

**Rhinelanders Residential Permit Application**  
MOBILE HOME

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. Applicant must clearly identify work that is proposed; to include complete set of plans showing work, site plan, building elevations, framing details, and accurate setback information. Drawings are to become the property of the City of Rhinelanders.

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

Site Address: \_\_\_\_\_ Lot # \_\_\_\_\_

- Woodland Heights Terrace (RH9104-1103) (MHP Investments)  Woodland Heights Estates (RH9105-1300) (MHP Investments)  
 Woodland Heights Manor (RH 9105-1300) (MHP Investments)  Edgewater Homes LLC (RH1809)

**Mobile OWNER INFO:** Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**PROJECT INFORMATION:**  Alteration  Addition  Repair  Deck  Accessory Bldg  Other: \_\_\_\_\_

Area Involved (sq ft)		Unfin. Bsmt	Living Area	Garage	Deck	Total
	<b>Home:</b>					
<b>Other:</b>						
<b>Work Value:</b>			\$			

Description of Work – Include Dimensions, material types, etc. (provide additional pages if needed)

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**CONTRACTOR INFORMATION:**  Owner is General Contractor (List all contractors on separate page)

**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: \_\_\_\_\_

**Permits Need For Project Completion:**  Construction  HVAC  Electrical  Plumbing  Other: \_\_\_\_\_

I certify that the information provided on this form is complete and accurate and agree to comply with all applicable codes and ordinances of the City of Rhinelanders and State of Wisconsin and any conditions attached hereto. It is further agreed that we hereby absolve and release the City of Rhinelanders, its agents, from liability, if through the owner or his agent, an error is made in determining the property lines. It is further agreed that the City of Rhinelanders, its agent or agents, have no responsibility as to the determination of the property's lines. Permits are required per Municipal Code 5.02.02.

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility included on the reverse side of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Homeowner  Contractor  Other \_\_\_\_\_

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

## 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.

**5.07.03. - General provisions.**

(3) *Regulations for unique uses.*

(b) *Mobile homes/manufactured housing.* Mobile homes/manufactured homes shall not be used as a permanent place of abode or dwelling, or for indefinite periods of time, except in mobile home parks as a Planned Unit Development, or in the R-4 Residential District, and in conformance with all applicable State standards and the following performance standards, and in accordance with the minimum housing requirements, if located in the R-4 Residential District, other than in a mobile home park:

1. *Definitions.*

*Mobile home/manufactured home.* A mobile home or manufactured home that complies with applicable State standards. **No mobile home or manufactured home may be used as a permanent place of abode or dwelling unless it was manufactured after July 15, 1976, and contains the Housing and Urban Development manufacturing documentation (red sticker).**

*Mobile home park.* A plot of ground designated specifically for the placement of mobile homes on individual lots for residential habitation.

2. *Special minimum requirements.*

- a. Mobile home parks shall consist of a minimum of 15 acres and only be authorized as conditional uses in R-3 and B-3 zoning districts.
- b. A buffer yard of not less than 30 feet in width shall be landscaped with appropriate grass, shrubbery and trees around the entire perimeter of the mobile home park. This buffer shall be maintained by the owner of the mobile home park.
- c. All mobile home parks shall have a storm shelter or evacuation plan approved by the City.
- d. All waste material, debris, refuse, garbage and materials not currently used for construction shall be stored indoors or be kept in covered containers and be totally screened from eye level view from public streets and adjacent properties.
- e. All mobile homes/manufactured homes shall have permanent foundations as required by manufacturers' warranties.
- f. All mobile home parks shall have at least ten percent of the land area developed for recreational use. The recreational use shall be developed at the owner/operator's expense and shall be a type compatible with the clientele that the park is designed for. Recreational use examples include, but are not limited to, such items as tennis courts, children's play equipment, swimming pools, golf greens, nature parks and boat piers. The recreational area may be developed in phases which correspond with phases of the development of the mobile home park.

3. *Streets and parking.*

## City of Rhinelander

- a. Each mobile home/manufactured home site shall have off-street parking space surfaced with concrete, bituminous or approved equivalent for two automobiles.
- b. Each mobile home park shall maintain a 32-foot-wide street surfaced with concrete, bituminous or approved equivalent to all lots providing for street side parking on at least one side of the street.
- c. Access drives off roads to all parking spaces and mobile home/manufactured home sites shall be surfaced with concrete, bituminous or approved equivalent according to specifications established by the City.

