2008
Village of Sturtevant
Building Permit Application Process / Procedures

Building permits are required for the following:

All new residential dwellings*
All new commercial buildings*
All additions* and alterations* – i.e. rec. rooms, basements,etc
Moving of buildings*
Swimming pools*
Hot tubs/spas
Sheds*
Decks*
Garages* /pole barns*/accessory buildings*
Razing
Heating, air conditioning and fireplaces
Roofing
Siding
Plumbing
Electrical
Other permits as required by governing municipalities

***May Require Planning Commission Application/Approval**

To obtain planning commission approval may require additional forms and or requirements as outlined by the Planning Commission application and appearance process.

Residential Plan Requirements 2008
If building a new home you must provide the Building Safety office with the following residential plan requirements:

1. All construction requirements are based on The Department of Commerce. Chapters 20 to 25, 2005 (revision) Uniform Dwelling Code. The Department of Commerce Chapters, 81 to 87, 2004(revision) Plumbing Code. The Village of Sturtevant Municipal Code.

2. 3 sets of house plans shall be submitted including a third plot plan and floor plan. Plans shall be drawn to scale, including a geographic scale, to be on substantial paper and are required to be blue printed or ink drawn. All plans prepared by professional shall bear the seal and signature of same in original ink. No reproductions will be accepted

3. Contractor information form will need to be filled out in its entirety, including contractor information, with copies of the State of Wisconsin Credential Certification, permit forms for HVAC, Plumbing, Electrical, Certificates of liability insurance from participating General contractors, unless owner/builder.

3.1. Plot Plan Survey: 3 plot plans/parcel suryey with the following information**:** Owner's name and address (if applicable) site address, Assessors Parcel Number (tax key number, contractor's name and address, legal description of property, lot size, set structures (if applicable), a north arrow, floodplain information and easements (if applicable).
provide a **site plan** with driveway dimensions, slopes and accurate contours or spot elevations generally in accordance with Ordinance Chapters 15, 16.

3.1.1. Outline of the house located on the proposed site, along with distances from lot lines (example furnished)
3.1.2. Lot Measurements, square footage, and proposed finished grade.

3.2. Foundation Plan: Fully dimension plan view of the foundation showing the location of all footings and /or masonry. Provide cross-sectional details of the footings showing the distance below natural grade, height of the adjacent grade, anchor bolts size and spacing, and reinforcement as required by UDC.-COMM-20 to 25

3.3. Floor Plan: fully dimension plan view showing: rooms size and use, size and location of all headers, doors and windows, size, spacing, and type and direction of ceiling joists, location of smoke detectors, plumbing fixtures, gas and electrical appliances, (electrical outlets, lights plugs and switches for reference only).

3.4. Roof Plan: Provide a complete roof plan. Truss calculations are required for a proposed truss roof, or if conventionally framed indicates size, spacing, and direction of rafters. Identify roof finish, sheathing underlayment and structural connection details, in accordance with UDC.-COMM-20 to 25. The truss calculations in the truss layout shall be signed and sealed by a professional civil or structural engineer or agent.

3.5. Elevations: provide for elevations using North, South, East and West identifications. Show the location of doors, windows, chimneys and attic vents.

3.6. Construction details: provide cross-sectional elevations showing the foundation, underpinning, floor joists, studs, ceiling joists, rafters, pitch of roof and location of intermediate roof supports. The cross-section shall specify ceiling, wall and floor insulation "R" values

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3.7. Energy: submit two sets of calculations showing compliance with the UDC-COMM.-20 to 25. The location of the water heater(s), furnace and air-conditioning units are to be shown including manufacturer, model and efficiency rating (SEER). All other applicable worksheets and/or forms shall be included. Specifications for prefab fireplaces, referencing hearth extension details if used.

3.8. Electric: Indicate on the plan, panel location and size

3.9. Plumbing: provide a plumbing isometric or line drawing showing sewer, drained, waste, vents and cleanout sizes and material (If required by the plumbing inspector). Show the water piping system, pipe sizes and type material. (Water calculation sheets are required for new construction single-family dwellings). Indicate the proposed location of all gas meter(s) and gas piping including sizes, and demands of each outlet.

