of survey (preferred)
- Ditch Permit / House number application – click for application
- One (1) complete set of plans
- One (1) copy of the sanitary permit
- One (1) heat loss calculations for new homes and additions
- One (1) Erosion Control Plan – 1 and 2 family homes, may be required for others permits, as directed by the Building Inspector
- The following applications may be necessary –
 - General Building Application - Click for form
 - Plumbing Application – Click for form
 - Electrical Application – Click for Form
 - HVAC Application – Click for form
 - Wisconsin Uniform Building Permit application form – new homes only – Click for form
- Contractors name, license numbers, address and phone number are required on the applications
- Preliminary Site Evaluation from Waukesha Co. Environmental Health, (Click for Waukesha County Parks and Land Use link for form) Prior to permit issuance
- Commercial permit applications may need additional information provided – contact Building Inspector for clarification

ZONING PERMIT

Zoning Permits are required for most building projects in the Town of Genesee. To discuss the application process with the Town Planner contact –

Town Administrator/Planner - Jeff Herrmann

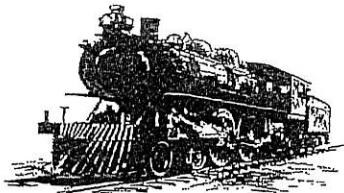
Office Hours Monday and Wednesdays 8 a.m. to 11:30 a.m. or by appointment

Phone – 262-968-3656

THE FOLLOWING TO BE SUBMITTED WITH THE ZONING APPLICATION

- Zoning Code Permit application (click here for form)
- Three (3) copies of an accurate site plan or plat of survey (preferred), drawn to scale showing the following
 1. Location and dimensions of lot
 2. Location and dimensions of all existing/proposed buildings on lot and those within 50 feet of lot
 3. Location and centerline of all abutting streets
 4. High water line of any water body which lot abuts
 5. Location of existing/proposed wells and septic systems on lot and within 50' of lot
 6. Floor elevation of proposed new buildings
 7. Location of percolation tests and soil borings for new buildings
- Soil Tests, New house only
- Three (3) sets of building plans
- A grading plan, for all new homes & maybe required for additions
- Approval of the septic system by the Environmental Health Division is required prior to issuance of the Zoning Permit. Preliminary Site Evaluation forms are available at the Town Hall or go to the Waukesha County Environmental Health Division link (Check payable to WAUKESHA COUNTY)
- Applicable fee per schedule (click for link)

Construction must **start within 6 months and be complete within 18 months** of the date of issuance of the Zoning Permit.



Town of Genesee
 S43 W31391 Highway 83
 P.O. Box 242
 Genesee Depot, WI 53127
 Tel: (262) 968-3656 Fax: (262) 968-3809

APPLICATION FOR A ZONING PERMIT

TAX KEY NO.: GNT

ZONING DISTRICT: _____

APPLICANT NAME, MAILING ADDRESS & DATE:

PROPERTY OWNER NAME, MAILING ADDRESS & DATE:

Printed Name _____
 Mailing Address _____ City _____ State _____ Zip _____
 Phone _____ Fax _____ Email _____

Printed Name _____
 Mailing Address _____ City _____ State _____ Zip _____
 Phone _____ Fax _____ Email _____

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____

DESCRIBE IN DETAIL THE PROPOSED WORK TO BE COMPLETED:

EXISTING STRUCTURE(S)

Principal Structure:

Width _____ Depth _____ Height _____
 1 Story _____ 2 Story _____ Split Level _____
 No. of Bedrooms _____ No. of Bathrooms _____
 Floor Area: 1st Floor _____ 2nd Floor _____
 Garage _____ Basement _____

Accessory Structure(s):

