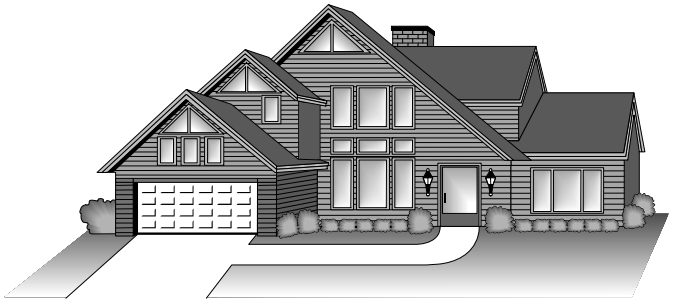

VILLAGE OF PLOVER

SINGLE-FAMILY
AND
DUPLEX HOMES

CONSTRUCTION - PERMIT REQUIREMENTS

The information provided herein is found in various sections of the Village of Plover Municipal Code and the Wisconsin Administrative Code and is not intended to be all-inclusive.

QUESTIONS REGARDING CONSTRUCTION-PERMIT REQUIREMENTS SHOULD BE DIRECTED TO THE BUILDING DEPARTMENT, 2400 POST ROAD, PLOVER, WI 54467. PHONE NUMBER: 715-345-5312.

INSPECTORS:

MIKE BEMBENEK

LORELEI FUEHRER

FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED FOR SINGLE/TWO-FAMILY NEW CONSTRUCTION FOR ISSUANCE OF A BUILDING PERMIT:

1. One (1) State of Wisconsin application form. Application is to be completed up to and including the signature line.
2. One (1) set of building plans to remain on file at the Village of Plover. Additional set if you prefer a copy for your records.
3. One (1) copy of the plot plan showing building location on site, any other buildings, driveway, elevation of dwelling, ground floor and garage floor in relationship to centerline of the finished street.
4. One (1) copy of heat loss calculations (Energy Worksheet).
5. One (1) copy of truss calculations, if trusses are being used. (May be submitted prior to rough inspection.)
6. One (1) Erosion Control Form.

- Just a reminder, erosion control measures are required from the time the footing is installed until ground cover is provided.
- You should allow approximately one-week processing time from time of application submittal to permit issuance.
- Zoning Code requirements, as specified for the zoning district in which your home will be located, must also comply with your plan to be approved.

* * * *

THE FOLLOWING IS A CHECKLIST FOR SUBMITTING DRAWINGS & INFORMATION WHEN MAKING APPLICATION FOR A BUILDING PERMIT:

Drawings must be legible and drawn to scale or dimensioned and include:

1. A plot plan showing the location of the dwelling and any other buildings, driveway, well, and disposal systems on the property with respect to property lines. Additional information as required by the Village of Plover Municipal Code.

2. Floor plan (including basement) that shows: The size and location of:
   - Rooms
   - Doors
   - Windows
   - Room Use
   - Structural features – size, species, and grade of lumber of other structural material for joists, beams, rafters, trusses, headers, studs, and columns; strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floor, and any other concrete work; height and thickness of concrete and/or masonry construction.
   - Exit passageways (hallways) and stairs (including all stair dimensions – riser height, tread width, stair width, headroom and handrail heights)
   - Plumbing fixtures (bathroom, kitchen, heater, softener, etc.)
   - Chimney(s) – include the type of construction (masonry or factory built) and rating, if metal
   - Heating and air conditioning equipment
   - Attic and crawl space access
   - Fire separation between dwelling and garage

Rough Carpentry:

Prior to concealment of any work, the framing must be inspected and approved.

Rough Heating, Ventilating, & Air Conditioning:

Prior to concealment of any work, the HVAC system must be inspected and approved. This inspection is completed at the same time as the rough carpentry inspection.

Insulation:

Prior to drywall or other type of wall coverings, the insulation and vapor barrier must be inspected and approved.

Final Inspections:

The dwelling may not be occupied until final inspections have been made which finds that NO VIOLATIONS OF THE ZONING, BUILDING, ELECTRICAL, AND PLUMBING CODES EXIST THAT COULD AFFECT THE HEALTH AND SAFETY OF THE OCCUPANT.

Temporary Occupancy:

If the structure is substantially completed with minor corrections to be completed, or final grading and landscaping (ground cover) to be completed, a Temporary Occupancy Permit may be issued subject to any conditions listed on the permit.

Footing Inspection:

Prior to pouring concrete, the forms and soil must be inspected and approved. The erosion control silt fence and stone drive should be installed at this time.

Foundation Inspection:

Prior to any backfilling, the foundation walls, tile, and bleeders, stone cover, and steel beams must be inspected and approved.

Under floor Plumbing:

The under floor plumbing must be inspected prior to basement floor inspection.

Basement Floor:

Prior to pouring concrete, the inside drain tile, bleeders, stone fill, vapor barrier, and column pads must be inspected and approved.

Rough Plumbing:

Prior to concealment, your plumbing waste, drain, and vent must be inspected.

Rough Electrical:

Prior to concealment, your wiring installation must be inspected.

3. Elevation drawings that show:
   - Information on exterior appearance
   - Indicate the location, size, and configuration of doors, windows, roof, chimneys, and exterior grade level.

4. Cross-sectional drawing that show:
   - Exterior grade level
   - Footing & foundation wall sizes, drain tile system, and types of materials
   - Exterior wall construction identifying materials used (including insulation and vapor barrier)
   - Roof construction identifying materials used and spans (including insulation and vapor barrier)
   - Floor construction identifying materials used and spans (including insulation, if used)

5. Additional information to help determine compliance with the code, such as:
   - Location of smoke detectors
   - Size and location of ventilation openings for attic and crawlspaces
   - Location of exhaust fans
   - Location of sump pump
   - Location of washer and dryer

OCCUPANCY

If the construction of the structure and site plan complies with the approved plans and the Municipal Code, an Occupancy Permit will be issued on request.

PLEASE NOTE: The contractor responsible should arrange for inspections by notifying the Building Inspector a minimum of 48 hours in advance. The Building Inspector has two (2) business days by State Code requirements to complete the inspection before proceeding. Water and sewer laterals must be inspected and tested prior to backfill of trench or installation of insulation

BUILDING PERMIT FEES

Permit fees vary with the size of the house and items in it. Permit fee schedules are available in the Building Inspector's office. The following is an example of a typical permit fee for a 2,000 square foot single family ranch home with 450 square foot garage.

GENERAL CONSTRUCTION……	$250.00
PLUMBING…….	55.00
HVAC……...	55.00
ELECTRICAL……..	55.00
WISCONSIN PERMIT SEAL……..	35.00
SEWER/WATER LATERAL……...	40.00
STREET OPENING……..	20.00
EROSION CONTROL……..	-0-
PLAN REVIEW…….	50.00
TOTAL……	$560.00

Please note that the property is subject to IMPACT FEES. Impact fees are $890.00 for 2012 per unit depending on the location of the property. The fees must be paid prior to issuance of the building permit.

If you have any further questions, you can reach either of the Building Inspectors at the number and hours listed below:

Mike Bembenek OR Lorelei Fuehrer, Building Inspectors
Office Hours: Monday-Friday
6:00 a.m. – 4:30 p.m.

Call 715/345-5312
Fax 715/345-5253

**** Please arrange an appointment for obtaining a building permit ****