MISCELLANEOUS BUILDING PERMIT APPLICATION PACKET

Town of Polk, Washington County
3680 State HWY 60, Slinger, WI 53086
www.townofpolk-wi.gov

CONTACTS: ZONING AND BUILDING INSPECTION

Zoning Secretary, Kelly Eschenfelder	(262) 677-2123, Ext. 4	zoning@townofpolk-wi.gov
Zoning Administrator, Dean Kelley	(262) 677-2123, Ext. 3	dean.kelley@townofpolk-wi.gov
Building Inspector, Paul Launer	(262) 825-8820	inspector.lci@gmail.com

MISCELLANEOUS BUILDING PERMIT CHECKLIST

_____ **Completed and signed Town of Polk General Building Permit Application.**

_____ **Submit two (2) Plats of Survey** (not required for interior remodel)

- Plats must indicate the location of all proposed and existing buildings, including full lot dimensions.
- Plats must indicate all required setbacks from lot lines, existing buildings, and any right-of-way areas.
- Plats must show the location and description of all erosion control measures where appropriate.
- Plats must show any easements (public & private) impacting the parcel.
- Plats must show environmental corridors.

_____ **Submit two (2) sets of Construction Plans.**

- Plans shall include scaled floor plans and elevations (including description of siding and roofing materials), dimensions of the building including rooms, doors, windows, etc.
- Plans must show the proposed elevation of all structures and the finish grade of the site, wall cross sections, and footing and foundation.
- Engineering specifications for all beams, girders, columns, footings (point loads), as well as manufactured floor and roof truss calculations and approvals must be provided at inspection.

_____ **Submit Washington County Shoreland Permit** (if applicable)**.**

_____ **Submit Washington County Land Use Application Review Form. Washington County phone number 262.335.4445.**

_____ **Deliver or Mail paper copies of the MISCELLANEOUS PERMIT APPLICATION materials to Town Hall.** There is a slot in the front door for after hour submittals**. Incomplete submittals will not be processed** and may be returned to the Applicant.

Note: Please be aware it is the responsibility of the property owner to be aware of deed restrictions/covenants associated with their parcel (i.e., architectural restrictions). The property owner should obtain appropriate approvals where required.

(Rev. 2/1/2023)

APPLICATION PROCESS - May take up to 30 days, but typically two weeks.

1. Zoning staff reviews submittal for completeness.
2. Complete submittals are reviewed for a Zoning Permit.
3. Zoning Permitted submittals forwarded to Building Inspector for Building Permit Review.
4. Applicants will usually be notified by EMAIL of permit fees and requests for additional information.
5. Permits distributed after fees and additional information requested in Step 4 is received. Permits may be picked up at Town Hall or mailed at Applicant's request.

CONSTRUCTION INSPECTIONS

1. **Footings** (if applicable) – **before** pouring concrete, all forms are set and bleeders installed.
2. **Foundation Rebar** (if applicable)
3. **Foundation** (if applicable)
   - Inspection of drain tile, prior to stoning
   - Inspection of waterproofing of exterior
   - Inspection of exterior insulation of foundation walls
4. **Under Floor Plumbing** (if applicable)
5. **Floor/Slab Inspection** (if applicable)
6. **Rough Inspections** (To be made **before** covering up work)
   - General construction, including framing
   - Rough electrical
   - Rough plumbing and pressure test according to SPS 382.21
   - Rough heating, ventilating and air conditioning
7. **Insulation Inspection**
8. **Final inspection must be complete PRIOR to occupancy. Additional inspections may be necessary.**

All work must be inspected, rough and final, by the Building Inspection Department. Failure to call for required inspections could result in removal of covering materials to allow the required inspections to be performed. Also, a fee could be assessed for failure to call for required inspections.

The builder or contractor will be responsible for notifying the Building Inspection Department and making sure the inspection is complete. This does not prohibit the right of the Inspection Department to make the inspection within 48 hours as allowed under the State Building Code. When calling for a required inspection, all work must be completed or a re-inspection fee will be charged to the contractor and would be required to be paid to the Town of Polk prior to the inspection being performed.

Mechanical Permits are taken out separately by the contractor where appropriate.

Plumbing: All Plumbing installation must be completed by a Plumber with a valid State of WI issued Plumbing license. If the project is owner occupied, the plumbing may be performed by the property owner.

Electrical: All electrical work must be completed by an Electrical Contractor with a valid State of WI issued Electrical license.

HVAC: All HVAC installation must be completed by a HVAC contractor with a valid State of WI issued HVAC license. If the project is owner occupied, the HVAC may be performed by the property owner.

SCHEDULING INSPECTIONS

To schedule an inspection, call the Building Inspector, Paul Launer, at (262) 825-8820. You will need to provide:

- Project Address
- Type of Inspection
- Phone number and when project is ready for inspection

Minimum 24 hour notice requested.

(Rev. 2/1/2023)

Town of Polk

3680 State Hwy 60
Slinger, WI 53086

For inspections call:
262-825-8820

Permit NO.	
TAX KEY #	
Zoning District: _____ Zoning Permit #_____	
Zoning Conditions of Approval:_____	

General Building Permit Application

Number and Total Sqr. Ftg. of accessory structures:_____ _____	
Project Location (Building Address)	
Project Description	
☐ COMMERCIAL ☐ ONE AND TWO FAMILY	

Owner's Name	Mailing Address - Include City & Zip	Telephone - Include Area Code
Contractor's Name	**Mailing Address - Include City & Zip**	**Telephone - Include Area Code**

Estimated Cost	Email	License Number DC:	License Number DCQ:

Permit Fees	Quantity	Fee
RESIDENTIAL- 1 and 2 Family		
New Structure		
Remodel/Addition		
Erosion Control		
State Seal		
Accessory Structure		
COMMERCIAL - INDUSTRIAL		
New Building		
Remodel/Addition		
AGRICULTURAL BUILDING		
New Building		
Remodel/Addition		
MISCELLANEOUS		
New Building		
Remodel/Addition		
Decks, each		
Pools		
Special Inspections		
Permit to start instruction of footings & foundation only		
OTHER Residential		
Commercial		
RAZING Residential		
Commercial		

TRIPLE FEES ARE DUE IF WORK STARTED BEFORE PERMIT IS ISSUED. PERMIT FEES ARE NON-REFUNDABLE, NON-TRANSFERABLE.

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, of the Department, Municipality, Agent or Inspector, and certifies that all the above information is accurate. Have Permit/Application number and address when requesting inspections. Give at least 24 hour notice.

SIGNATURE OF APPLICANT _____ **DATE** _____

FEES	RECEIPT	PERMIT EXPIRATION:	PERMIT ISSUED BY MUNICIPAL AGENT
Inspection Fee _____ **NO REFUNDS** **ON PERMITS**	CK #_____ Date_____ From_____ Rec.By _____	**Permit Expires 18 months from date of issuance** _____	Name _____ Date_____ Cert.No._____