

**2016**  
**Boss Inspection Inc**  
**Wisconsin Uniform Dwelling Code**  
**Inspection and Code Enforcement**

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**Steven J. Boss** is responsible for the application and enforcement of the Wisconsin Uniform Dwelling Code and related ordinances regulating construction and alterations of residential dwellings within the following municipalities.

A UDC permit is required for:

**Sawyer County**

**Towns of Hayward, Lenroot**

New one- and 2-family dwellings  
Modular homes  
Manufactured homes (HUD)  
Recreational dwellings  
Foundations for dwelling units.

**Town of Bass Lake**

New one- and 2-family dwellings  
Modular homes  
Manufactured homes  
Recreational dwellings  
Foundations for dwelling units.  
All additions, alterations and any structure placed or erected over \$10,000.00

**Town of Spider Lake**

New one- and 2-family dwellings  
Modular homes  
Manufactured homes  
Recreational dwellings  
Foundations for dwelling units.  
All additions and alteration.  
Garages and accessory buildings over 500 Square Feet.

**Town of Round Lake**

New one- and 2-family dwellings  
Modular homes  
Manufactured homes  
Recreational dwellings  
Foundations for dwelling units.  
All additions  
Alteration over \$10,000.00  
Garages and accessory buildings over 500 Square Feet.

**City of Hayward**

New one- and 2-family dwellings  
Modular homes  
Manufactured homes  
Recreational dwellings  
Foundations for dwelling units.  
All additions  
Alteration over \$1,000.00  
Garages and accessory buildings over 500 Square Feet.

No UDC permit is required for repairs and maintenance of existing dwellings. Residing, reroofing, finishing of interior surfaces and installation of cabinetry shall be exempted from permit requirements

**Information:**

If you have any questions please feel free to contact:

Steven Boss  
10480N Red Pine Ln.  
Hayward, WI 54843  
Phone: (715) 634-7161

Best Time 7:00 AM – 9:00 AM Mon - Fri

E-Mail: [sboss@charter.net](mailto:sboss@charter.net)

**2016  
Uniform Dwelling Code  
Fee Schedule**

All Uniform Dwelling Code fees shall be made payable to: Boss Inspection, Inc.

**Town of Bass Lake**

**New Dwellings:** \$530.00 plus \$0.23 per square foot of finished area (including finished basements, but not including attached garages, unfinished basement, breezeways, or decks)

Fees for dwellings with neither plumbing, heating nor electrical systems shall be 75% of the normal fees

**Modular/Manufactured Homes:** 75% of the normal fee for any closed-panel manufactured areas and full fee for site built areas.

**Foundations for existing Dwelling Units:** \$ 240.00

**Additions & Alterations:**

0 - \$10,000.00	No permit required
\$10,001 - \$40,000	\$275.00 + \$2.30 Per \$1,000.00
\$40,001 - \$90,000	\$300.00 + \$2.30 Per \$1,000.00
\$90,001 or more	\$500.00 + \$2.30 Per \$1,000.00

**All Other Structures:** \$0 - \$10,000.00 No permit required  
\$10,001.00 or more \$240.00 (with electricity, plumbing or heating add \$120 per service)

**Towns of Hayward & Lenroot**

**New Dwellings:** \$530.00 plus \$0.23 per square foot of finished area (including finished basements, but not including attached garages, unfinished basement, breezeways, or decks)

Fees for dwellings with neither plumbing, heating nor electrical systems shall be 75% of the normal fees

**Modular/Manufactured Homes:** 75% of the normal fee for any closed-panel manufactured areas and full fee for site built areas.

**Foundations for existing Dwelling Units:** \$ 240.00

**Towns of Round Lake & Spider Lake**

**New Dwellings:** \$530.00 plus \$0.23 per square foot of finished area (including finished basements, but not including attached garages, unfinished basement, breezeways, or decks)

Fees for dwellings with neither plumbing, heating nor electrical systems shall be 75% of the normal fees

**Modular/Manufactured Homes:** 75% of the normal fee for any closed-panel manufactured areas and full fee for site built areas.

**Additions & Alterations:** (Alterations \$10,000.00 or less no permit required)

0-500 Square Feet	\$350 plus \$0.23 per square foot of finished area.
500 Square Feet or more	\$500 plus \$0.23 per square foot of finished interior area.

