



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

YOUR **COMPLETED** BUILDING PERMIT APPLICATION SHOULD INCLUDE THE FOLLOWING (HARD COPIES ARE REQUIRED OF EVERYTHING UNLESS OTHERWISE STATED ON THIS CHECKLIST) :

New Construction and Additions:

- COMPLETED UNIFORM PERMIT APPLICATION – FOR RESIDENTIAL MUST INCLUDE BUILDING CONTRACTOR AND BUILDING QUALIFIER NUMBERS – HARD COPY
- A LIST OF ALL SUB-CONTRACTORS WITH ADDRESSES, PHONE NUMBERS, FAX NUMBERS, AND ANY REQUIRED STATE CERTIFICATION - HARD COPY
  - 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 – HARD COPY
- SIGNATURE OF THE APPLICANT ON BUILDING PERMIT APPLICATION AND ZONING PERMIT APPLICATION
- SIGNED DEVELOPERS' APPROVAL LETTER – IF APPLICABLE – HARD COPY
- SITE PLAN, DRAWN TO SCALE SHOWING ALL SETBACKS AND SITE IMPROVEMENTS – HARD COPY (E.G. BUILDING, SIDEWALKS, DRIVEWAYS, ETC.)
- TWO COMPLETE FULL SIZE SETS OF BUILDING PLANS DRAWN TO SCALE WHICH MUST INCLUDE WIND BRACING PLAN – HARD COPY
- ONE COMPLETE ELECTRONIC SET OF PLANS, PDF (NEW REQUIREMENT AS OF 2020) CONTACT [BUILDINGPERMITS@FITCHBURGWI.GOV](mailto:BUILDINGPERMITS@FITCHBURGWI.GOV) FOR LARGE FILE, OR SUBMIT A USB DRIVE WITH THE PLANS
- COMPLETED EROSION CONTROL PLAN – HARD COPY (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 – HARD COPY
- BUILDING CONTRACTOR'S E-MAIL ADDRESS (FOR ELECTRONIC NOTIFICATION WHEN THE PERMIT IS APPROVED.)
- COMPLETE DRIVEWAY PERMIT APPLICATION PROCESS (IF NOT ALLY LOADED) AT [HTTPS://WWW.FITCHBURGWI.GOV/316/PERMITS-APPLICATIONS](https://www.fitchburgwi.gov/316/PERMITS-APPLICATIONS)
- COMPLETE ONLINE FORM THROUGH WI DSPS BUILDING PERMIT SYSTEM (1&2 FAMILY) (<https://dspsapps.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 \_\_\_\_\_