#### 4. *Utilities.*

- a. All mobile homes/manufactured homes shall be served by public water and sanitary sewer utilities.
- b. All utilities shall be underground. There shall be no overhead wires or supporting poles, except those essential for street or other lighting purposes.
- c. Access shall be provided to allow the inspection of plumbing, electrical facilities and related mobile home/manufactured home equipment.
- d. The park shall have a street lighting plan approved by the City.

#### 5. *Lot area, lot width and yard area requirements.*

- a. *Lot area.*
  - (i) Interior: 3,600 square feet.
  - (ii) Corner: 4,500 square feet.
- b. *Lot width.*
  - (i) Interior: 40 feet.
  - (ii) Corner: 50 feet.
- c. *Setback, principal structure.*
  - (i) Front yard: 15 feet.
  - (ii) Side yard: ten feet.
  - (iii) Side yard, street: 15 feet.
  - (iv) Rear yard: ten feet.
- d. *Setback, accessory structure.*
  - (i) Front yard: 15 feet.
  - (ii) Side yard: five feet.
  - (iii) Side yard, street: ten feet.
  - (iv) Rear yard: five feet.
- e. *Setback, parking space.*
  - (i) Front yard: ten feet.
  - (ii) Side yard: five feet.
  - (iii) Side yard, street: ten feet.
  - (iv) Rear yard: five feet.



**CITY OF RHINELANDER**  
**Fire/INSPECTION Department**  
128 West Frederick Street, Rhinelander, WI. 54501  
(715) 365-8606

# Site Plan Sample

February 2018

## Site Plan Requirements

### When do I Need to Submit a Site Plan?

A site plan is required when exterior work is proposed on a residential or Commercial property. Typical work requiring the submittal of a site plan includes:

- Room additions, garage and carports additions
- Decks, patio enclosures, exterior covers and sheds
- Garage conversions
- Swimming pools and spas
- When installing new exterior windows/doors
- Fences, retaining walls
- Site work involving installation of underground electrical and gas lines, water and Sewer Laterals, excavation, driveway openings, etc.

### Information on Site Plan

A site plan is an accurate, scaled drawing or map of a piece of property showing its size, shape and the precise location of man-made features (buildings, structures and driveways) on the property. The site plan allows the property owner, the builder and the building inspector to verify the true location of any proposed structure(s); further, the site plan allows the plan check staff to ascertain any proposed new work is located within the setback dimensions according to the adopted codes.

### Plan Submittal for Construction

#### Quantity

One (1) site plan is typically required along with any accompanying drawings (floor plan, foundation, framing plan, etc.). (Copies for Planning Commission and Zoning Board of Appeals are designated on applications)

#### Size

For residential use – the site plan HAS to be legible with a minimum 8 ½" x 11"; Commercial use may be larger, but no larger than 24" x 36", drawn to scale, fully dimensioned, clear and legible. When the proposed work

only involves lateral work, 8 ½" x 11" site plans are required.

## Check List

The checklist below is a guide to assist homeowners and designers verify the required information is included on the site plan. Please be aware that plans lacking any of these items may delay the plan check review process.

