



# ADDITIONS/REMODELS

## CITY OF RHINELANDER

### BUILDING PERMIT APPLICATION CHECKLIST

\_\_\_ **Plans** – 1 set of complete plans

- Foundation plans     Floor plans (including door and window sizes and header information)
- Cross Section –showing all materials used     Elevations     Header size and span
- Tall Wall and Wall bracing marked

\_\_\_ **Site Plan/Survey** – must show accurate property lines; all structures, decks, sheds, ingress & egress, etc., clearly noted. All items must comply with City of Rhineland zoning regulations.

\_\_\_ **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 Recheck - <http://www.energycodes.gov/>)

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

\_\_\_ **Permit Applications** that pertain to project:

- Building     Electrical     Plumbing     Heating     Fence     Occupancy     ROW
- Street Opening     Move     Raze     Early Start     Sign     Demolition

\_\_\_ **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

\_\_\_ **ALL Permits** MUST be filled out in their entirety; they will be returned for completion, which will delay your project.

\_\_\_ **Signature** on Cautionary Statement.

\_\_\_ **Signature of Applicant.**

# IMPORTANT REMINDERS:

**PER CITY ORDINANCE 5.07.05(5)(c):** “THE OWNER/AGENT IS REQUIRED TO LOCATE AND ACCURATELY REPRESENT PROPERTY LINES FOR PERMIT APPLICATION-REVIEW AND APPROVAL”.

## THE WORK YOU ARE DOING MUST BE INSPECTED

**CALL FOR INSPECTIONS \* Inspections must be made and approved:**

- **BEFORE** footings are poured.
- **BEFORE** back-filling.
- **BEFORE** covering or finishing work is done.
- **Call** for Rough Carpentry, Plumbing, Electric, Heating and Insulation Inspections.

General Contractor or owner shall call for Final Inspection \* You cannot move in without a Final Inspection!

City of Rhinelander \* Building Inspection Department \* (715) 365-8606

<u>Yard setbacks:</u>	front		Rear		L side		R side		Corner side		Front exception
___ R-1 - - -	25	-	25	-	8	-	8	-	15		ave
___ R-2 - - -	20	-	25	-	8	-	8	-	15		ave
___ R-3 - - -	20	-	25	-	6	-	6	-	15		ave

**PERMITTED OBSTRUCTIONS ARE:**

(Some restrictions apply)

- \_\_\_ Front yard – one story bay windows (3 feet max), overhang and eaves (3 feet max).
- \_\_\_ Side yard – overhang and eaves 3 feet max.
- \_\_\_ Rear yard – open porches, one-story bay windows (3 feet max), overhangs and eaves (3 feet max), and balconies.

**CONSTRUCTION DETAILS:**

- \_\_\_ Elevation showing foundation up to roof, including roof.
- \_\_\_ Floor plan showing the use of the rooms and sizes.
- \_\_\_ Cross section showing construction of walls, floors, beams sizes must be specified and sized properly.

# Rhinelanders Residential Building Permit Application

Additions and Alterations

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: \_\_\_\_\_ Parcel # \_\_\_\_\_  
 Single-Family  Two-Family  Rental  Other \_\_\_\_\_

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

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

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

**PROJECT INFORMATION:**  Alteration  Addition  Repair – Work Valuation (not inc. land): \$ \_\_\_\_\_

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

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 properties 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.



