

W1465 Tecumseh Road
New Holstein, WI 53061
920-898-4606

Town of New Holstein

Witkowski Inspection Agency, LLC
621 Sixth St P.O. Box 98
Kiel, WI 53042
witkoinspections@gmail.com

New Home Construction Permit Application
One and Two Family Residential Homes

Location of Project	Permit #	
Owner	Date	
Address	City	State Zip
Phone	Email	
Parcel #	Zoning	
Contractor		
Address	City	State Zip
Phone	Email	
License #	Contact Person:	

Housing Type	Single Family	Two Family	Square Footage	Project Description:	
					Cost \$

Fee Schedule		
0 to 2000 Sq. Ft.	\$350.00	
2001-5000 Sq Ft.	\$400.00	
5000 Sq. Ft Plus	\$500.00	
Electrical Service		\$50.00
Electrical Permit		\$100.00
Plumbing Permit		\$150.00
HVAC Permit		\$100.00
State Permit Seal		\$40.00
Escrow	Returnable upon occupancy	\$300.00
New Holstein		\$100.00
	Total	

Make Check Payable to:
Town of New Holstein

Return Application and Check to:
Witkowski Inspcection Agency, LLc
621 Fremont St P.O. Box 98
Chilton, WI 53014

For Inspections Call:
Witkowski Inspection Agency, LLc
Brian Witkowski
Office: 920-286-6133
Cell: 920-912-0832

Additional Permits May Be Required

Zoning- Calumet County- 920-849-1442

Sanitary Permit - Calumet County - 920-849-1442

Inspections Required			
_____ Footing	_____ Electrical Service	_____ Erosion Control	_____ Insulation
_____ Foundation	_____ U-G Plumbing	_____ Rough-In**	_____ Final

Rough-In** includes: Construction; HVAC; Electrical & Plumbing Inspections

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Electrical- Plumbing- HVAC Permit Applications

Electrical Permit:

Company				Phone #	
New Service	OH	UG			
Service Change	OH	UG	OH to UG		
All Services	Volts/ Amps				
	Number of Meters				
	Service Utility				
	Phase				
Remodel	Location of Sevice				
Outbuilding					
Alternative Energy Installation					

Signature of

Licenced Electrician

License #

Plumbing Permit:

Company				Phone #	
Floor Drains		Sump Pump		Sinks	
Dishwasher		Hose Bibs		Lav's	
Showers		Water Softner		Bath Tub	
Garbage Disposal		Other		Water Closets	
Bar Connection		Other		Laundry Box	

ALL TESTS ON ROUGH INSTALLATIONS AS PER WIS. PLUMBING CODE. ALL INFORMATION ON THIS PERMIT IS PURSUANT TO THE WISCONSIN STATUTE 145.06(1)(A), STATING THAT PLUMBING WORK MUST BE PERFORMED BY A CONTRACTING MASTER PLUMBER. The applicant agrees to comply with the Wisconsin Uniform Dwelling Code and other Municipal Ordinances and with the conditions of this permit, understands that the issuance of the permit creates no legal liability, expressed or implied on the Department or Municipality, certifies that all the information is accurate. I the undersigned hereby applies for a permit for the execution and of installation of Plumbing as herein described.

Signature of

Master Plumber

License #

HVAC Permit

Company				Phone #	
New Furnace		Fireplace or Wood Burner			
New Boiler		Replacement of Equipment			
Unit Heater(s)		Air Conditioning			
Roof Top Unit(s)		Ventilation			
Addition to existing system		Other			

Description of Work

Type of Fuel

Calculated BTU Heat Loss

Size of Unit (BTU Rating) Output Input

The undersigned certifies that all of the above information is correct, and applies for a permit to do the work above descrived and hereby agrees that such work will be done in accordance with the descriptions set forth herein; and it is further agreed that such work will be done in strict compliance with the Wisconsin Heating/ Cooling/ Ventilation Code as in SPS 322.01 & 323.01

Signature of

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Erosion Control Application

Owner's Name

Address of Project

City/ Village State Zip

Phone # Email

Contractor's Name

Address

City/ Village State Zip

Phone # Email

Type of Erosion Control to be Installed Separate Site Plan Included Yes No

Silt Fence Bales Vegetation Erosion Mat

I, the undersigned Owner/ Contractor, do hereby agree to comply with SPS 321.125 & 321.126 of the Wisconsin Department of Safety & Professional Services building code viewable at dps.wi.gov/sb/SB-DIVCodesListing.html

