



**NSFD**

## **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     Tall Wall and Wall bracing marked
- Header size and span

\_\_\_ **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\*\*

\_\_\_ **Backflow Preventor** – 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.

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

- Building – NSFD     Exterior Plumbing     Occupancy     Street Opening (ROW)     Fence
- May need:     Move     Early Start     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.

# 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:					
	<b>Total:</b>					

**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:	35.00	<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!**

**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.

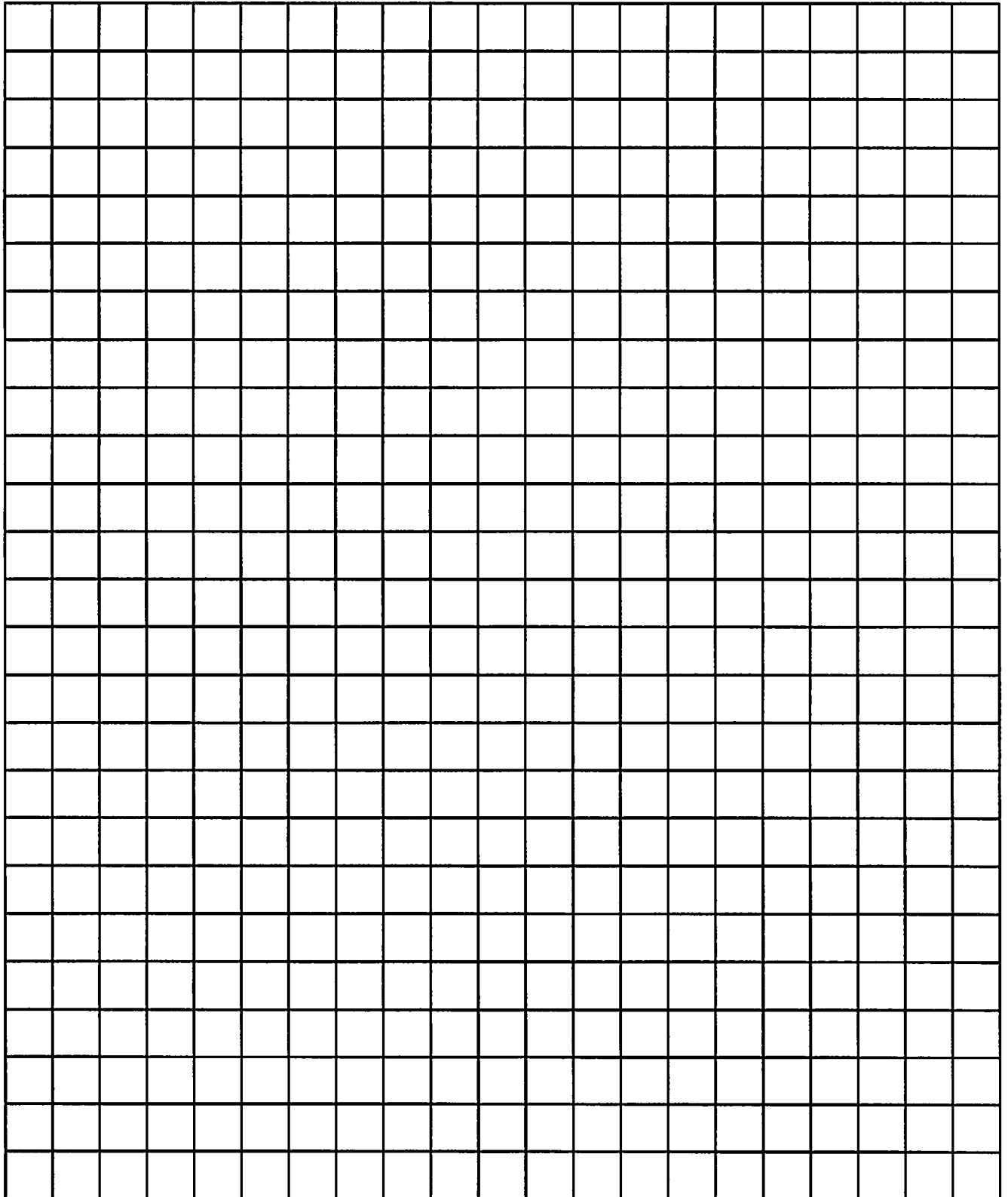
# CITY OF RHINELANDER - SITE PLAN

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

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

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

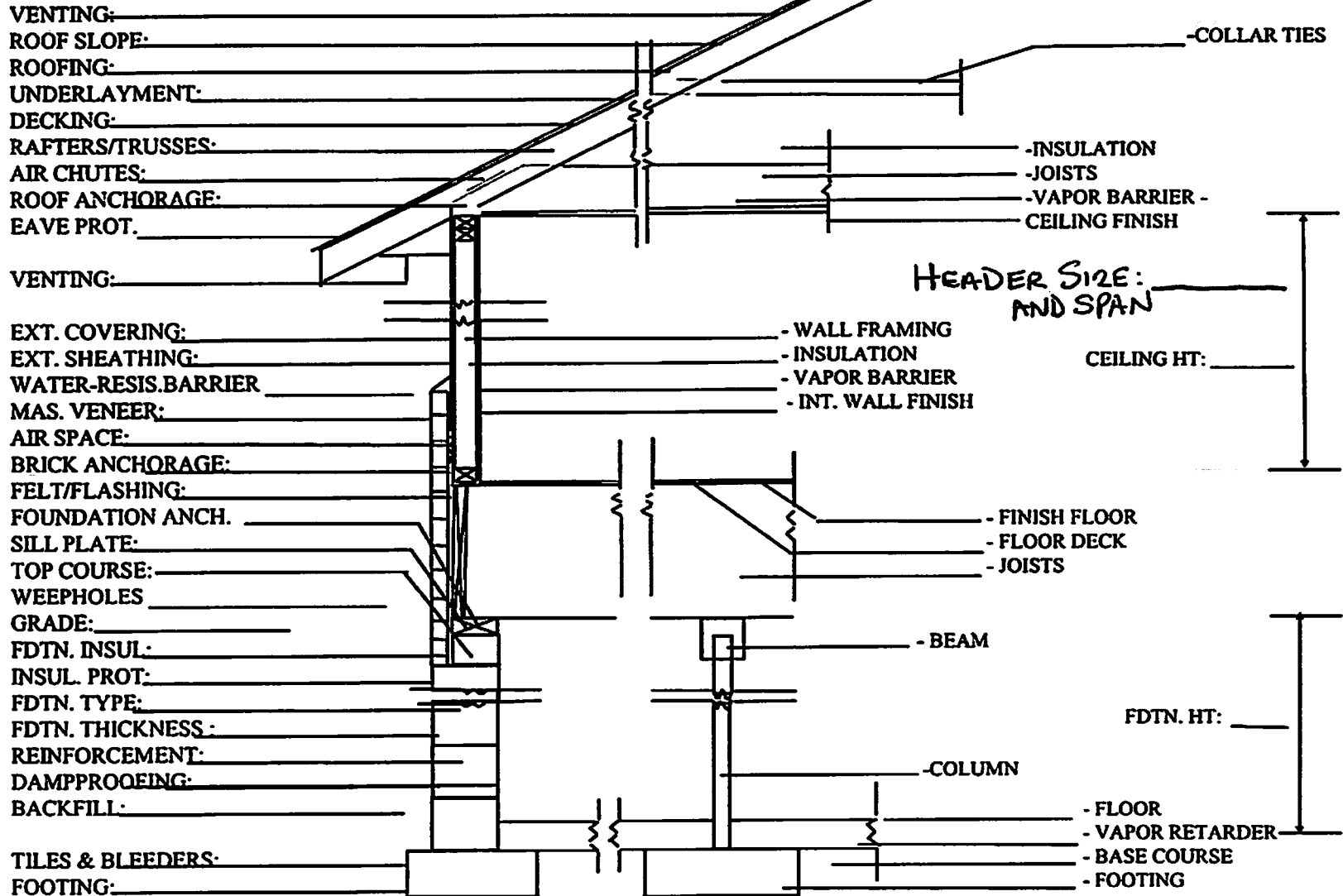
Indicate North: \_\_\_\_\_



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: \_\_\_\_\_



## Wall Bracing Compliance Worksheet

Complete this worksheet or provide equivalent information on the plans submitted with the permit application.

Sketch and dimension the building plan and the wall bracing rectangle(s) per 321.25(8)(c)1. and Figure 321.25-B. Provide and label additional sketches if the building plan/rectangles change at different floor levels.

Indicate applicable Wall Bracing Method for each level (see Table 321.25-G), each labeled rectangle if more than one [see 321.25(8)(c)], and amount of bracing (# of braced panels or length of braced wall required) per the respective table (provide additional worksheets for additional rectangles as needed):