List type of structure(s) and size: _____

Total sq. ft. s (don't include basement) _____

Size of Lot: Average Width _____

Average Depth _____

Total Square Footage _____

THREE (3) COPIES OF AN ACCURATE SITE PLAN OR PLAT OF SURVEY (preferred), DRAWN TO SCALE, MUST BE SUBMITTED WITH THIS APPLICATION. The map should show (1) location and dimensions of lot, (2) location and dimensions of all existing/proposed buildings on lot and those within 50 feet of lot, (3) location and centerline of all abutting streets, (4) high water line of any water body which lot abuts, (5) location of existing/proposed wells and septic systems on lot and within 50' of lot, (6) floor elevation of proposed new buildings, (7) location of percolation tests and soil borings for new buildings. **SOIL TESTS, TWO SETS OF BUILDING PLANS AND A GRADING PLAN MAY ALSO BE REQUIRED.** APPROVAL OF THE SEPTIC SYSTEM BY THE ENVIRONMENTAL HEALTH DIVISION IS REQUIRED PRIOR TO ISSUANCE OF THE ZONING PERMIT. AN INCOMPLETE APPLICATION FORM OR MISSING INFORMATION WILL CAUSE DELAY IN THE ISSUANCE OF THE ZONING PERMIT, AND THE APPLICATION MAY BE RETURNED FOR ADDITIONAL INFORMATION. CONSTRUCTION MUST START WITHIN 6 MONTHS AND BE COMPLETED WITHIN 18 MONTHS OF THE DATE OF ISSUANCE OF THE ZONING PERMIT.

Both of the undersigned state that the foregoing information is true and accurate to the best of his/her knowledge; it is hereby agreed that for and in consideration of the issuance of a zoning permit that the foregoing work will be carried out as defined in this application; that all applicable ordinances or codes of the state, county, and town will be complied with in carrying out the proposed work stated in the application; and that work will not commence before a building permit has been obtained from the town building inspector. If any changes or deviations are made from the original application, a new permit is required. Failure to comply with the permit as issued will result in the revocation of the permit or other penalties.

Signature of Owner _____ Date _____

Signature of Agent _____ Date _____

Application (approved) (denied) by Zoning Administrator _____ Date _____

Conditions for approval or reasons for denial _____

Town Use Only

Fee Paid _____ Receipt No. _____ PSE Approved _____ BOA No. _____ PO No. _____

ZP No. _____ CU No. _____ File Copy _____ BI Copy _____ Assessor Copy _____ Owner Copy _____ Agent Copy _____

TOWN OF GENESEE
S43W31391 HIGHWAY 83; PO Box 242
GENESEE DEPOT, WI 53127
262-968-3656

DRIVEWAY REQUEST and/or HOUSE NUMBER SIGN PERMIT APPLICATION

All new residents are required to complete a driveway application unless on a county or state highway. By Town Ordinance, all parcels with improvement require a house number sign.

Application Fee Culvert - \$ 125.00 House number sign fee - \$ 65.00 (includes sign, post, install)

General Information

Owner _____ Current Address _____

City _____ State/Zip _____ Phone _____

Lot# _____ Subdivision _____

Tax Key # _____ Address of installation _____

Culvert Size: Width/diameter _____ Length 22' to 30' plus aprons

Amount paid \$ _____ Cash ___ Check No. _____ Check from _____

Culvert information –

Culvert must be installed before a building permit will be issued; culvert must be inspected as it's being installed. For culvert inspection call Mike Berg at 262-933-3810

THIS PERMIT IS SUBJECT TO THE CONDITION THAT THE WORK SHALL BE CONSTRUCTED SUBJECT TO ALL RULES AND REGULATIONS AS MAY BE PRESCRIBED BY THE TOWN OF GENESEE. ALL WORK MUST BE PERFORMED AND COMPLETED TO THE TOWN'S SATISFACTION.

_____ Date _____

Owner/Installer

CULVERT AT THE ABOVE LOCATION INSTALLED TO PROPERTY SPECIFICATIONS

_____ Date _____
Public Works Superintendent Mike Berg (1 copy office, 1 copy building inspector)

House Number Information

All address signs will be installed by the Town. Please note there will be a \$65.00 fee to replace a sign. The fee will be paid prior to installation.

.....
Town Use –
Sign ordered on _____ Received on _____ Installed on _____

Added to address book _____ Property address to County _____ Flyer/garbage _____
WisVote _____ Mailing address to county after receive occupancy _____