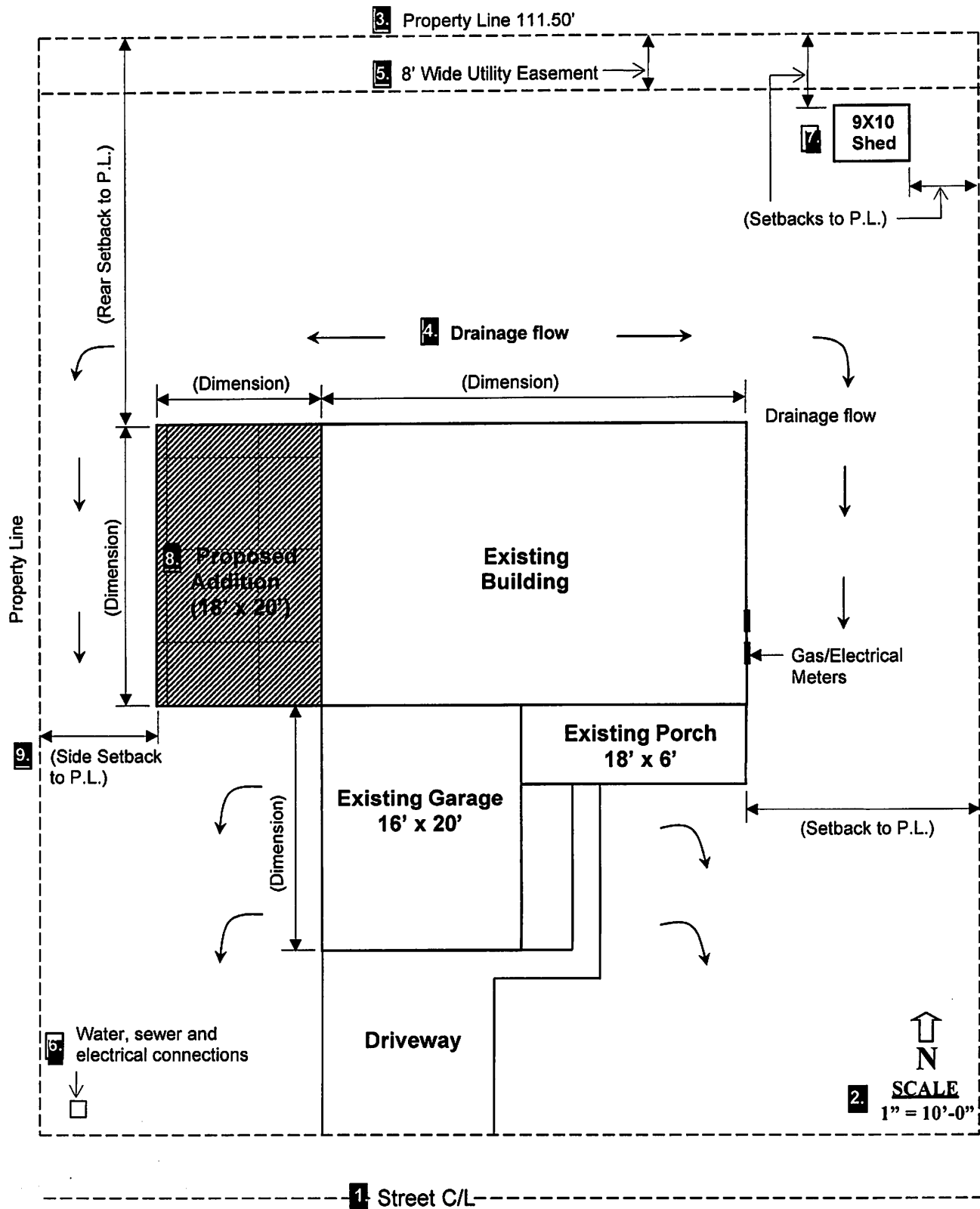
1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate existing buildings and other physical structures
8. Label and locate proposed additions, retaining walls and other physical structures
9. Setback distances to property lines, easements and distances to other structures
10. Name and signature of designer

A sample illustration is included on the next page listing a similar numbering system.

### Questions?

Specific information regarding the setback requirements, zoning issues, or any other questions may be directed to the Inspection Department office located at:

Address: 128 West Frederick Street  
Phone: (715) 365-8606  
Hours: Monday through Friday 9 am – 2pm  
Other times  
by  
appointment



**SITE PLAN**  
 (Sample Only)

Property Owner's Name  
 Property Address and Phone No.  
 Parcel Number  
 Scope of Work

**10.** Site Area and Lot Coverage

**City of Rhinelander**  
MOVING PERMIT APPLICATION



RH# \_\_\_\_\_

Current Site Address: Commercial  Residential  - Home  Garage  Accessory  Other:  \_\_\_\_\_

Site Address where it is moving to:  City  Township- \_\_\_\_\_ Parcel# \_\_\_\_\_

**OWNER:** \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address \_\_\_\_\_

***Municipal Code 5.01.14. - Moving buildings.***

(1) When a vehicle or article under a permit is in excess of 12 feet in height and eight feet in width, the permittee shall give adequate notice to owners of overhead cables, wires, or any other facilities which may be affected by the transportation under the permit, and shall make arrangements with such owners for alteration of such facilities which may be affected by the transportation authorized by permit. In addition, Police and Fire Departments shall be notified 24 hours before moving commences.