Signature of Homeowner Date

or

Signature of Contractor Date

New Home Construction Required Checklist Items

- _____ Copy of Sanitary Permit
- _____ Completed Wisconsin Uniform Building Permit- Online www.esla.wi.gov
- _____ 2 Sets of Building Plans showing all house dimensions
- _____ Completed Energy Worksheet
- _____ Completed Erosion Control Application
- _____ Completed Site Plan showing all Erosion Control
- _____ Culvert Permit if Applicable
- _____ Read and Sign the Town of New Holstein Permit Attachment
- _____ Read and Sign the Conditions of Approval Sheet
- _____ Site Plan for Town with all houses and garage dimensions

Driveway/ Culvert Permit Application- Town Road

Type of Driveway being applied for:

_____ 16' - 24' New Residential Driveway
_____ Relocation of an Existing Driveway

Location of Driveway you are applying for:

1. Name of the nearest intersection of Town, County, or State Roads: _____
2. Driveway location is approximately _____ (Miles) _____ (N, E, S, W) of said intersection
3. Looking both ways down the road, is vision clear for 600' (Feet) _____ Yes _____ No
4. This driveway will result in how many driveways serving this property? _____

**** Applicant shall place stakes in ditch line where he/she wants to place the driveway so the proposed location may be inspected and approved by the Town or Designees.**

Owner's Covenant

- A. Any grading, special ditching, alteration of slope or any other disturbance of any portion of the road right-of-way shall be restored by and at the expence of the applicant, to the condition existant prior to such disturbance and to the satifaction of the Town Board or its designated appointee.
- B. The entire cost of the driveway construction or installation shall be the obligation of the applicant.
- C. Applicant shall keep driveway/ culvert free of debris and obstructions to provide proper drainage along the road
- D. Maintenance and upkeep of driveway on or over Town Road right-of-way shall be the responsibility of the applicant
- E. Applicant may not develop any driveway with-in the setbacks set by the Town. The setback shall be measured parallel to the pavement edge.
- F. The centerline of the driveway lying on the county right-of-way shall be at approximately right angles to the pavement except as topography may make angular placement necessary.
- G. Driveway width is measured at the ditch line and is equal to the actual driveable width.
- H. Culvert materials are restricted to: Corrugated Steel, Concrete, and/or Corrugated Polyethylene pipe meeting AASHTO M 294, Type 5 Specifications, with a minimum of 12" inches of granular cover
- I. The permittee, his/her successors or assigns, agree to hold harmless the Town of New Holstein and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the issuance or exercise of this permit.
- J. All new driveways are to be constructed to have permanently vegetated sloped sides, unless the road/ street has curb and gutter. Such construction shall be accomplished using only soil materials. the side slopes of the driveway shall be slpped at no more than a length to height ratio of 2.5:1
All slopes shall be seed or sodded by the owner.

I, hereby certify that I have read the Owner's Covenant and understand and agree to abide by the following special regulations and provisions of this permit and all applicable provisions and restrictions which are shown on this application.

Signature _____ Date _____

For Town Use Only

Culvert pipe required under driveway	YES	NO	Diameter	_____	Length	_____
Conditions	_____					_____
Permit Approved by	_____					Date

Mailbox Size & Construction Standards

A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards. If you build your own or buy a custom-made one, it must meet the PMG Standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

Where to Place the Mailbox (Roadside/ Curbside)

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of entry.
- Place your mailbox 6" to 8" back from the curb/ road edge.
- Put your house number on the mailbox.
- If your mailbox is on a different street from your house, put your full address on the mailbox.

Installing the Mailbox Post

The Federal Highway Administration recommends:

- A 4 x 4 wooden support or a 2" diameter standard steel or aluminum post
- Avoid unyielding and potentially dangerous supports like heavy metal pipes, concrete posts, and farm equipment (e.g.- milk cans filled with concrete)
- Bury your post no more than 24"

Maintenance

Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address.

- Tighten loosen hinges on the door
- Take care of rusty or loosen parts
- Replace missing or fading house numbers
- Keep the path to your mailbox clear