**Decks** over 100 Square Feet attached to or used as an exit path from existing dwellings \$240.00

**Foundations for existing Dwelling Units:** \$ 240.00

**Garages and Accessory Buildings over 500 square feet:** \$240.00 (with electricity, plumbing or heating add \$120 per service)

**City of Hayward**

One-family Dwellings:	\$ 640.00	1001 Square Feet or more	\$615.00
Two-family Dwellings:	\$ 750.00	Alterations:	
Modular Homes:	\$ 510.00	0 - \$1,000.00	No permit required
Manufactured Homes:	\$ 290.00.	\$1,001 - \$40,000	\$265.00
Foundations for existing Dwelling Units:	\$ 240.00	\$40,001 - \$90,000	\$375.00
Additions: (Any new construction performed on a dwelling, which increases the outside dimension of the building)		\$90,001 or more	\$615.00
0 - 500 Square Feet	\$265.00	Garages and accessory buildings:	
501 - 1000 Square Feet	\$375.00	0 - 500 Square Feet	No permit required
		501 Square Feet or more	\$240.00

**A fee of \$120.00 will be charged to the homeowner if construction is started without a permit.**

**Fees include a one-time reinspection for noncompliance. Fees will be charged at \$120.00 per occurrence if additional noncompliance inspections are necessary.**

**A fee of \$240 will be charged to the homeowner if the building is occupied before an occupancy inspection is performed.**

# **ONE- AND TWO-FAMILY DWELLINGS**

## **ITEMS REQUIRED FOR WISCONSIN UNIFORM DWELLING CODE PERMIT**

Copy of Approved County Land Use Permit Application

Completed Erosion control form

Completed energy worksheet or REScheck computer program printout.

Completed WI Uniform Building Permit Application

Complete direction to building site, draw map if necessary

Signed Uniform Notice to Permit Applicants

Two (2) sets of building plans including

1. Floor plans for each level including:
  - a. Size and location of all rooms, doors, windows (state manufacturer, type and unit size), structural features, exit passageways and stairs.
  - b. The use of each room.
  - c. Location of all plumbing fixtures, including future rough-ins, chimneys, heating and cooling appliances, and a heating distribution layout.
  - d. Location of electrical outlets, lights, switches, main distribution panel and smoke detectors.
  - e. The location and construction details of the braced wall lines.
2. Elevation views of all exterior side including:
  - a. Location of doors and windows.
  - b. Illustrate roof, chimneys, and exterior grade, footings and foundation walls.
  - c. Indicate type of exterior wall cover for all exterior areas.
3. A cross-sectional drawing which shows:
  - a. Exterior grade
  - b. Exterior wall construction identifying materials used (including insulation and vapor barrier).
  - c. Roof construction identifying materials used and spans (including insulation and vapor barrier).
  - d. Floor construction identifying materials used and spans (including insulation if used).
4. Data required. All required plans submitted for approval shall be accompanied by sufficient data, calculations and information, to determine if the dwelling will meet the requirements of this code.
5. Plot plan showing lot lines, buildings and setbacks to property lines.

All plans or calculations submitted for plan approval shall clearly indicate they were prepared for the dwelling in question.

The following shall be included on each sheet of the plan set.

- 1) Owners name
- 2) Plan preparers identity
- 3) Contractors name
- 4) Date of plans

PERMIT FEE: SEE FEE SCHEDULE

Plan review time 10 working days

Send the above information and check made payable to Boss Inspection, Inc to:

Steven Boss  
10480N Red Pine Ln  
Hayward, WI 54843

If you need more information Phone (715) 634-7161

**NOTE: CONSTRUCTION SHALL NOT START UNTIL PLANS ARE APPROVED**

**NOTE: SEE SPECIAL INFORMATION SHEET FOR REQUIREMENTS  
ON MANUFACTURED DWELLINGS AND MANUFACTURED HOMES**

**ADDITIONS - ALTERATIONS - DECKS**  
**ITEMS REQUIRED FOR**  
**WISCONSIN UNIFORM DWELLING CODE PERMIT**

Completed WI Uniform Building Permit Application  
 Complete direction to building site, draw map if necessary  
 Signed Uniform Notice to Permit Applicants