4. Structural: If the residence does not meet the UDC requirements of COMM 20-25, two sets of structural calculations shall be submitted and the plan shall be sealed and wet signed by the professional responsible for the calculations (see letter enclosed).

Calculations and truss layouts shall be signed and sealed by a State recognized building design professional, civil, or structural engineer, or agent.

5. **Copy of contractor license with address & phone number**
   5.1. Information needs to be provided by the Credentialed person including, but not limited to a State Drivers License number, or, Social Security number, and a Date of birth.

6. **Signed forms agreeing to terms and conditions outlined in building permit packet**

7. **Building Permit Application (SBD 5823) -** Needs to be filled out completely and signed, including contractors names, addresses, phone numbers, license numbers, total estimated cost, etc.
   To determine if there is a problem with the building in regards to State Codes and Municipal Codes, these items will be reviewed:
   a) Two copies of heat loss calculations.
   b) Two copies of erosion control plan.
   c) Three copies of Plat Survey
   d) One signed copy of each**:**
      1. Lot grading and erosion control from
      2. Required erosion control measures/installation maintenance
      3. Cautionary statement to owners (**if applicable**)
      4. Condition of construction approval form
      5. Village of Sturtevant Erosion Control Requirements
      6. Terms and Conditions agreement form.
      7. Fireplace Specs (if applicable)

   e) **Checks** made out to the Village of Sturtevant.
      1. Building permit fee. (Fee determined after plan review.)
      2. Sewer connection fee. (The 2008 rate is $3,533.06 for a single family home.)
      3. Erosion Bond fee $1,000. (Refunded after conditions of this ordinance are met.)
      4. Park Impact Fee of $1,250.00 per Ord. 14.80
      5. RacineWater Connection Fee $3593.00 (if applicable)
      6. Sidewalk / Tree Bond ($ dependant on weather & location)

After all the above information is supplied, there will be ten (10) working days (or less) to either accept or reject your permit application. Please supply any other information that may be helpful.

APPLICATION FOR A BUILDING PERMIT DOES NOT GIVE YOU PERMISSION TO START CONSTRUCTION. Do not start until you have your permit in hand.

Utility permits need to be pulled by the utility contractors (ie, electric, hvac, plumb) unless other arrangements have been made in advance between the primary contractor and the Village of Sturtevant.

For any additional information, please contact:

Building Safety Counter Hours:
Mon. Tues. Thurs. Fri.
8:30 – 10:30
(Closed Wednesdays)

Building Safety Office Hours :
Mon. – Fri. 8:00 – 5:00

Frederick S. Kobylinski
Building Inspector
(262) 886-7223

or

Building Safety Technician
(to schedule inspections)
(262) 884-2488

2008 RESIDENTIAL BUILDING REQUIREMENTS

DATE: _____

BUILDER: _____

STREET: _____

CITY: _____ ZIP CODE: _____

PHONE # _____

LICENSE NO: _____

EXPEDITER: _____

OWNER'S CURRENT ADDRESS: STREET: _____

CITY: _____ ZIP CODE: _____

PHONE # _____

FAX # _____

NEW HOME LOCATION: LOT _____ BLOCK _____

SUBDIVISION _____

NEW HOME ADDRESS: STREET _____

CITY _____ ZIP CODE _____

ITEMS INCLUDED WITH THIS SUBMITTAL:

_____ Sets of building plan (3)
_____ Sets of heat loss calculations (2)
_____ Plat Surveys (3)
_____ Truss calculations (before rough inspection)
_____ Fireplace specs

SUBCONTRACTORS:

HEATING:
Name: _____
Address: _____
City: _____ Zip: _____
License #: _____
Phone #: _____
Fax # _____

ELECTRICAL:
Name: _____
Address: _____
City: _____ Zip: _____
License #: _____
Phone #: _____
Fax # _____

PLUMBING:
Name: _____
Address: _____
City: _____ Zip: _____
License #: _____
Phone #: _____
Fax # _____

2008 RES. BLDG INSPECTIONS

Footing (before pouring)

* Need Building Height Re-Certification submitted now

Foundation-Wall (ACI Standard 318/318R) (Verify steel is present)

Building Drain (before basement is poured)

Backfill Exterior – Re stone

Sanitary / Storm Sewer - Sanitary and storm laterals before back filling of trench. System should be on test at time of inspection. No sewer laterals installed prior to basement floor pour.