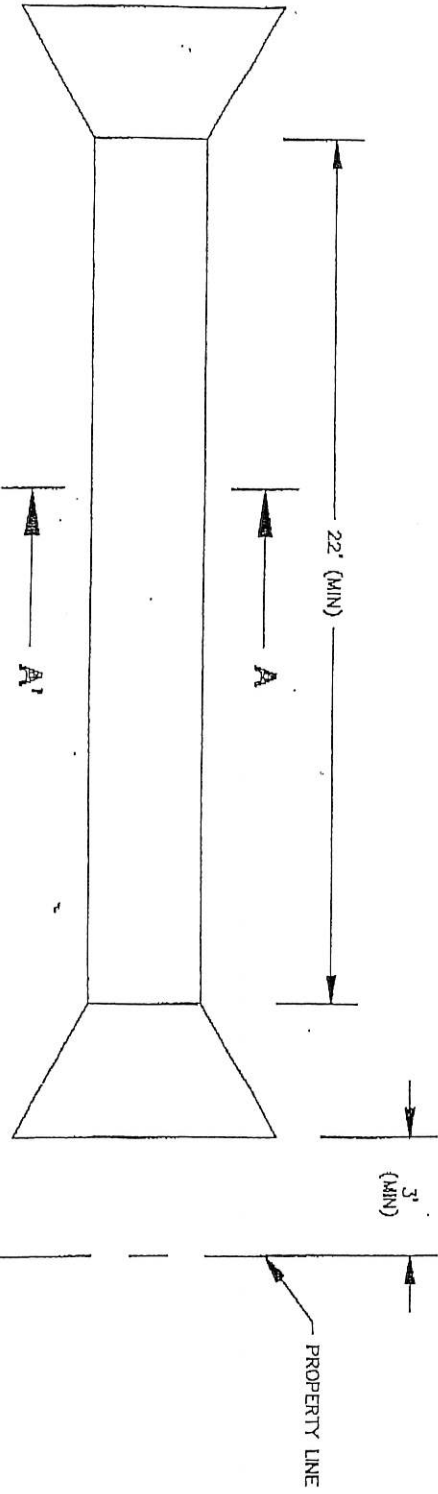
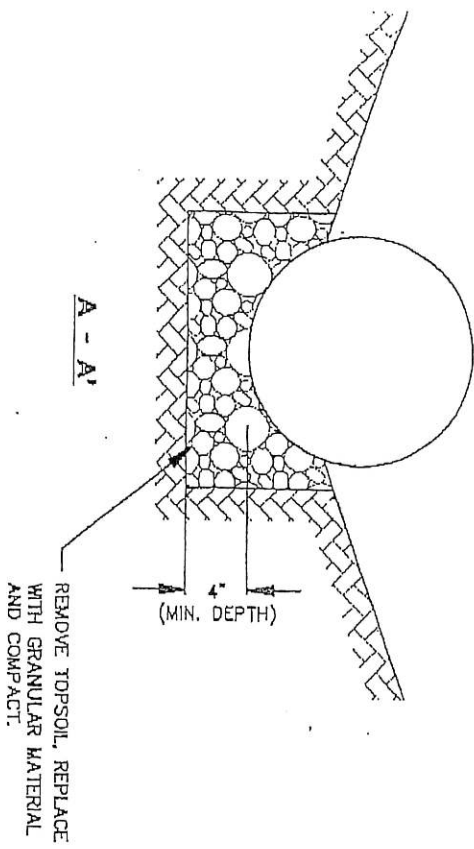
Chapter 500. Streets and Sidewalks

Article IV. Use of Rights-of-Way; Culverts, Driveways and Mailboxes

§ 500-20. Culvert regulations.

- A. Compliance required.
- (1) Prohibition. No person shall install a culvert, or travel on a Town right-of-way where a culvert is installed, unless the culvert fully complies with the regulations of this article.
 - (2) Culvert required. A culvert permit shall be obtained prior to a building permit being issued. The culvert must be properly installed prior to a footing inspection being completed. The installation of all culverts in the Town of Genesee shall be done by the property owner or its agent or designee.
 - (3) Permit required. No person, firm or corporation shall make any excavation or fill or make any alteration in any highway right-of-way or in any manner disturb any highway right-of-way or install or have installed or caused to be installed any culvert which is within or will allow access or easement to property in the Town of Genesee without first obtaining a culvert sizing permit.
 - (4) Purpose. The intent of this section is to assure drainage ditch preservation and to assure adequate surface water and stormwater drainage.
- B. Definition. Culverts are those structures which function to convey surface water through an embankment or under a roadway or under a driveway.
- C. Design specifications.
- (1) Public Works Superintendent's determination.
 - (a) The location and grade of culverts shall be determined by the Public Works Superintendent, consistent with the criteria stated in this article.
 - (b) The size and specification of culverts shall be determined by the Public Works Superintendent, consistent with the criteria stated in this article.
 - (c) The inspection of culverts, after installation, shall be made by the Public Works Superintendent, consistent with the criteria stated in this article.
 - (2) Special design criteria.
 - (a) Apron ends shall be provided on cross-road culverts and driveway culverts, unless approved by the Town Public Works Superintendent.
 - (b) All driveway culverts shall be at least 15 inches in diameter, and no driveway culvert shall be less than 22 feet plus end sections or more than 30 feet plus end sections in length at the outer street edge unless special permission is obtained from the Town Board.
 - (3) Standard material and construction specifications. The applicable portions of the most current edition of the State of Wisconsin, Department of Transportation, Standard Specifications for Road and Bridge

