21935 Rockville Road
Kiel, WI 53042
920-762-0483

Town of Schleswig

Witkowski Inspection Agency, LLC
621 6th Street PO Box 98
Kiel, WI 53042
witkoinspections@gmail.com

New Home Construction Permit Application
Manufactured Residential Homes

Permit #	
Date	

Location _____

Owner _____

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- Manufactured Home

Base Fee		$150.00
Electrical Service		$50.00
Electrical		$50.00
Plumbing		$50.00
Erosion Control		$50.00
State Stamp		**$35.00**

Additional Fee Schedule

Escrow	Returnable upon occupancy	**$1,000.00**
Driveway/ Culvert-Road Access	**$100.00**	
Town of Schleswig		**$200.00**
Fire Number Sign	**$75.00**	
	Total	

Additional Permits May Be Required

Sanitary Permit - Manitowoc County- If Applicable

Make Check Payable to:

Town of Schleswig

Return Application and Check to:

Town of Schleswig

For Inspections Call:

Witkowski Inspection Agency, LLC
Brian Witkowski
Office: 920-286-6133
Cell: 920-912-0832

Culvert Specs: To be Determined by Town Board

21935 Rockville Road
Kiel, WI 53042
920-762-0483

Town of Schleswig

Witkowski Inspection Agency, LLC
621 6th Street PO Box 98
Kiel, WI 53042
witkoinspections@gmail.com

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 #** _____

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 #** _____

21935 Rockville Road
Kiel, WI 53042
920-762-0483

Town of Schleswig

Witkowski Inspection Agency, LLC
621 6th Street PO Box 98
Kiel, WI 53042
witkoinspections@gmail.com

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

Signature of Homeowner _____ Date _____

or

Signature of Contractor _____ Date _____

21935 Rockville Road
Kiel, WI 53042
920-762-0483

Town of Schleswig

Witkowski Inspection Agency, LLC
621 6th Street PO Box 98
Kiel, WI 53042
witkoinspections@gmail.com

Manufactured Home Required Checklist Items

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 Schleswig Permit Attachment

_____ Read and Sign the Conditions of Approval Sheet

_____ Site Plan for Town with all houses and garage dimensions

_____ Zoning Permit from the County

21935 Rockville Road
Kiel, WI 53042
920-762-0483

Town of Schleswig

Witkowski Inspection Agency, LLC
621 6th Street PO Box 98
Kiel, WI 53042
witkoinspections@gmail.com

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 Schleswig 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	_____		

21935 Rockville Road
Kiel, WI 53042
920-762-0483

Town of Schleswig

Witkowski Inspection Agency, LLC
621 6th Street PO Box 98
Kiel, WI 53042
witkoinspections@gmail.com

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" to10" 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 difficultly 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.