Basement Floor (before pouring)

Electric Service (Utility will not supply power to building without this)

Before Insulating

- **Rough Plumbing**
- **Rough Carpentry**
- **Rough Electrical**
- **Rough HVAC**

Insulation

* Need insulation Re-Certification submitted now

FINALS for Plumbing, Carpentry, Electrical, HVAC (Needed before occupancy request.

Occupancy - An occupancy permit is required before moving in. It is illegal to occupy a new building without this permit.

NOTE: Outside sidewalks, driveway, approach downspouts, building address, and mailboxes are also needed prior to occupancy permit issuance.

If any re-inspections are needed, a $151.80 fee will be charged and paid to the Village of Sturtevant, before further inspections will be made.

Call 262-884-2488 to request inspections.

Building Inspector
2801 89th Street
Sturtevant, WI 53177
(262)886-7223 Fax: (262)886-7205

Date: _____2008__

I hereby certify that I have surveyed the footing forms for the proposed building located at Address: _____ under Building Permit No: _____ and the setbacks and footing elevations for the proposed building are as follows:

Front Yard Setback	_____	Feet
Right Yard Setback	_____	Feet
Left Yard Setback	_____	Feet
Rear Yard Setback	_____	Feet
Elevation of top of lowest foundation wall Footing (Refer to City Datum)	_____	Feet

_____
Chief of Survey Party

_____ _____
Surveyor Registration Number

Note: This certificate is not valid unless it contains all signatures.

(DO NOT WRITE BELOW THIS LINE – OFFICE USE)

Proposed Yard Grade	_____	Height of Foundation Wall	_____
Top of Footing Grade	_____	Depth of F.W. Below Grade	_____
Depth of Below Grade	_____	Height of F.W. Above Grade	_____
		Course Above Grade	_____

2008 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.

_____

Homeowner's Signature

Subscribed and sworn to before me
this _____ day of _____ , 2008

_____

Notary Public, Racine, Co., WI
My Commission Expires on: _____

2008 Notice from Village of Sturtevant Fire Department

The Village of Sturtevant Fire Department requires that certain fire safety measures be observed during construction of your facility. Proper observance of these measures can preclude damages through careless or accidental fire causes.

1. **FIRE EXTINGUISHERS**
   - A. Sufficient number of fire extinguishers shall be provided and located in such a manner as to be readily visible and so the travel distance is no more than 75 feet.
   - **B. Minimum <u>FIRE EXTINGUSHER</u> size shall be <u>3A40BC</u>.**

2. **Trash**
   - A. All trash, such as paper, wood, scraps, sawdust, piles, ect. SHALLL BE REMOVED from the building and placed in a suitable container(s) located so as to preclude any hazard to the building. This shall be accomplished daily.
   - B. **<u>BURNING OF TRASH AT A CONSTRUCTION SITE IS PROHIBITED BY ORDINANCE WITHOUT A PERMIT</u>**.
   - C. All bottled gases used in conjunction with the construction shall be chained and separated from each other, i.e., oxygen and acetylene shall be separated by at least 10 feet unless being used. LP tanks must be separated from the oxygen and acetylene tanks and stored in such a manner as to be stable.

Sean Marschke
Director of Public Safety
Village of Sturtevant
Phone 1-262-886-7229
Fax 1-262-886-7212/7205

COMMUNITY DEVELOPMENT DEPARTMENT; OFFICE OF BUILDING SAFTEY
Fred Kobylinski,
Building Inspector

VILLAGE OF STURTEVANT
ON THE MOVE

2801 89th Street
Sturtevant, WI
53177
Ph: 262/886-7223
Fax: 262/886-7205

2007

Dear Sir:

There has been some confusion concerning acceptable practices and standards for the Village Of Sturtevant regarding one and two family dwellings. To make it clear, for a standard publication we are using Comm 20-25 Uniform Dwelling Code, and accompanying interpretations from the Department Of Commerce.
This is in light of recent issues arising from residential basement steel beam size, specification, coming to mind during the plan review process.
Let me make it clear that deviation from Comm 21 Table 21.22-A1 will require that the design criteria outlined in Comm 21.02 Chapter II Section 21.0 be utilized, providing that all the requirements are meet with satisfactorily.