# 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.

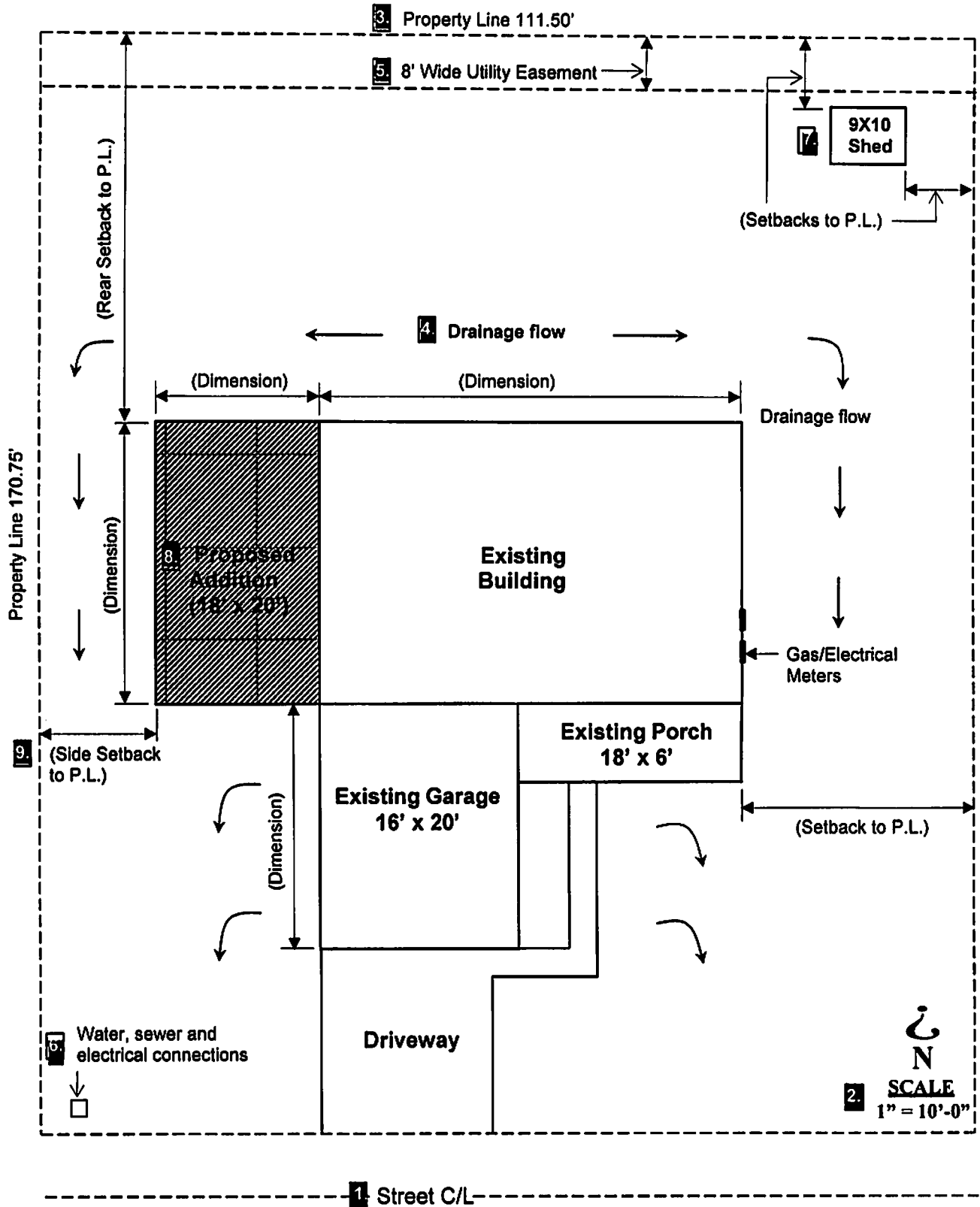
1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate 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)