<u><b>ALTERATIONS</b></u>	<u><b>ADDITIONS</b></u>	
Two (2) sets of building plans including: General floor plan and details of the scope of work, indicating: Type of construction Rooms and use of rooms Windows and size Doors and size Stairs Plumbing fixtures Electrical layout	Completed energy worksheet or REScheck computer program printout Two (2) sets of building plans including 1. Floor plans for each level including: a. Size and location of all doors, windows (state manufacturer, type and unit size), structural features, exit passageways and stairs. b. Location of all plumbing fixtures, including future rough-ins, chimneys, heating and cooling appliances, and heating distribution layout. c. Location of electrical outlets, lights, switches, main distribution panel and smoke detectors. d. The location and construction details of the braced wall lines 2. Elevation views of all exterior sides including: 3. A cross-sectional drawing which shows: a. Exterior grade b. Exterior wall construction identifying materials used (including insulation and vapor barrier). c. Roof construction identifying materials used and spans (including insulation and vapor barrier). d. Floor construction identifying materials used and spans (including insulation if used). 4. Data required. All required plans submitted for approval shall be accompanied by sufficient data, calculations and information, to determine if the dwelling will meet the requirements of this code. 5. Plot plan showing lot lines, buildings and setbacks to property lines.	
<th style="text-align: center;"><u><b>DECKS</b></u></th> <td></td>	<u><b>DECKS</b></u>	
Two (2) sets of building plans including: Floor plan showing size of deck Size and depth of footings. Joist size including spacing, wood species and grade. Post locations Rim joist and/or beam size Rim joist attachment to structure Attachment method to posts		

**PERMIT FEES: SEE FEE SCHEDULE**  
 Fee includes Plan Review and normal inspections  
 Plan review time 10 working days

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 Steven Boss  
 10480N Red Pine Ln  
 Hayward, WI 54843

If you need more information Phone (715) 634-7161

**NOTE: CONSTRUCTION SHALL NOT START UNTIL PLANS ARE APPROVED**

**MODULAR HOMES & MANUFACTURED HOMES**

**ITEMS REQUIRED FOR**

**WISCONSIN UNIFORM DWELLING CODE PERMIT**

Copy of Approved County Land Use Permit Application  
 Completed Erosion control form  
 Completed energy worksheet or REScheck computer program printout (Modular Homes and  
 Manufactured Homes with basements).  
 Completed WI Uniform Building Permit Application  
 Complete directions to building site, draw map if necessary  
 Signed Uniform Notice to Permit Applicants

<u><b>MODULAR HOMES</b></u>	<u><b>MANUFACTURED HOME</b></u>
Two (2) sets of building plans including: General floor plan of manufactured dwelling, indicating size, model and name of manufacturer Footing and foundation (basement) plan showing: Type of construction Rooms and use of rooms Windows and size Doors and size Stairs Plumbing fixtures Electrical layout Crawl space access and ventilation Fire separation between dwelling and garage Floor plan and construction drawings for site-built additions to the manufactured dwelling, such as: attached garage, porches, decks, etc.	Two (2) sets of building plans including: General floor plan of manufactured home, indicating size, model and name of manufacturer Footing and foundation plan showing: Type of construction Size of footings Size and location of pier footings Type of anchors Access and ventilation Floor plan and construction drawings for site- built additions to the manufactured home, such as: attached garage, porches, decks, etc.  Inspections: 1. Slab/Foundation (after forms and reinforcement are installed, but before concrete is poured 2. Final

PERMIT FEES: SEE FEE SCHEDULE

Plan review time 10 working days

Send the above information and check made payable to Boss Inspection, Inc to:

Steven Boss  
 10480N Red Pine Ln  
 Hayward, WI 54843

If you need more information Phone (715) 634-7161

**NOTE: CONSTRUCTION SHALL NOT START UNTIL  
 PLANS ARE APPROVED**

# **GARAGES AND ACCESSORY BUILDINGS**

## **ITEMS REQUIRED FOR WISCONSIN UNIFORM DWELLING CODE PERMIT**

Copy of Approved County Land Use Permit Application  
Completed WI Uniform Building Permit Application  
Complete direction to building site, draw map if necessary  
Signed Uniform Notice to Permit Applicants

Two (2) sets of building plans including:

General floor plan and details of the scope of work, indicating:

Type of construction

Footings and slab

Drains

Windows and size

Doors and size

Electrical layout

Location and construction details of the braced wall lines.

Site plan showing location of existing buildings, well and septic system

**PERMIT FEES: SEE FEE SCHEDULE**

Fee includes: Plan Review

Inspections:

1. Slab/Foundation (after forms and reinforcement are installed,  
but before concrete is poured

2. Final

Plan review time 10 working days

Send the above information and check made payable to Boss Inspection, Inc to:

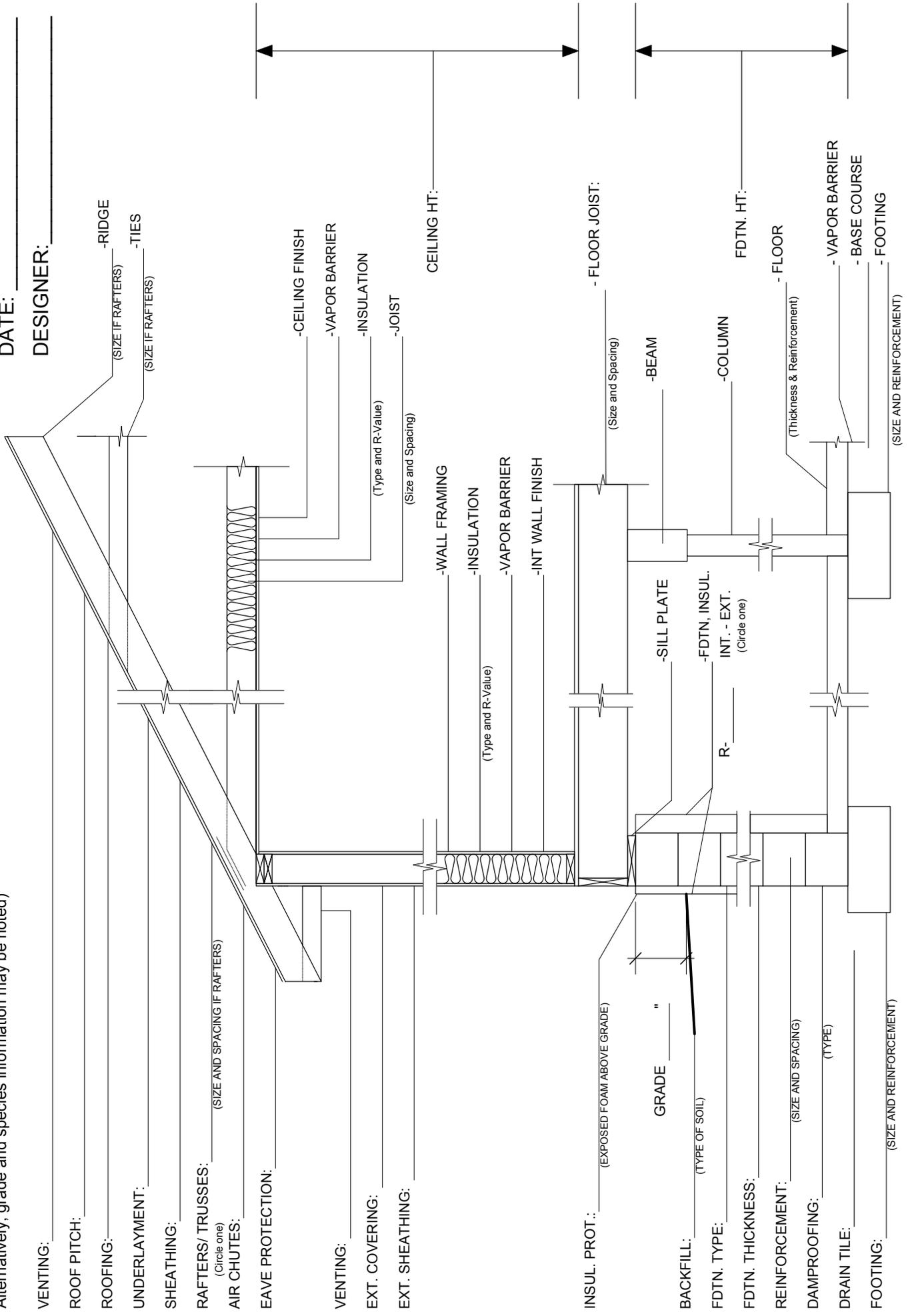
Steven Boss  
10480N Red Pine Ln  
Hayward, WI 54843

If you need more information Phone (715) 634-7161

**NOTE: CONSTRUCTION SHALL NOT START UNTIL  
PLANS ARE APPROVED**

With proper detailing of building dimensions, material types, spans, sizes, spacing,  $F_b$  properties, etc. and strikeouts of non-applicable details, this cross section may be submitted as part of a plan package for plan review. ( $F_b$  - Fiber bending stress of selected lumber. Alternatively, grade and species information may be noted)

OWNER: \_\_\_\_\_  
 PROJ. LOC: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DESIGNER: \_\_\_\_\_



VENTING: \_\_\_\_\_

ROOF PITCH: \_\_\_\_\_

ROOFING: \_\_\_\_\_ -RIDGE  
 (SIZE IF RAFTERS)  
 \_\_\_\_\_ -TIES  
 (SIZE IF RAFTERS)

UNDERLAYMENT: \_\_\_\_\_

SHEATHING: \_\_\_\_\_

RAFTERS/ TRUSSES: \_\_\_\_\_ (SIZE AND SPACING IF RAFTERS)  
 (Circle one)