- Another course of action, which this agency would accept is a stamped, validated calculation, by a licensed, Architect, Engineer or Building Designer

If this information is not supplied with the deviated plan proposal, the plan/check review process will be extended until the necessary time needed to see to it that this process is complied with. If you are not satisfied, or wish to challenge this decision, you can:

- Petition the Board of Appeals for a variance in accordance with the Village Ordinance.
- Submit your plans to the State Of Wisconsin for approval.

Respectfully,

Frederick S. Kobylinski
Village of Sturtevant
Building Inspector

Cc: Village Administrator
Village Engineer

Cc. ☐ Administrator ☐ Treasurer ☐ Village Board ☐ City Attorney
☐ Village president ☐ Water Department ☐ Public Safety Department ☐ Engineering Dept

MUNICIPAL OFFICE
Tim Hastings
Village Engineer
262/886-7200

VILLAGE OF STURTEVANT
ON THE MOVE

2801 89th Street
Sturtevant, WI 53177
Ph: 262/886-7223
Fax: 262/886-7205

To: Building Inspection Department

Regarding: Erosion Control Requirements

As a measure to control erosion and protect the previously restored Village easement areas, it is required that each individual lot within the Village limits for new single family construction have silt fence installed around the entire perimeter. The only gap in the silt fence should be at the access point to the building site. The silt fence should be properly maintained or replaced as necessary. The silt fence must remain in place until final restoration of the site has been completed and established to the point where erosion is unlikely. Where easements are located on the property, the silt fence should be placed on the easement line in order to protect the easement from unnecessary construction traffic until completed.

If there are any questions, please feel free to contact me.

2008

2008 CONSTRUCTION SITE EROSION CONTROL
MAINTENANCE CHECK LIST

To all builders, developers, contractors, project managers, ect.:

The following checklist may be useful to contractors in order to determine the maintenance needs of a particular site. This checklist should be used at least once a week and after a rainfall of ½ inch or more in order to properly maintain your erosion control measures.

- Are all perimeter controls correctly entrenched and well-staked?
- Is the silt built up behind the perimeter controls over half the height of the control measure? If so, it needs to be cleaned out with a shovel.
- Is the gravel access drive of adequate length (to the foundation) and width to accommodate the site vehicle traffic?
- Does the gravel access still have 2 – 3 inch aggregate stone that is capable of preventing tracking?
- Is all building material properly managed and disposed of to prevent pollutants and debris from being carried off the site by wind and runoff?

Frederick S. Kobylinski
Building Inspector
Village of Sturtevant
Phone 1-262-886-7223
Fax – 1-262-886-7205

COMM. UDC CHAPTER 21.125 &
MUNICIPAL REQUIREMENTS FOR
ONE & TWO FAMILY EROSION CONTROL
PROCEDURES AND INSPECTIONS

- All 1 and 2 family new construction and remodeling projects will have an approved erosion control plan prior to approval of building permit.
- All sediment control (including straw and fabric) shall be installed per UDC Code, and related Municipal Ordinances. Diagrams on back page indicate acceptable methods. Steep slope sites may require several rows of sediment control.
- Temporary graveled access shall consist of at least 6 inches of #2 to #3 aggregate, capable of preventing tracking; 50 feet in length or the distance from the road to the specific construction area and at least 10 feet in width. The width shall be at least 14 feet if it is necessary to have vehicles pass on the site. Only one access road to the site will be allowed.

INSPECTIONS

- The first inspection will be conducted at the time of footing. An erosion control plot plan will accompany the Inspector. Note, if erosion control measures are not in compliance with the UDC requirements and approved erosion control plot plan, the footing inspection may be denied. If work proceeds without approval, orders and / or citations may follow.

