



## TOWNSHIP CHECKLIST

### BUILDING PERMIT APPLICATION CHECKLIST

\_\_\_ **Plans** – 1 set of complete plans not bigger than 11x17 – including all building, electrical, plumbing and mechanical.

- Foundation plan
- Tall Wall and Wall bracing marked
- Cross Section –showing all materials used, construction of walls, floors, beam sizes must be specified and sized properly.
- Floor plans -including door & window sizes & header information + showing the use of rooms and sizes.
- Elevation - showing foundation up to and including roof.
- Header size and span

\_\_\_ **Erosion Control Plan** – showing location of dirt piles during excavation and what will be used to control erosion (vegetation, silt fence, hay bales, tracking pad, etc.)

\_\_\_ **Energy Worksheets** – (State prefers Rescheck - <https://www.energycodes.gov/rescheck>)

\*\*Energy Worksheets must be filled out in their entirety-including owner, agent, contractor information and MUST be signed\*\*

\_\_\_ **Permit Applications** filled out in their entirety; they will be returned for completion, which will delay your project:  Building

\_\_\_ **Oneida County** permit numbers must be included on permit application.

- Zoning Permit
- Sanitary Permit
- Shore Land Zoning (when applicable)

\_\_\_ **List of all subcontractors:** Names, Addresses, Phone Numbers, and required State Certification Numbers.

- Builder/General Contractor
- Mason
- HVAC Contractor
- Electrician
- Plumber

\_\_\_ **Detailed Directions** – must provide accurate and detailed directions to property location.

\_\_\_ **Signature** on Cautionary Statement if owner is acting as general contractor.

\_\_\_ **Mail** – if requesting permits to be mailed to you – a self-addressed stamped envelope must be submitted with application originals.

\_\_\_ **Signature of Applicant.**

\*Driveway permits are issued by your township\*



# CITY OF RHINELANDER



## NEW Residential Building (one & two family) Permit Application

This is an application ONLY and is NOT an authorization to start construction. This application will be reviewed by the Building Inspector, and if approved, a building permit will be issued. \* This MUST be filled out in its entirety to be considered for approval

**PERMIT REQUESTED:**  Construction  HVAC  Electrical  Plumbing  Erosion Control  Other: \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_ **Parcel #** \_\_\_\_\_

**OWNER INFORMATION:** Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**PROJECT LOCATION:** Town of:  Crescent  Newbold  Pelican  Piehl  Pine Lake  Stella  Three Lakes  Woodboro  
 Lot Area \_\_\_\_\_ sf - Disturbed area over 1 acre:  YES  NO

Oneida CO.- Subdivision Name: \_\_\_\_\_ - Lot # \_\_\_\_\_ - Block # \_\_\_\_\_ - Zoned: \_\_\_\_\_  
 \_\_\_ 1/4, \_\_\_ 1/4, of Section \_\_\_\_\_, T \_\_\_ N, R \_\_\_ E/W - Setbacks: Front \_\_\_\_\_ ft.- Rear \_\_\_\_\_ ft.- Left \_\_\_\_\_ ft.- Right \_\_\_\_\_ ft.

**PROJECT INFORMATION:**  New  Alteration  Addition  Repair **Work Valuation** (not inc. land): \$ \_\_\_\_\_

Area Involved (sq ft)		Unfin. Bsmt	Living Area	Garage	Deck	Total
	Unit 1:					
	Unit 2:					
	Total:					

**Occupancy:**  Single-Family  Two-Family  Other \_\_\_\_\_ **Use:**  Seasonal  Permanent  Other: \_\_\_\_\_  
**Construction:**  Site Built  Mfd. Per WI UDC  Mfd Per US HUD **Foundation:**  Concrete  Masonry  Other: \_\_\_\_\_  
**Walls:**  Wood Frame  Steel  ICF  Timber/Pole  Other **Stories:**  1-Story  2-Story  Other \_\_\_\_\_  Plus Basement  
**Electrical:** Panel AMPS: \_\_\_\_\_  Underground  Overhead **Water:**  Municipal  On-Site Well  
**Sewer:**  Municipal  Sanitary Permit # \_\_\_\_\_ **Zoning Permit #:** \_\_\_\_\_  
**HVAC Equipment:**  Furnace  Radiant Based  Heat Pump  Boiler  Central AC  Fireplace  Other: \_\_\_\_\_

Fuel	Nat. Gas	LP	Oil	Elec	Solid	Solar/Geo
Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heat Loss: \_\_\_\_\_ BTU/HR TOTAL CALCULATED  
 Envelope & Infiltration Losses  
 # of \_\_\_\_\_ Beds \_\_\_\_\_ Baths \_\_\_\_\_ rough-in bathrooms