AIR CHUTES: \_\_\_\_\_

EAVE PROTECTION: \_\_\_\_\_

VENTING: \_\_\_\_\_

EXT. COVERING: \_\_\_\_\_

EXT. SHEATHING: \_\_\_\_\_

\_\_\_\_\_ -WALL FRAMING  
 (Type and R-Value)

\_\_\_\_\_ -INSULATION  
 (Size and Spacing)

\_\_\_\_\_ -VAPOR BARRIER

\_\_\_\_\_ -INT WALL FINISH

\_\_\_\_\_ -CEILING FINISH

\_\_\_\_\_ -VAPOR BARRIER

\_\_\_\_\_ -INSULATION

\_\_\_\_\_ -JOIST

CEILING HT: \_\_\_\_\_

INSUL. PROT.: \_\_\_\_\_ (EXPOSED FOAM ABOVE GRADE)

\_\_\_\_\_ -FLOOR JOIST:  
 (Size and Spacing)

\_\_\_\_\_ -BEAM

\_\_\_\_\_ -COLUMN

\_\_\_\_\_ -SILL PLATE

\_\_\_\_\_ -FDTN. INSUL.  
 INT. - EXT.  
 (Circle one)

GRADE \_\_\_\_\_ " \_\_\_\_\_

BACKFILL: \_\_\_\_\_ (TYPE OF SOIL)

FDTN. TYPE: \_\_\_\_\_ R- \_\_\_\_\_

FDTN. THICKNESS: \_\_\_\_\_

REINFORCEMENT: \_\_\_\_\_ (SIZE AND SPACING)

DAMPROOFING: \_\_\_\_\_ (TYPE)

DRAIN TILE: \_\_\_\_\_

FOOTING: \_\_\_\_\_ (SIZE AND REINFORCEMENT)

\_\_\_\_\_ -FLOOR

\_\_\_\_\_ (Thickness & Reinforcement)

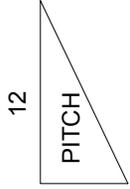
\_\_\_\_\_ -VAPOR BARRIER

\_\_\_\_\_ -BASE COURSE

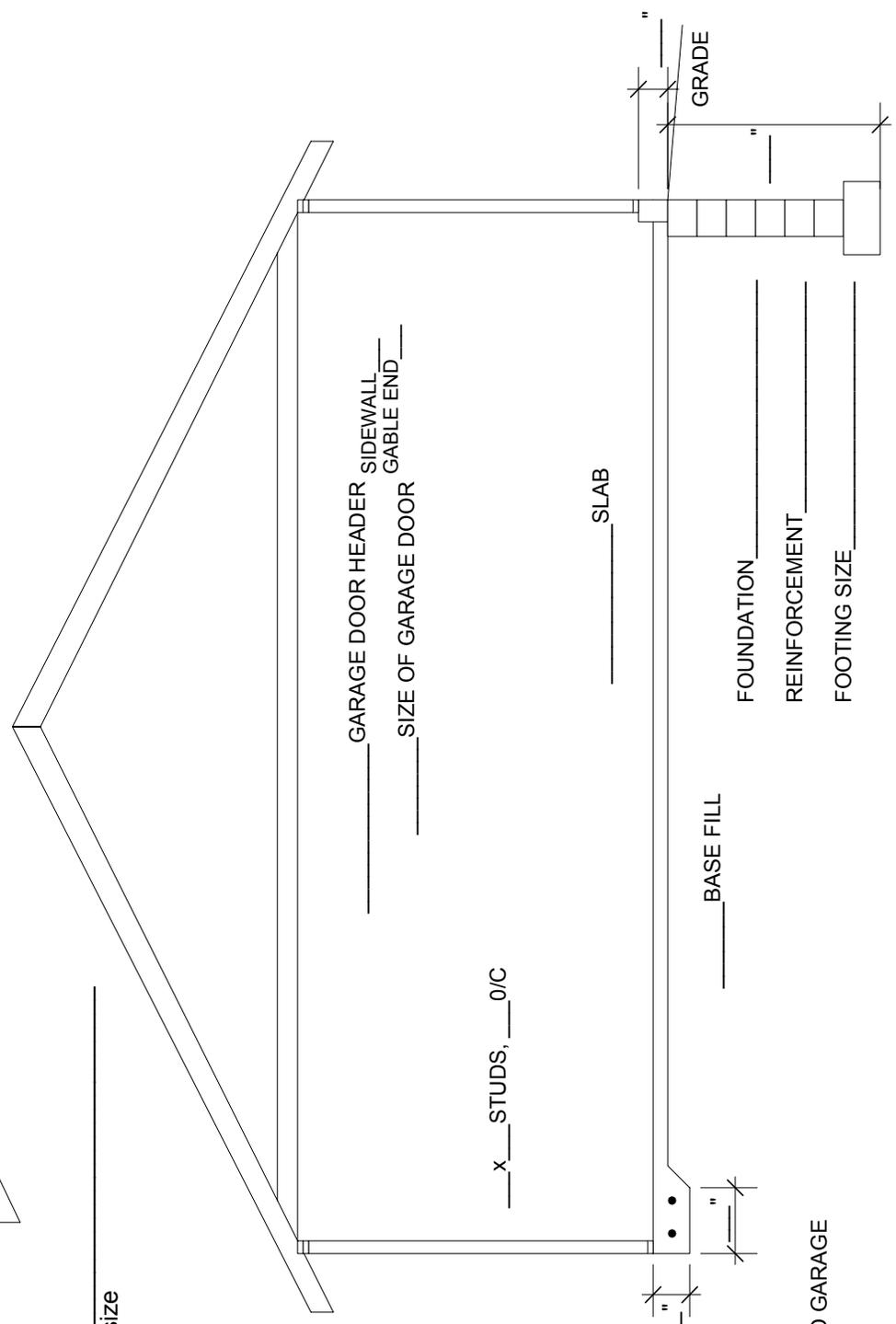
\_\_\_\_\_ -FOOTING  
 (SIZE AND REINFORCEMENT)

