

New Home Construction Permit Application
Manufactured Residential Homes

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

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

Fee Schedule- Manufactured Home		Make Check Payable to: Town of New Holstein	
Base Fee	\$150.00	Return Application and Check to:	
Electrical Service	\$50.00	Witkowski Inspection Agency, LLC	
Electrical	\$50.00	621 Sixth St P.O.Box 98	
Plumbing	\$50.00	Kiel, WI 53042	
Erosion Control	\$50.00	For Inspections Call:	
Additional Fee Schedule		Witkowski Inspection Agency, LLC	
Escrow	Returnable upon occupancy	\$300.00	Brian Witkowski
Driveway/ Culvert-Road Access			Office: 920-286-6133
Town of New Holstein- Admin.		\$100.00	Cell: 920-912-0832
Total			
Additional Permits May Be Required			
Sanitary Permit - Calumet County County- 920-849-1442 If Applicable			
Shoreland Zoning- Calumet County- 920-849-1442			

Culvert Specs: To be Determined by Town Board
Contact Road Supervisor

Inspections Required			
_____ Footing	_____ Electrical Service	_____ Erosion Control	_____ Insulation
_____ Foundation	_____ U-G Plumbing	_____ Rough-In**	_____ Final
Rough-In** includes: Construction; HVAC; Electrical & Plumbing Inspections			

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 Service _____	
	Outbuilding _____	
	Alternative Energy Installation _____	
Signature of Licensed Electrician	License # _____	

Plumbing Permit:	Company _____	Phone # _____
_____ Floor Drains	_____ Sump Pump	_____ Sinks
_____ Dishwasher	_____ Hose Bibs	_____ Lav's
_____ Showers	_____ Water Softener	_____ 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 # _____
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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 described 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 HVAC Contractor	License # _____
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Erosion Control Application

Owner's Name

Address of Project

City/ VillageStateZip

Phone #Email

Contractor's Name

Address

City/ VillageStateZip

Phone #Email

Type of Erosion Control to be InstalledSeparate Site Plan IncludedYesNo

Silt FenceBalesVegetationErosion 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 HomeownerDate

or

Signature of ContractorDate

Manufactured Home Required Checklist Items

County Required Items if in Shoreland Zoning

- _____ Completed County Land Use Permit
- _____ Site Plan from County with all houses & garage dimensions
- _____ Address from County if not in a sub-division

Town Required Items

- _____ Copy of Sanitary Permit
- _____ Completed Wisconsin Uniform Building Permit- Online
- _____ 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

Town of New Holstein

Driveway/ Culvert Permit Application- Town Road

Type of Driveway being applied for:

20' to 30' 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 will be inspected and has been 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 expense of the applicant, to the condition existent prior to such disturbance and to the satification 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 drivable 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 sloped at no more than a length to height ratio of 2.5:1
All slopes shall be seed or sodded by the owner.
- K. Construction needs a negative grade as to not drain onto the road

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

Note* Diameter of culvert to be determined by Town Board

		For Town Use Only	
Culvert 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 45" to 47" from the road surface to the bottom of the mailbox or point of entry.
- Place your mailbox 8" to 10" 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

NOTE* PLEASE SEE YOUR LOCAL POSTMASTER FOR RULES AND REGULATIONS FOR INSTALLATION OF MAILBOX

This picture represents the correct size for the mailbox.