

TOWN OF CRESCENT CHECKLIST

BUILDING PERMIT APPLICATION CHECKLIST

___ **Plans** – 1 set of complete plans – including all building, electrical, plumbing and mechanical.

- Foundation plan: ___ Concrete? ___ Masonry? Other? _____ Tall Wall and Wall bracing marked
 Cross Section – showing all materials used, construction of walls, floors, beam sizes must be specified and sized properly.
 Floor plans - including door & window sizes & header information + showing the use of rooms and sizes.
 Elevation - showing foundation up to and including roof. Header size and span

___ **Erosion Control Plan** – showing location of dirt piles during excavation and what will be used to control erosion (vegetation, silt fence, hay bales, tracking pad, etc.)

___ **Energy Worksheets** – (State prefers Rescheck - <https://www.energycodes.gov/rescheck>)

Energy Worksheets must be filled out in their entirety-including owner, agent, contractor information and MUST be signed

___ **Permit Applications** filled out in their entirety; they will be returned for completion, which will delay your project: Building

___ **Oneida County** permit numbers must be included on permit application.

- Zoning Permit Sanitary Permit Shore Land Zoning (when applicable)

___ **List of all subcontractors:** Names, Addresses, Phone and Fax Numbers, and required State Certification Numbers.

- Builder/General Contractor Excavator Mason Landscaper HVAC Contractor
 Electrician Plumbing Firm Demolition Contractor Mover

___ **Detailed Directions** – must provide accurate and detailed directions to property location.

___ **Signature** on Cautionary Statement.

___ **Originals** – All submittals must be originals.

___ **Mail** – if requesting permits to be mailed to you – a self-addressed stamped envelope (Minimum 8x10 in size) must be submitted with application originals.

___ **Signature of Applicant.**

**Your contact for Driveway permits for the Town of Crescent is:

Tracy Hartman, Town Clerk, 6902 Fire Tower Rd., Rhinelanders, WI 54501 ~ 715-499-0500

CITY OF RHINELANDER

Fire/Inspection Department

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 Industry Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

CITY OF RHINELANDER

NEW Residential Building (one & two family) Permit Application

This is an application ONLY and is NOT an authorization to start construction. This application will be reviewed by the Building Inspector, and if approved, a building permit will be issued.

** This permit MUST be filled out in its entirety to be considered for approval **

PERMIT REQUESTED: Construction HVAC Electrical Plumbing Erosion Control Other: _____

Site Address: _____ Parcel # _____ Zoning Permit # _____

OWNER INFORMATION: Email: _____

Name: _____ Phone: _____

Address: _____

PROJECT LOCATION: Town City of: _____ - Lot Area _____sf - Disturbed area over 1 acre: YES NO

Oneida CO.- Subdivision Name: _____ - Lot # _____ - Block # _____ - Zoned: _____

____1/4, ____1/4, of Section _____, T____ N, R____ E/W - Setbacks: Front _____ft.- Rear _____ft.- Left _____ft.- Right _____ft.

PROJECT INFORMATION: New Alteration Addition Repair - Work Valuation (not inc. land): \$ _____

Area Involved (sq ft)		Unfin. Bsmt	Living Area	Garage	Deck	Total
	Unit 1:					
	Unit 2:					
	Total:					

Occupancy: Single-Family Two-Family Garage Other _____ * **Use:** Seasonal Permanent Other: _____

Construction: Site Built Mfd. Per WI UDC Mfd Per US HUD * **Walls:** Wood Frame Steel ICF Timber/Pole Other

Stories: 1-Story 2-Story Other _____ Plus Basement * **Electrical:** Panel AMPS: _____ Underground Overhead

Sewer: Municipal Sanitary Permit # _____ * **Water:** Municipal On-Site Well

HVAC Equipment: Furnace Boiler Central AC Heat Pump Fireplace Radiant Based Other: _____

Fuel	Nat. Gas	LP	Oil	Elec	Solid
Space Htg	<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"/>

Heat Loss: _____ BTU/HR TOTAL CALCULATED
Envelope & Infiltration Losses
of _____ Beds _____ Baths _____ rough-in bathrooms

CONTRACTOR INFORMATION: Owner is General Contractor

Dwelling Contractor: Name: _____ Phone: _____

Address: _____

Email: _____ Dwelling Contractor # _____ Exp: _____

Dwelling Qualifier: Name: _____ Phone: _____

The Dwelling Contractor Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contractor