MAINTENANCE

- Maintenance of erosion control measures including sediment control, drive and tracking, will be checked by the Village Inspector prior to any scheduled inspection or when present in the general location of the project.

If the ground is not stabilized with seeding or proper landscaping at time of occupancy, all erosion control must remain in place per erosion control plan. Failure to comply may result in our office refusing the grant occupancy and / or issuing a citation with each and every day considered a separate offence

Frederick S. Kobylinski
Building Inspector
Village of Sturtevant
Phone – 1-262-886-7223
Fax – 1- 262-886-7205
2008

MAINTENANCE OF EROSION CONTROL PRACTICES
COMM. 21.125 (3), MUNICIPAL ORDINANCE CH. 15

To all builders, developers, contractors, project managers, ect:

In an effort to properly maintain the premises during the construction period, the following measures must be followed:

1. All of the on-site erosion control practices must be inspected daily and maintained properly.

2. Accumulated sediment must be removed from behind sediment fences and barriers before it reaches a depth to half of the barriers height.

3. All sediment that moves off-site onto roads, into ditches, ect., due to construction activity must be cleaned up by the end of each work day, (weekends included)

4. All sediment that moves off-site due to storm events must be cleaned as soon as possible but at least by the end of the following workday.

5. Temporary gravel access drives must be maintained throughout construction.

6. All erosion control practices must be maintained until the disturbed soil is permanently stabilized and established, at which time the temporary erosion control practices can be removed pending approval by the Village.

7. All building material must be properly managed and disposed of to prevent pollutants and debris from being carried off the site by wind and runoff.

Please make sure you comply with the erosion control measures you agreed to when you obtained your building permit. If violations occur, the building department may bring action for any such violations. Those in violation could be ordered to forfeit not less than $25.00 but no more than $500.00 for each violation. Each day that the violation continues after notice shall constitute a separate offense.

Frederick S Kobylinski
Building Inspector
Village of Sturtevant
Phone – 1-262-886-7223
Fax – 1-262-886-7205
2008

CONDITIONS OF CONSTRUCTION APPROVAL
REVISED FEB -2008

PERMIT#_____ADDRESS_____

1) Wisconsin Administrative Code, Dept. of Commerce, Chapters Comm 20-25 Uniform Dwellings is the governing code for all one & two family homes built in the State. This code will be followed, together with Municipal Supplements. (Copies of theses codes would be helpful to you, and may save you a lot of time and money.)
2) No inspections will be made unless the building permit is displayed at the job site. Comm 20.09(5) 2. (c)
3) Erosion control bond will **ONLY** be reimbursed to the building permitee after recertification of rough grade is done **BEFORE** finish grade is established along the site. Site stabilization will be determined by an inspection completed by Building Safety Office employee. After inspection, the building permittee must make request for reimbursement in order for funds to be returned.
4) Construction Water meters must be requested if water usage is expected during construction **from Racine Water Utility**. Call 262-636-9435 to begin paperwork.All water use **MUST** be metered!!
5) Permanent Water meters need to be installed before occupancy will be given.
6) Driveway approach and public sidewalk need to be installed before occupancy is given, a deposit payable to the Village equal to the current cost of installation, 8.01(12)(b). This deposit shall be refunded in full upon verification of installation. The building inspector shall determine the amount of the deposit.
7) Have available at the job site for rough-in inspections, any engineering data and drawings for any factory-engineered components. (Roof and floor trusses, etc…)
8) Subdivision regulations and deed restrictions if any, need to be followed also.
9) This inspector shall perform inspections within 48 hrs. Of request. (2-business days- Comm 20.10(a)). If not completed by then, the contractor/owner may proceed with the work.