Rectangle:	Wall Ht. =	Eave to Ridge Ht. =	Max. Opening Ht. =		Wind Exp. =	
Walls Supporting:	Intermittent method (LIB, DWB, WSP, SFB, GB, PCP) and # of panels per Table 321.25-I Min. panel width (Table 321.25-G) =	Continuous method (CS-WSP, CS-SFB) and total length required per Table 321.25-J Min. panel width (Table 321.25-H) =	PF Method (see Figure 321.25-A). Indicate number of PF panels 16-24" wide provided. Min. PF width (Fig. 321.25-A) =			
	Long side	Short side	Long side	Short side	Long side	Short side
Roof and ceiling only						
One floor, roof and ceiling						
Two floors, roof and ceiling						

Rectangle:	Wall Ht. =	Eave to Ridge Ht. =	Max. Opening Ht. =		Wind Exp. =	
Walls Supporting:	Intermittent method (LIB, DWB, WSP, SFB, GB, PCP) and # of panels per Table 321.25-I Min. panel width (Table 321.25-G) =	Continuous method (CS-WSP, CS-SFB) and total length required per Table 321.25-H Min. panel width (Table 321.25-H) =	PF Method (see Figure 321.25-A). Indicate number of PF panels 16-24" wide provided. Min. PF width (Fig. 321.25-A) =			
	Long side	Short side	Long side	Short Side	Long side	Short side
Roof and ceiling only						
One floor, roof and ceiling						
Two floors, roof and ceiling						

**PF Method:** For Intermittent bracing, per Table 321.25-I footnote 'h', each PF panel (16-24" wide per Figure 321.25-A) counts as 1/2 of a braced wall panel when determining compliance with Table 321.25-I. For Continuously Sheathed bracing, the actual length of each PF panel (16-24" wide per Figure 321.25-A) in feet counts toward the required total length of bracing required. For intermittent or continuous methods, each PF panel meeting min. required width of Fig. 321.25-A counts as a braced wall panel when evaluating panel spacing per Fig. 321.25-C.

