

New Home Construction Permit Application  
 One and Two Family Residential Homes

	<b>Permit #</b>	For Office Use Only
<b>Owner</b>	<b>Date</b>	
<b>Address</b>	City Waldo	State WI
		Zip 53093
<b>Phone</b>	<b>Email</b>	
<b>Parcel #</b>	<b>Zoning</b>	
<b>Contractor</b>		
<b>Address</b>	City	State
		Zip
<b>Phone</b>	<b>Email</b>	
<b>License #</b>	<b>Contact Person:</b>	

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

NSFD - 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	\$1,000.00
Culvert	\$100.00	
Administrative Fee		\$100.00
Fire/ House #	Provided by Village of Waldo	
<b>Total</b>		
Additional Permits May Be Required		

<b>Make Check Payable to:</b> Village of Waldo
<b>Return Application and Check to:</b> Witkowski Inspection Agency, LLC 621 Sixth St P.O. Box 98 Kiel, WI 53042
<b>For Inspections Call:</b> Witkowski Inspection Agency, LLC Brian Witkowski Office: 920-286-6133 Cell: 920-912-0832

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 _____	
<b>Signature of Licenced Electrician</b>	_____	License # _____

**Plumbing Permit:**

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

**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 [dsps.wi.gov/sb/SB-DIVCodesListing.html](http://dsps.wi.gov/sb/SB-DIVCodesListing.html)

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

or

Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_

## New Home Construction Required Checklist Items

### Village of Waldo 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 Village of Waldo Permit Attachment
- Read and Sign the Conditions of Approval Sheet
- Site Plan for Village with all houses and garage dimensions

## Driveway/ Culvert Permit Application- VillageRoad

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, Village, 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 Village 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 satification of the VillageBoard 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 Village 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 Village. 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 Village of Waldo 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 Village 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