

316 W. Main Street
 Valders, WI 54245
 920-773-2644

Town of Eaton

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

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

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

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	\$3,000.00
Culvert	\$100.00	
Town of Eaton		\$100.00
Fire/ House #	Provided by Town	
Total		
Additional Permits May Be Required		
Sanitary Permit - Manitowoc County - 920-683-4185		
Zoning Permit- Manitowoc County - 920-683-4185		

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

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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 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/ 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 _____

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New Home Construction Required Checklist Items

Town Of Eaton 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 Eaton 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 Eaton 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