**CONTRACTOR INFORMATION:**  Owner is General Contractor

**Dwelling Contractor:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Dwelling Contractor # \_\_\_\_\_ Exp: \_\_\_\_\_

**Dwelling Qualifier:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*The Dwelling Contractor Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contractor\*\*

Email: \_\_\_\_\_ Dwelling Qualifier # \_\_\_\_\_ Exp: \_\_\_\_\_

**Foundation Contractor:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

# CITY OF RHINELANDER



**HVAC Contractor:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ HVAC Contractor # \_\_\_\_\_ Exp: \_\_\_\_\_

**Electrical Contractor:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Electrical Contractor # \_\_\_\_\_ Exp: \_\_\_\_\_

**Master Electrician:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Master Electrician # \_\_\_\_\_ Exp: \_\_\_\_\_

**Master Plumber:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Master Plumber # \_\_\_\_\_ Exp: \_\_\_\_\_

I understand that: I am subject to all applicable codes, laws, statutes and ordinance, including those noted or included and attached to this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil is disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and storm water management and the owner shall sign this application, as well as the applicant. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility attached to this form.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Contractor     Business Owner     Other \_\_\_\_\_

**Office Use Only:**

Fees:		Permits Issued:		WI Permit Seal	Permit Issued by:	
Plan Review:		<input type="checkbox"/>	Construction		Name:	Robbie Davister
Inspection:		<input type="checkbox"/>	HVAC		Cert #:	636142
WI Permit Seal:		<input type="checkbox"/>	Electrical		Date:	
Other:		<input type="checkbox"/>	Plumbing		Signature:	
Total:		<input type="checkbox"/>	Erosion Control			

**FAILURE TO OBTAIN A PERMIT BEFORE WORK HAS STARTED WILL RESULT IN A TRIPLE FEE PERMIT!**

**Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

*If the owner hires a contractor* to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

**(a)** The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**(b)** The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Cautionary Statement to Contractors for Projects Involving Building Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance

**Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

**Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor Credential Requirements**

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

# IMPORTANT NOTICE

## THE WORK YOU ARE DOING MUST BE INSPECTED

**Inspections must be made, approved and someone MUST be present during the inspection:**

- **BEFORE** footings are poured, to include soil erosion measures.
- **BEFORE** back-filling, includes foundation and any underfloor plumbing (WE do witness all pressure test.)
- **BEFORE** covering or finishing work is done, call for Rough Carpentry, Rough Plumbing, Rough Electric (including temporary service), Rough Heating and Insulation Inspections.

General Contractor shall call for Final Inspection.

You cannot move in without a Final Inspection or you will forfeit the bond!  
Occupancy Bond will be returned AFTER the Final Inspection, if no violations exist.

CALL FOR INSPECTIONS ALLOWING ADEQUATE FOR SAME TIME  
**(48 BUSINESS HOUR MINIMUM)**

City of Rhineland Building Inspection Department  
(715) 365-8606

**CITY OF RHINELANDER**  
TOWNSHIP PERMIT FEE SCHEDULE



**UNIFORM BUILDING PERMIT (ONE & TWO FAMILY DWELLINGS ONLY).**

**REQUIRED FEES:**

Site-Built Dwellings:

- 5000 SF\* or Less \$ 600.00
- 5001 SF\* to 7999 SF\* \$ 700.00
- 8000 SF\* and above \$ 800.00

\*Square footage will include new building dwelling, garage, decks and patios, all attached levels of dwelling.

- Manufactured Dwellings \$ 400.00
- Additions \$ 400.00

- UDC Building Permit Seal & State filing fee: \$ 100.00
- Occupancy Bond \$ 300.00

(Refunded upon final occupancy inspection if complete within 2 years of permit issue & no one living in dwelling prior to final inspection).

**ADDITIONAL FEES**

- Early Start – to include footings and foundation only (Must have Zoning Permit) \$ 150.00
- Inspection Fee for repeat violation inspection (per required inspection) \$ 50.00
- Renewal Fee (Valid for 2-years: homes must have exterior complete or shell up) \$ 100.00

**TOTAL** \$ \_\_\_\_\_

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Checks can be made payable to: City of Rhinelanders  
Mail or drop off at:  
*Rhinelanders Inspection Department*  
*128 West Frederick Street*  
*Rhinelanders, WI. 54501*

715-365-8606  
Email: [ojopek@rhinelanderswi.us](mailto:ojopek@rhinelanderswi.us)

Forms available on website: [www.rhinelandercityhall.org](http://www.rhinelandercityhall.org) listed under Inspection Department

Guaranteed office hours: Monday – Friday  
9:00am – 2:00pm  
Other times by appointment!