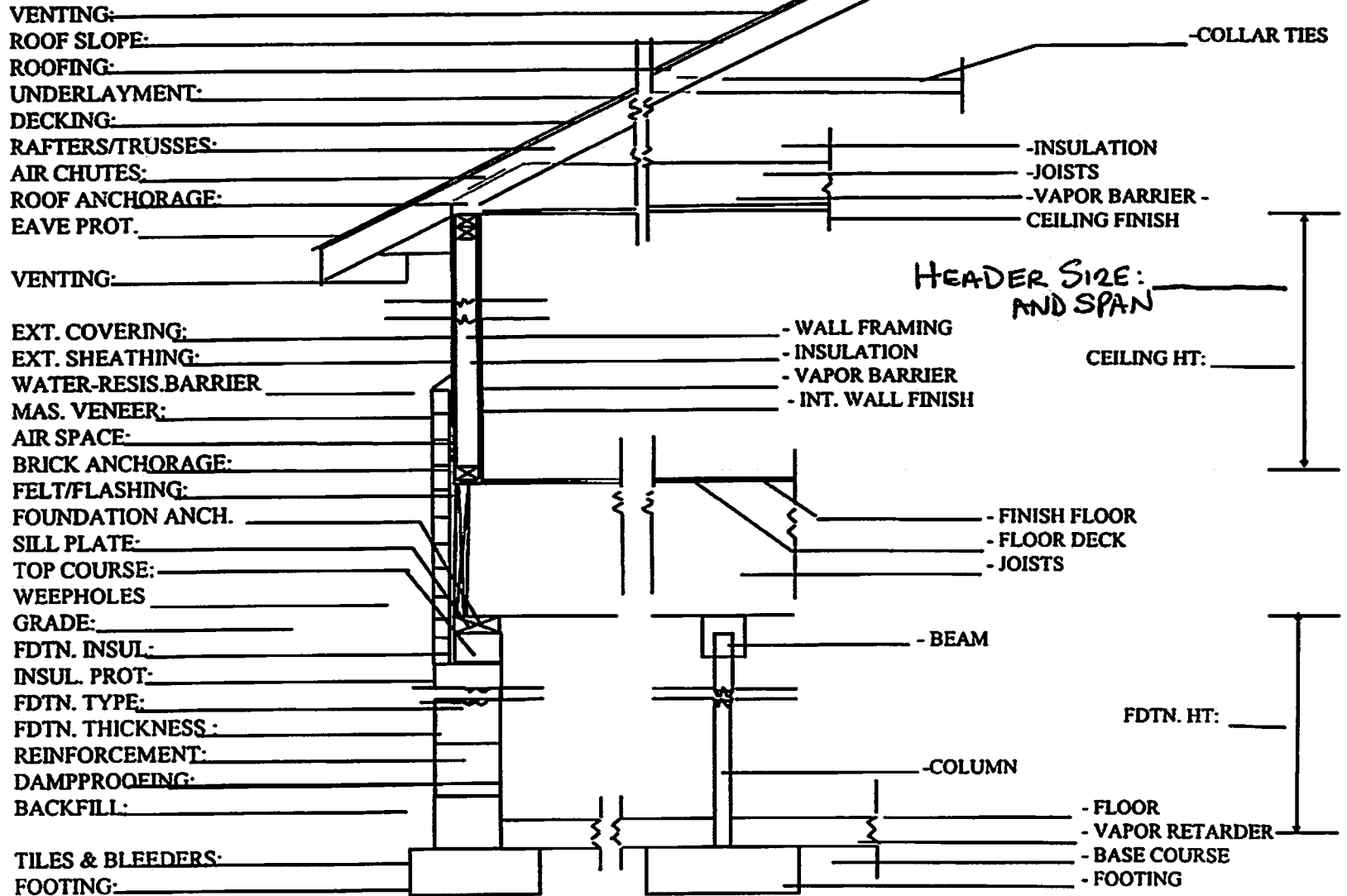
Property Owner's Name  
 Property Address and Phone No.  
 Parcel Number  
 Scope of Work

10. Site Area and Lot Coverage

NOTE:

With proper detailing of building dimensions, material types, spans, sizes, spacing,  $F_b$ , properties, etc., and strikeouts of non-applicable details, this cross section would provide an acceptable plan drawing. With the local inspection authority's permission, this drawing may be detailed and 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: \_\_\_\_\_



# CITY OF RHINELANDER - SITE PLAN

Owner Name: \_\_\_\_\_

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

Graph Squares are: \_\_\_\_\_

Indicate North: \_\_\_\_\_