APPLICANT'S
SIGNATURE_____DATE_____

Fred Kobylinski
Building Inspector
(262) 886-7223

Certificate Of Compliance
Village Of Sturtevant
2008
Lot Grading / Erosion Control

Lot Grading

I,_____ , as owner of the property at _____
In the Village of Sturtevant, have received and am aware if the lot grading requirements as shown on Subdivision / Site Grading Plan and/or Building Plat Survey Map. I hereby certify that the lot grading and restoration has / will be done in accordance with the instruction sheet and plat of survey map within 270 days of initial occupancy of dwelling at this address. Refer to the attached documents for the specific time frames.
(a copy of this document is kept on file in the Village Building Inspection office)

_____

Signed (property owner)

_____

Date

Erosion Control

It is the responsibility of the property owner and their contractor to install and maintain erosion control devices as shown on the approved plat survey. Erosion control devices already installed by the developer shall be maintained by the owner or their contractor. These devices shall remain in place and be Maintained until the lot has stabilized and vegetative cover has been established per Comm. 21.25, and Chapter 15 Village Of Sturtevant Municipal Ordinance.

_____ _____

Signed (property owner) Signed (builder/contractor)

_____ _____

Date Date

Please return within 30 days of issuance of permit to:
Frederick S. Kobylinski / Building inspector
Telephone: 262-886-7223
Office Hours:Mon, Tue, Thurs & Friday 8:00 am -noon

Office use only

Permit No:
Received By:

Note : Please Give Attached Copies To The Home Owner

VILLAGE OF STURTEVANT - 2008
EROSION CONTOL REQUIREMENTS

-Analysis-

This sheet is supplemental to the Code of Ordinances of the Village of Sturtevant Municipal Code relating to Erosion Control to make the process more efficient.

The Village of Sturtevant Racine County Wisconsin ordains as follows:

Part 1. Section 15.04 Definations is to be amended to add the following definitions:

A. **Definitions.** For the purpose of this section
   a) "Agent" shall mean the person, partnership or corporation who signs the application for the building permit for the owner of the parcel.
   b) "Owner" shall mean the person who holds the legal title to the property at the time the building permit is issued.

B. **Part 2.** Add an amended Article 15.045 to include the following:
   1. **Cash bond.** Before the issuance of any building permits for any dwelling unit, commercial building, industrial building, institutional building, or for any structure which will require any grading or drainage work, the owner, or the owner's agent, shall place on deposit with the Village Treasurer the sum of $1,000.00 as cash bond.
   2. **Requirements.** Such cash bond shall guarantee that all site grading and drainage work be completed in accordance with the following requirements: Sections 2 – 7 of this erosion control document.
      a) All required culverts and all other required drainage structures or appurtenances shall be:
         i. Of the required size;
         ii. Properly installed at the required elevations and location;
         iii. In an undamaged condition; and
         iv. Free of any silt or any other deposits

   3. All required ditches, swales, drainage easements and waterways located within the boundaries of the involved parcel or within the Village right-of-way lying adjacent to/and including the involved parcel shall be;
      a. Graded to the proper gradients and site slopes;
      b. Lie at the required elevations and locations; and
      c. Have been seeded or sodded and covered with healthy growing grass.

   4. The proposed rough/finished yard elevation around the perimeter of any new structure shall be recertified according to a subdivision grading plan or predetermined by the Village Engineer, and the entire building site shall be generally graded to the required elevations and contours as shown on the building permit survey/grading plan which is required under Section 14.05 (2)(a)

5. All roof drainage and sump flowage shall be discharged pursuant to the Village Municipal Ordnances, and shall not saturate, accumulate or damage the property of an adjacent parcel.

6. The premises shall be cleared of all rubbish, debris or unused materials

7. The owner and agent shall be required to sign this site restoration application and receive a copy of the general instructions for the items (1) through (6) at the time of the building permit issuance. The instructions shall indicate that the site must be restored within 270 days of occupancy

C. **Inspection.** After the Village Building Inspector issues the occupancy permit, the owner shall be notified in writing that the residence shall be inspected at the end of 270 days for compliance with par. 2-6 above. The inspection shall be completed within the 270 days; however, if the occupancy permit is issued between February 15th and July 31st, then the inspection shall be completed before May 1st of the following year.

D. **Refund.** If the inspection as described in C., above reveals that all the requirements listed in (2 - 6) above have been met, the cash bond shall be released upon written request from owner or owner agent. The Building Inspector will then process this request. If the inspection does not meet such requirements, the Building Inspector shall notify the owner in writing of the deficiencies which must be corrected in 60 days. If the 60 days extends beyond October 31st then a re-inspection shall be performed by May 1st of the following year.