Email: _____ Dwelling Qualifier # _____ Exp: _____

Foundation Contractor: Name: _____ Phone: _____

Address: _____

Email: _____

CITY OF RHINELANDER



HVAC Contractor: Name: _____ Phone: _____

Address: _____

Email: _____ HVAC Contractor # _____ Exp: _____

Electrical Contractor: Name: _____ Phone: _____

Address: _____

Email: _____ Electrical Contractor # _____ Exp: _____

Master Electrician: Name: _____ Phone: _____

Address: _____

Email: _____ Master Elections # _____ Exp: _____

Plumbing Contractor: Name: _____ Phone: _____

Address: _____

Email: _____ Plumbing Contractor # _____ Exp: _____

Master Plumber: Name: _____ Phone: _____

Address: _____

Email: _____ Master Plumber # _____ Exp: _____

I understand that: I am subject to all applicable codes, laws, statutes and ordinance, including those noted or included and attached to 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 is disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and storm water management and the owner shall sign this application, as well as the applicant. 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 attached to this form.

Owner Signature: _____ Date: _____

Signature: _____ Date: _____

Building Contractor Business Owner Other _____

Office Use Only:

Fees:		Permits Issued:		WI Permit Seal	Permit Issued by:	
Plan Review:		<input type="checkbox"/>	Construction		Name:	Tom Waydick
Inspection:		<input type="checkbox"/>	HVAC		Cert #:	830229
WI Permit Seal:		<input type="checkbox"/>	Electrical		Date:	
Other:		<input type="checkbox"/>	Plumbing		Signature:	
Total:		<input type="checkbox"/>	Erosion Control			

FAILURE TO OBTAIN A PERMIT BEFORE WORK HAS STARTED WILL RESULT IN A TRIPLE FEE PERMIT!

CITY OF RHINELANDER
CRESCENT PERMIT FEE SCHEDULE



CRESCENT

UNIFORM BUILDING PERMIT (ONE & TWO FAMILY DWELLINGS ONLY).

NEW CONSTRUCTION ONLY

5000 SF or Less	\$600.00
5001 SF to 7999 SF	\$700.00
8000 SF and above	\$800.00
Early Start – to include footings and foundation only (Must have Zoning Permit)	\$ 150.00
Manufactured HUD Dwellings (regardless of amount of square feet)	\$400.00
Additions – regardless of s.f.	\$400.00
Camping Unit	\$400.00
Renewal Fee (Valid for 2-years: homes must have exterior complete or shell up)	\$400.00

*Square footage will include new building dwelling, garage, decks and patios, all attached levels of dwelling.

ADDITIONAL FEES

Required UDC Building Permit Seal & State filing fee:	\$ 100.00
Inspection Fee for repeat violation inspection (per required inspection)	\$ 50.00
Electrical Service: when mandated & as required for residential:	
• \$75 for each electric service inspection (for existing structures).	

****Occupancy Bond: An Occupancy Bond in the amount of \$300.00 is required. This bond will be refunded when this department issues Occupancy Certificate.**

Permit Applications can be obtained by stopping in at the Rhinelanders Fire/Inspection Department.

*Rhinelanders Fire/INSPECTION Department
128 West Frederick Street
Rhinelanders, WI. 54501*

715-365-8606

Email: theresa@rhinelandersfd.com

Forms available on website: www.rhinelandercityhall.org

Guaranteed office hours: Monday – Friday
9:00am – 2:00pm
Other times by appointment!

Rhinelanders Fire/Inspection Department, 128 West Frederick Street, Rhinelanders, WI. 54501
715-365-8606, Email: theresa@rhinelandersfd.com

IMPORTANT NOTICE

THE WORK YOU ARE DOING MUST BE INSPECTED

Inspections must be made, approved and someone MUST be present during the inspection:

- **BEFORE** footings are poured, to include soil erosion measures.
- **BEFORE** back-filling, includes foundation and any underfloor plumbing (WE do witness all pressure test.)
- **BEFORE** covering or finishing work is done, call for Rough Carpentry, Rough Plumbing, Rough Electric (including temporary service), Rough Heating and Insulation Inspections.

General Contractor shall call for Final Inspection.

You cannot move in without a Final Inspection or you will forfeit the bond!
Occupancy Bond will be returned AFTER the Final Inspection, if no violations exist.

**CALL FOR INSPECTIONS ALLOWING ADEQUATE FOR SAME TIME
(48 BUSINESS HOUR MINIMUM)**

City of Rhineland Building Inspection Department
(715) 365-8606