Indicate the location and construction details of required braced wall panels determined above on each rectangle side as required by Figure 321.25-C on the floor plans submitted with the permit application.





# Site Plan Sample

February 2017

## 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.

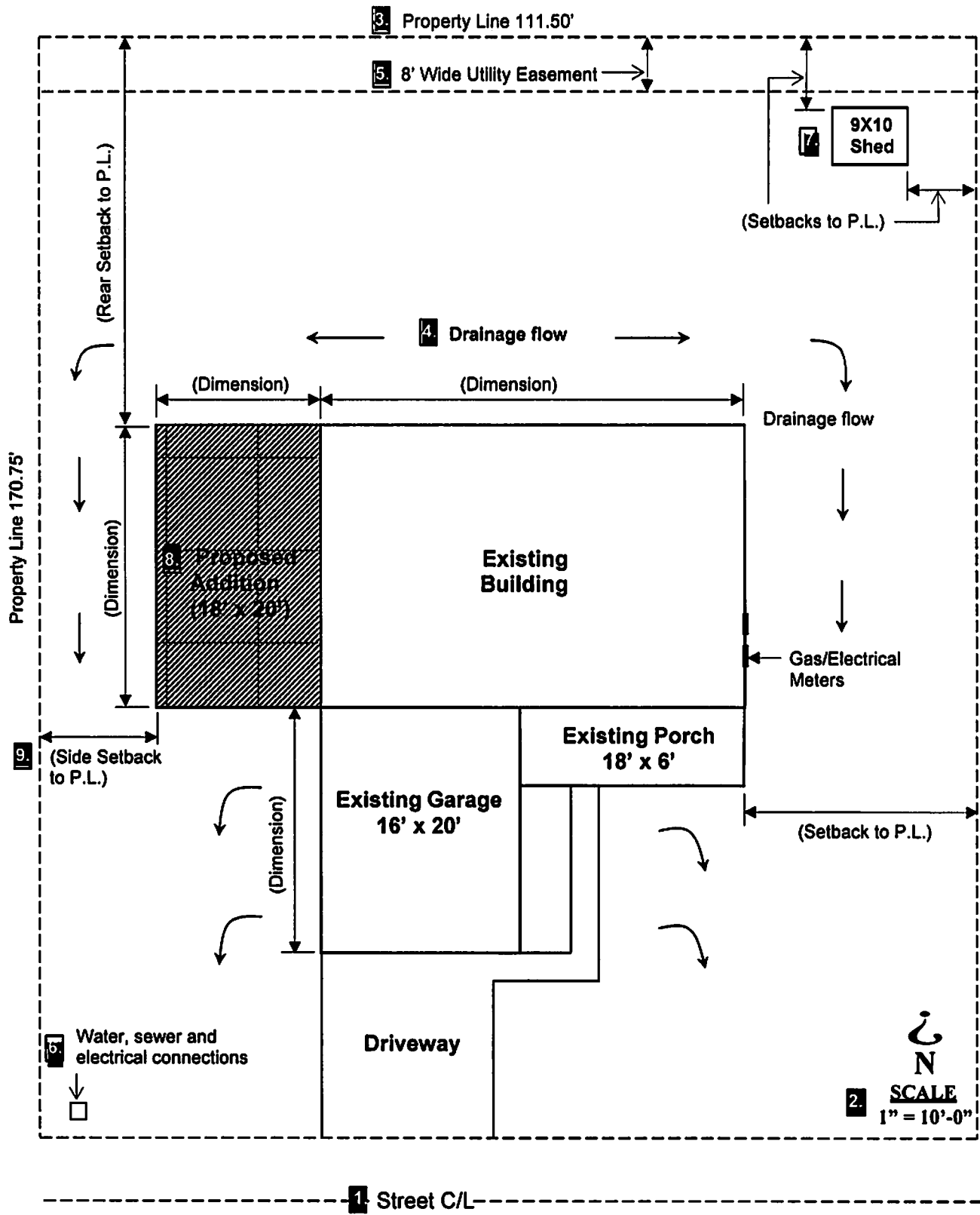
1. Street name, driveway, sidewalk, landscaping
2. Drawing scale, north arrow
3. Lot dimensions, property lines
4. Lot drainage flow arrows (call out slope 1% min. away from structure), grading, swales
5. Easements, utilities
6. On-site water system (septic or well systems, if any)
7. Label and locate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