



## **CHECKLIST FOR COMPLETING BUILDING AND ZONING APPLICATIONS**

YOUR COMPLETED BUILDING PERMIT APPLICATION SHOULD INCLUDE THE FOLLOWING:

### New Construction and Additions:

- COMPLETED UNIFORM PERMIT APPLICATION – FOR RESIDENTIAL MUST INCLUDE BUILDING CONTRACTOR AND BUILDING QUALIFIER NUMBERS
  - A LIST OF ALL SUB-CONTRACTORS WITH ADDRESSES, PHONE NUMBERS, FAX NUMBERS, AND ANY REQUIRED STATE CERTIFICATION
    - A.) EXCAVATOR
    - B.) CEMENT CONTRACTOR
    - C.) ELECTRICIAN
    - D.) BUILDER
    - E.) HVAC CONTRACTOR
    - F.) PLUMBING FIRM
    - G.) LANDSCAPER
  - ZONING PERMIT APPLICATION WITH ALL NAMES, ADDRESSES, AND PHONE NUMBERS
  - SIGNATURE OF THE APPLICANT
  - SIGNED DEVELOPERS' APPROVAL LETTER
  - SITE PLAN, DRAWN TO SCALE SHOWING ALL SETBACKS AND SITE IMPROVEMENTS (E.G. BUILDING, SIDEWALKS, DRIVEWAYS, ETC.)
  - TWO COMPLETE SETS OF BUILDING PLANS DRAWN TO SCALE WHICH MUST INCLUDE WIND BRACING PLAN AND ONE COMPLETE ELECTRONIC SET (NEW REQUIREMENT AS OF 2020) CONTACT [BUILDINGPERMITS@FITCHBURGWI.GOV](mailto:BUILDINGPERMITS@FITCHBURGWI.GOV) FOR LARGE FILE
  - COMPLETE EROSION CONTROL PLAN (If land disturbance is greater than one acre, a separate City of Fitchburg Erosion Control Permit is required, as well as a DNR WRAPP/NOI)
  - ENERGY WORKSHEET FORM WITH COMPLETED HEAT LOSS CALCULATIONS
  - BUILDING CONTRACTOR'S E-MAIL ADDRESS (FOR ELECTRONIC NOTIFICATION WHEN THE PERMIT IS APPROVED.)
  - COMPLETE DRIVEWAY PERMIT APPLICATION
  - COMPLETED ONLINE FORM THROUGH WI DSPS BUILDING PERMIT SYSTEM (1&2 FAMILY) (<https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>)
- \*Terravessa Building Permits require special handling. Please see <http://www.fitchburgwi.gov/157/Permit-Applications-Requirements> for requirements.

JOB ADDRESS: \_\_\_\_\_

CONTACT NAME & EMAIL ADDRESS \_\_\_\_\_