FDTN. HT: \_\_\_\_\_

OWNER: \_\_\_\_\_  
 PROJ. LOC: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 DESIGNER: \_\_\_\_\_



RAFTERS/TRUSSES: \_\_\_\_\_  
 Circle one If rafters indicate size



REINFORCEMENT \_\_\_\_\_  
 FOOTING SIZE \_\_\_\_\_

DETACHED GARAGE  
 FOOTING

FOUNDATION FOR  
 ATTACHED GARAGE

GARAGE SIZE \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH

# 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:

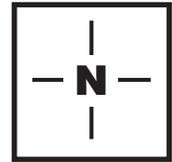
1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION \_\_\_\_\_

BUILDER \_\_\_\_\_ OWNER \_\_\_\_\_

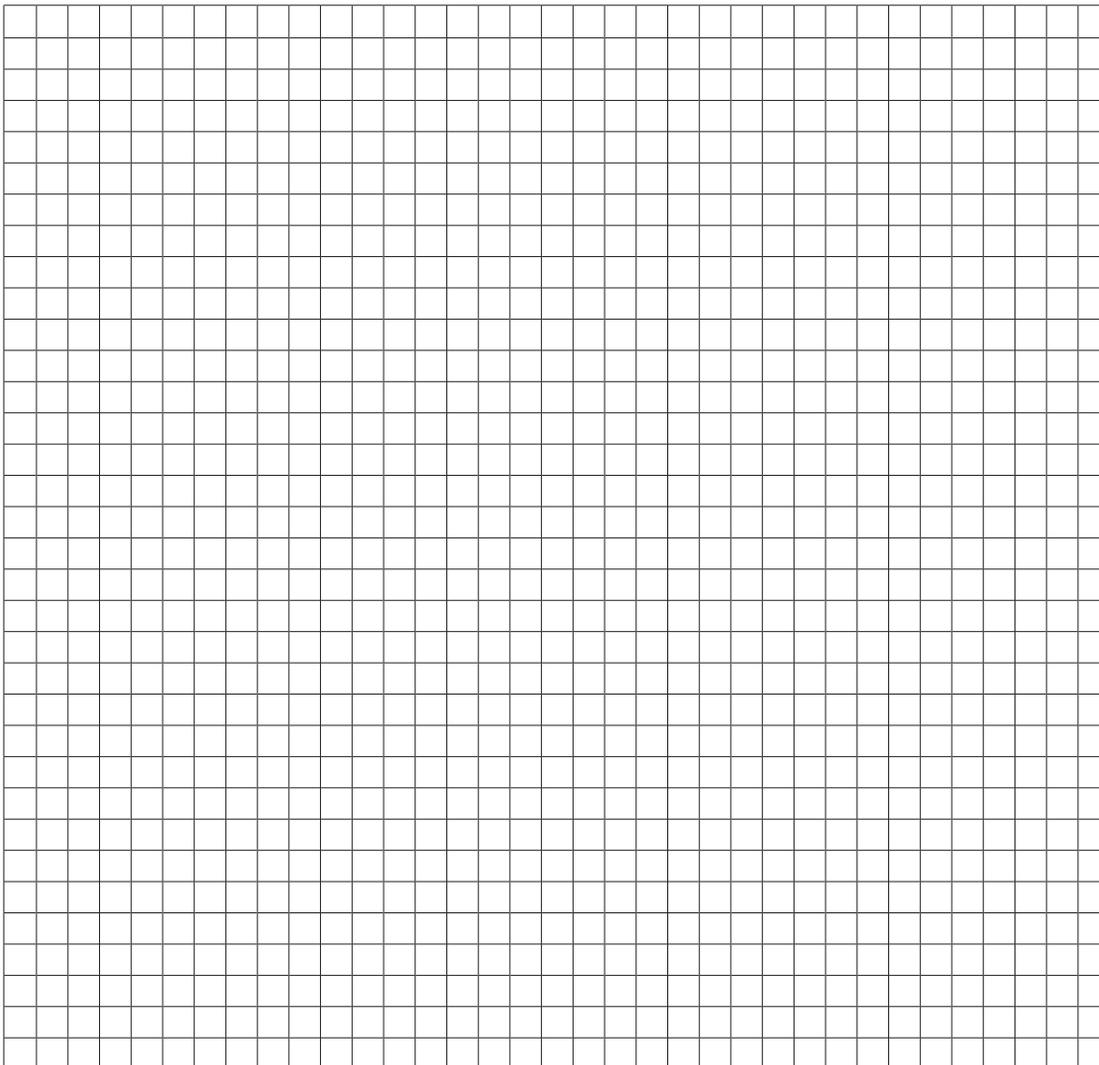
WORKSHEET COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