TOWN OF GENESEE
STANDARD DRIVEWAY CULVERT INSTALLATION



PLAN VIEW

- NOTES:
1. INVERT OF CULVERT TO MATCH DITCH FLOW LINE UNLESS OTHERWISE DIRECTED BY TOWN.
 2. END SECTIONS REQUIRED ON ALL CULVERTS
 3. CULVERT DIAMETER TO BE SPECIFIED BY TOWN.

Road, Ditch, Culvert & Driveway Cash Bond - \$2,500

Tax Key No. _____ Date _____

Site/Property Address _____

Legal Description _____

Property Owner's Name _____

Owner's Current Address _____ City _____

State _____ Zip _____ E-mail Address _____

Phone _____ Mobile _____ Fax _____

Forfeiture of financial guarantee.

The financial guarantee required by article 319-4 of the Town of Genesee Code of Ordinances shall be forfeited to the Town of Genesee upon motion duly adopted by the Town Board, upon the Town of Genesee Building Inspector finding any of the following conditions to exist on the property at the time that the work is required to be completed:

1. There are outstanding fees, costs, or assessments due and owing to the Town of Genesee.
2. Damage has been done to Town roads or ditches during the course of construction and said damage has not been repaired in a satisfactory manner.
3. The construction included work for which a culvert should have been installed in accordance with Town of Genesee ordinances but the culvert was not installed, or was installed but not in compliance with the requirements of the ordinance.
4. The construction has disturbed the previously existing topography and the disturbed areas have not been stabilized or do not have established vegetation or landscaping.

Return of financial guarantee.

Any cash bond provided to the Town pursuant to the above, less any amount forfeited, shall be returned to the person, corporation or organization that provided the cash bond upon a determination being made by the Town Public Works Superintendent that all of the issues identified above have been properly addressed.

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application.

Applicant Name: _____

Signature

Print

Date: _____

Town Use Only –

Deposit Paid \$ _____ Cash _____ Check No. _____ Check From _____

Date Deposit Received _____

Amount of Deposit Returned \$ _____ Check No. _____ Date _____

Refund Returned To _____

2022 Road, ditch, driveway and culvert

Residential Occupancy Cash Bond - \$2,000

Tax Key No. _____ Date _____

Site/Property Address _____

Legal Description _____

Property Owner's Name _____

Owner's current Address _____ City _____ State/Zip _____

Phone _____ Mobile _____ Fax _____ E-mail _____

Builder's Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____

Forfeiture of financial guarantee.

The financial guarantee required by article 319-4 of the Town of Genesee Code of Ordinances shall be forfeited to the Town of Genesee upon motion duly adopted by the Town Board, upon the Town of Genesee Building Inspector finding any of the following conditions to exist on the property at the time that the work is required to be completed:

1. There are outstanding fees, costs, or assessments due and owing to the Town of Genesee.
2. A building permit was required for new construction and the building was occupied prior to the issuance of an occupancy permit.
3. The construction on the property has resulted in the ponding of water or a drainage condition which adversely affects neighboring lands or has given rise to related stormwater drainage concerns which have not been adequately addressed.

Return of financial guarantee.

Any cash bond provided to the Town pursuant to the above, less any amount forfeited, shall be returned to the person, corporation or organization that provided the cash bond upon a determination being made by the Town Building Inspector that all of the issues identified above have been properly addressed and an occupancy permit, if applicable, has been issued.

Note: It is the Applicants responsibility to schedule an inspection when ready.

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application.

Applicant - Signature _____ Print _____ Date _____

Violations discovered during a requested Occupancy Permit inspection may not disqualify the unit from occupancy consideration but will result in a Notice of Violation being issued to the owner and further follow-up to ensure that the deficiencies have been corrected.

Prior to application submission all utilities shall be on and in working order, all required smoke detection shall be installed and in working order. The inspection will be held to the standards of the Uniform Dwelling Code as adopted by the Town of Genesee.

Town Use Only-

Deposit Paid \$ _____ Cash _____ Check No. _____ From _____ Date: _____

Amount Deposit Returned \$ _____ Check No. _____ Date _____

Refund returned to _____