(2) The driver shall carry the approved permit in the vehicle doing the moving and have the permit available for inspection by any authorized person.

(3) Approved red flags shall be fastened to all extremities (both front and rear) of the structure being moved.

(4) In the interests of public safety, the Fire Chief shall determine the days and hours during which each permit is valid.

(5) The permit issued is for the one "move" only and not transferable. The City Inspector may request other regulatory measures be imposed.

(6) *Permit fees.* Before receiving a moving permit the owner or his agent shall pay to the City Treasurer in accordance with Section 5.01.02 a permit fee established by the City.

***General Information-Required for permit issuance.***

- ◆ **Gas & Electric** must be disconnected prior to move.
- ◆ **Water Supply system & Sewer** shall be abandoned inside the lot line by a licensed master plumber. Contractor Info: \_\_\_\_\_
- ◆ **Sewer & Water** connections must be protected during move.
- ◆ **Letter** from the building owner requesting move.

A Certificate of Liability Insurance is required with application!

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Owner  Contractor

# CITY OF RHINELANDER

## ELECTRICAL PERMIT APPLICATION



The undersigned hereby makes application for a permit to install electrical wires and apparatus in the premise described, and agrees, in consideration of issuance of an electrical permit, to do only the work specified herein and to faithfully comply with laws and regulations of the State of Wisconsin Electrical Code and Rhineland Municipal Code.

Site Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

Single Family  Two-Family  Rental  Multi-Family (\_\_\_# of units)  Rental  Commercial  Industrial

**Owner Information:** Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Electrical Contractor:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Electrical Contractor # \_\_\_\_\_ Exp: \_\_\_\_\_

**Master Electrician:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Master Electrician # \_\_\_\_\_ Exp: \_\_\_\_\_

.....  
**Description of Work:**

Additions/Alterations  Service/Service Upgrade  Rewiring of Existing Dwelling  Detached Garage/Accessory Bldg.  
 Repairs/Misc.  Temporary  Home Only  Sign  New  Other: \_\_\_\_\_

**Service size and detail:**  Overhead  Underground AMPS: \_\_\_\_\_ (upgraded from \_\_\_\_\_ amp- OH UG)

**Square footage of:** (Commercial-completed space: \_\_\_\_\_ Entire building (Comm): \_\_\_\_\_

Cubic Feet (Industrial Bldg.): \_\_\_\_\_ **JOB COST: \$** \_\_\_\_\_

**Other Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please notify our office when you are ready for each inspection (715) 365-8606. Inspector MUST have a 48 hour notice to complete the inspection; a representative of the permit holder should be present. Work SHALL NOT proceed until the Inspector has approved the various stages of construction.**

**\*\*Emergency Work-** Per Ordinance 5.02.24, in an emergency, the person doing or causing such work to be done shall report the same to the Electrical Inspector the next Business Day after beginning work.\*\*

\_\_\_\_\_  
 Electrical Contractor  Owner  General Contractor Date: \_\_\_\_\_

**\*\*CONTACT DIGGERS HOTLINE BEFORE YOU DIG! 1-800-242-8511\*\***

City of Rhineland Fire/Inspection Department, 128 West Frederick Street, Rhineland, WI. 54501  
715-365-8606 \* Email: [inspection@rhinelandersfd.com](mailto:inspection@rhinelandersfd.com) \* [www.rhinelandercityhall.org](http://www.rhinelandercityhall.org)



# CITY OF RHINELANDER



## Heating-Ventilating-Air Conditioning 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 \*\*

Site Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

Building Type:  Single Family  Two Family  Rental  Multi-Family  Commercial  Industrial  Other: \_\_\_\_\_

**OWNER INFORMATION:** Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**PROJECT INFORMATION:**  State Approved Plan required?  Yes, plans & letter included  NO

New  Alteration  Addition  Replacement  Access/Garage **Work Valuation: \$** \_\_\_\_\_