Please indicate north by completing the arrow.



### SITE DIAGRAM

Scale: 1 inch = \_\_\_\_ feet



### EROSION CONTROL PLAN LEGEND

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

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b> <b>Instructions on back of second ply.</b> The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]	Application No. _____ Parcel No. _____	
<b>PERMIT REQUESTED</b> <input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other:			
Owner's Name _____		Mailing Address _____	
Contractor Name & Type _____		Lic/Cert# _____	
Dwelling Contractor (Constr.) _____		Mailing Address _____	
Dwelling Contr. Qualifier _____		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.	
HVAC _____			
Electrical _____			
Plumbing _____			
<b>PROJECT LOCATION</b> Lot area _____ Sq.ft. <input type="checkbox"/> One acre or more of soil will be disturbed <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of _____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W			
Building Address _____		County _____	
Zoning District(s) _____		Zoning Permit No. _____	
Setbacks: _____		Front _____ ft.    Rear _____ ft.    Left _____ ft.    Right _____ ft.	
<b>1. PROJECT</b>		<b>3. OCCUPANCY</b>	
<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: _____	
<b>2. AREA INVOLVED (sq ft)</b>		<b>4. CONST. TYPE</b>	
	<b>Unit 1</b>	<b>Unit 2</b>	
	<b>Total</b>		
Unfin. Bsmt			
Living Area			
Garage			
Deck			
Totals			
		<b>6. ELECTRIC</b>	
		Entrance Panel _____	
		Amps: _____	
		<input type="checkbox"/> Underground	
		<input type="checkbox"/> Overhead	
		<b>7. WALLS</b>	
		<input type="checkbox"/> Wood Frame	
		<input type="checkbox"/> Steel	
		<input type="checkbox"/> ICF	
		<input type="checkbox"/> Timber/Pole	
		<input type="checkbox"/> Other: _____	
		<b>8. USE</b>	
		<input type="checkbox"/> Seasonal	
		<input type="checkbox"/> Permanent	
		<input type="checkbox"/> Other: _____	
		<b>9. HVAC EQUIP.</b>	
		<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: _____	
		<b>10. SEWER</b>	
		<input type="checkbox"/> Municipal	
		<input type="checkbox"/> Sanitary Permit# _____	
		<b>11. WATER</b>	
		<input type="checkbox"/> Municipal	
		<input type="checkbox"/> On-Site Well	
		<b>12. ENERGY SOURCE</b>	
		Fuel _____ Nat Gas _____ LP _____ Oil _____ Elec _____ Solid _____ Solar _____	
		Space Htg _____	
		Water Htg _____	
		<b>13. HEAT LOSS</b>	
		_____ BTU/HR Total Calculated	
		Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)	
		<b>14. EST. BUILDING COST w/o LAND</b>	
		\$ _____	
I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this 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. <input type="checkbox"/> 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 of this form.			
<b>APPLICANT (Print:)</b> _____ <b>Sign:</b> _____ <b>DATE</b> _____			
<b>APPROVAL CONDITIONS</b> This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <input type="checkbox"/> See attached for conditions of approval.			
<b>ISSUING JURISDICTION</b> <input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/> County of <input type="checkbox"/> State →    State-Contracted Inspection Agency#: _____    Municipality Number of Dwelling Location _____ - _____ - _____			
<b>FEES:</b> <b>PERMIT(S) ISSUED</b> <b>WIS PERMIT SEAL #</b> <b>PERMIT ISSUED BY:</b>			
Plan Review \$ _____	<input type="checkbox"/> Construction		Name _____
Inspection \$ _____	<input type="checkbox"/> HVAC		Date _____ Tel. _____
Wis. Permit Seal \$ _____	<input type="checkbox"/> Electrical		Cert No. _____
Other \$ _____	<input type="checkbox"/> Plumbing		
Total \$ _____	<input type="checkbox"/> Erosion Control		

## 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 jurisdiction, which is usually your municipality or county. 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 contractor, 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 – The owner or the contractor's authorized agent shall 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.

INSPECTORS: 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.):

Industry Services Division  
PO Box 7302  
Madison WI 53707-7302

**Uniform Notice to Permit Applicants Served by  
Boss Inspection, Inc.**

Boss Inspection, Inc. is responsible for the application and enforcement of the Wisconsin Uniform Dwelling Code (UDC) and related ordinances regulating construction and alterations of residential dwellings in your municipality. You should be aware of the following code and contract provisions:

1. State-credentialed contractors are required for heating and plumbing work.
2. Upon receipt of all required plans and other information, you should receive approval, conditional approval or disapproval within ten business days (per the state work calendar). You need to post the provided permit card at the jobsite prior to excavation. An additional fee of \$120.00 will be charged for work stated without a permit. Your approval is for the submitted plan – revisions must be approved by Boss Inspection Inc.
3. Drain tiles are required to be installed around basements per the code, unless told otherwise by the inspector.
4. The applicant or an authorized representative shall, in writing or orally, request inspections of Boss Inspection Inc 715-634-7161. Calls for inspections must include clear information indicating the permit number, owner, builder and type of inspection requested. Beware of poor transmissions on cellular phones
5. The following are the required inspections that you must request the inspection agency to perform prior to covering up the work: Footing, Foundation, Rough Framing, Rough HVAC, Rough Electrical, Rough Plumbing, Basement Drain Tiles, Insulation and Final. You are allowed six inspection trips for these inspections after which you may be charged additional inspection trip fees of \$120. This will require coordination of your inspection requests. One noncompliance inspection included with permit fee. A fee of \$120.00 will be charged for additional noncompliance inspections. Additional fees are payable prior to the inspection.
6. Boss Inspection Inc. has until the end of the second full business day to inspect after your notification that the work is ready to inspect and the jobsite is accessible. After the two business days, you may proceed with covering up the work without inspection. Keep a record of your inspections requests to help resolve any disputes.
7. Boss Inspection Inc will leave a visible indication on the permit card that the requested inspection has been completed. The permit card shall be posted in a visible location on site and shall be kept dry and accessible to the building inspector. Keep the permit card and inspection cards for your records after the dwelling is completed.
8. Prior to obtaining electric utility connection to the service for your dwelling, you will need an inspection and authorization from the inspector.
9. You are required to maintain the soil erosion controls and keep soil from leaving the site or otherwise cleaning it up. Any eroded or tracked soil must be cleaned up within 24 hours. Erosion controls must be maintained until the site is fully stabilized with vegetation or equivalent.
10. The structure shall not be occupied until the inspector has completed a final inspection in which no critical health or safety violations are found in the judgement of the inspector. An additional fee of \$240.00 will be charged for structures occupied without a final inspection.
11. The code requires that the structures exterior be completed within two years of permit issuance.
12. The fees for your permit allow for the structure to be completed and pass final inspection for critical items within two years of permit issuance; otherwise you will need to renew the fees for your permit at 25% of the normal fees per the fee schedule in effect at that time.
13. Failure to comply with the code and its procedures may cause you fines, additional cost, delay in occupancy, problems with financing, insurance coverage or future sales.

Applicant: \_\_\_\_\_  
(Signature, if you have received a copy of this) (Project Address) (Date)

(Part of Ply 4 for Applicants)

### **Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) 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 s. 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 sub. (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.

### **Cautionary Statement to Contractors for Projects Involving Building Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance

### **Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

### **Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Contractor Credential Requirements**

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Safety and Buildings. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.