**HVAC Equipment:**  Furnace  Air Handlers  Boiler  Air Conditioning  Heat Pump  Fireplace  Radiant Based

Rooftop  Stove  Add to Existing  Vent Fans # \_\_\_\_\_

Other: \_\_\_\_\_

\*\*Solid fuel must meet ASTM-E1509 listing if in commercial

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"/>

BTU Information: List in BTU'S
Heating: _____
Air Conditioning: _____

Square Footage - Work Area
Residential _____
Comm/Indust _____

**CONTRACTOR INFORMATION:**  Owner is HVAC Contractor & occupies this single-family home.

**HVAC Contractor:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ HVAC Contractor # \_\_\_\_\_ Exp: \_\_\_\_\_

**HVAC Qualifier:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Electrical Contractor # \_\_\_\_\_ Exp: \_\_\_\_\_

**Electrician:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Master Electrician # \_\_\_\_\_ Exp: \_\_\_\_\_

I hereby agree to comply with all applicable codes and ordinance of the City of Rhinelanders and the State of Wisconsin; I 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. 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.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HVAC Contractor  Business Occupant  Other \_\_\_\_\_

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

City of Rhinelanders Fire/Inspection Department, 128 West Frederick Street, Rhinelanders, WI. 54501  
715-365-8606 \* Email: [inspection@rhinelandersfd.com](mailto:inspection@rhinelandersfd.com) \* [www.rhinelanderscityhall.org](http://www.rhinelanderscityhall.org)

# CITY OF RHINELANDER

## PLUMBING PERMIT APPLICATION

THE HEART OF WISCONSIN  
THE HEART OF HODAG COUNTRY

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

The undersigned hereby applies for a permit to complete the following plumbing or clearwater drainage work on the premises hereinafter described.

Site Address: \_\_\_\_\_ Parcel # \_\_\_\_\_

**Building Type:**  Single Family  Two Family  Rental  Multi-Family  Commercial  Industrial  Other: \_\_\_\_\_

**OWNER INFORMATION:** Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**CONTRACTOR INFORMATION:**  Owner is acting as the Plumbing Contractor & occupies this single-family home.

**Plumbing Contractor:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Master Plumber:** Name: \_\_\_\_\_ Master Plumber # \_\_\_\_\_ Exp: \_\_\_\_\_

**PROJECT INFORMATION:**  State Approved Plan required?  Yes, plans & letter included  NO

Addition  Alteration  Interior Plumbing Replacement  Sewer Lateral  Water Lateral **Work Valuation: \$** \_\_\_\_\_

Fixture	#	Fixture	#	Fixture	#
Automatic Washer		Garbage Disposal		Floor Drains	
Bar Sink		Stack Connections		Sumps	
Bath Tub		Water Softener		Sewerage Ejector	
Wash Basins (Lavatory)		Laundry Tray		Wash Fountains	
Sinks		R.P. Valves		Drinking Fountains	
Water Closets		Backflow Valve		Grease Trap	
Urinal		Water Meter Connection		Grease Interceptor	
Catch Basin		Hose Bibbs B.F.P		Water Heater (gas) or (electric)	
Area Drains		Conductors (Roof Drains)		Shower Stall	
Manhole		Mop or Service Sink		Air Admittance valve (each)	
Dishwasher		Site Drains		<b>TOTAL ALL ITEMS:</b>	

OTHER INFO:	Type	Size	Length	No.
Water Lateral				
Sewer Lateral				
Venting/Wastepiping				
Under slab/floor				

**PERMITS MUST BE APPLIED FOR AND RECEIVED BEFORE WORK IS COMMENCED.**

**\*\*A COMPLETE DRAWING/LAYOUT MUST ACCOMPANY APPLICATION\*\***

**As required, Municipal Code 3.07.16 (4)(j)**

Except as provided below, all sewer service laterals for new connections shall have a backflow prevention valve installed at the owner's expense. These exceptions do not apply to services located in a floodplain.

1. The service elevation is at or above the curb elevation (over lateral).
2. The service is equipped with a sewage ejection (lift) pump.

I hereby apply for a plumbing permit and I acknowledge that the above is complete and accurate; that the work will be performed strictly in accordance with the ordinances and codes of the City of Rhinelanders and the Wisconsin Building/Plumbing Codes; that I understand this is not a permit but only an application for a permit and work is NOT to start without a permit; that the work will be in accordance with the approved plan in the case of work which requires a review and approval of plans.

Permit holder is responsible for scheduling inspections 24-48 hours in advance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Plumber  Owner  General Contractor  Other \_\_\_\_\_

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