E. **Completion by the Village**. All grading, drainage and clean up work shall be completed within 360 days after the issuance of the occupancy permit with respect to the building or structure for which the building permit was issued. In the event that the work is not completed within the 360 day period, the Village may have the work completed and charge any costs against the cash bond, with the balance of the bond to be refunded. In the event the bond is inadequate to pay for all the costs the owner shall pay any deficiency to the Village or the cost may be charged against the property as a special assessment. The Village shall have 540 days after the issuance of an occupancy permit to complete the work. If the Village does not complete such work within 540 days, the balance of the cash bond shall be refunded.

I have read the document above, and fully agree, and accept these terms as stated. Date:

Owner Agent Owner's agent

COMMUNITY DEVELOPMENT DEPARTMENT; OFFICE OF BUILDING SAFTEY
Fred Kobylinski
Building Inspector

2801 89th Street
P.O. Box 595
Sturtevant, WI 53177
Ph: 262/886-7223
Fax: 262/886-7205

Erosion Control Bond Requirements for Lot Grading Certification Reimbursement
Village of Sturtevant
Racine County, Wisconsin

Plat of Survey General Requirements:

- Shall be at scale (1"=30' or 1"=40').
- Stamped originals shall be mailed to Village. Faxed copies will not be allowed due to legibility and scaling issues. However, scanned surveys in PDF file format through adobe reader or other program, will be allowed and sent via email.
- North arrow shall be orientated to the top or right of the sheet.
- Location (Address) and Legal Description (Lot #, Development, Section, Township, Range, Municipality, County, & State)
- List Setback Requirements
- Surveying Company, Address , Certification, Stamp, & Revision Dates

Drawing Requirements

- Show all Lot Lines with Bearings & Lengths
- Show and label all easements
- Lot Line Elevations
  - At corners please locate corner marker with elevation and a yard grade (YG) to relate to proposed grading plans.
  - Lot lines
    - Side lot lines – Provide elevations at 25' intervals, at high/low/break points, and where the engineer has placed an elevation on the proposed grading plans
    - Front and rear lot lines - If lot width is 74 feet or less a mid- point elevation is only required unless there is a high/low/break point or engineer placed elevation which will be shot also. If greater than 75 then the same rules for side lot lines shall apply to the front and rear lines as well.
  - Radii
    - If a lot corner is rounded with a curve, elevations shall be shot at the beginning, end, and mid-point of curve
- Yard Shots
  - Depending on how the lot lines were shot a grid format shall be used to shoot the yard grades.
    - Example
      - For a 175'Side X 70' Front & Rear – Yard grades shall be shot along the middle of the lot at each 25' interval as shot along the side lot lines.

COMMUNITY DEVELOPMENT DEPARTMENT; OFFICE OF BUILDING SAFTEY
Fred Kobylinski
Building Inspector

2801 89th Street
P.O. Box 595
Sturtevant, WI 53177
Ph: 262/886-7223
Fax: 262/886-7205

- For a 175'Side X 100' Front & Rear- Yard Grades will be shot at the intersection of each interval on the Front/Rear and Side Lot Lines.

- Swales, Ditches, and Berms
  - If a swale/ditch is present, it shall be located on the survey and elevations shall be provided at 25' intervals the flow line and top of bank.
  - If a berm is present, it shall be located on the survey and elevations provided at the toe of slope and top of bank. Elevations shall be provided at the beginning, end and midpoint of the berm on the lot.
- Houses
  - Top of foundation or first floor elevation shall be labeled on the survey
  - House corner elevations - Yard grade elevations shall be shot at each major corner of the house (major corners will be considered where both walls adjacent to the corner are greater than 10' long.)
- Proposed and As-Built Elevations
  - Where there is a proposed plan elevation on the grading plan the surveyor shall note the proposed elevation on the survey along with the as-built shot elevation.
- Generating contours
  - The generating of contours is not required but will not be discouraged as it will help the Building Inspector/ Village Engineer better review the lot.
- Newly constructed features
  - Any newly constructed feature such as driveways, sidewalk, pedestals (Gas, Tele, or Electric), or storm drains/ culverts, shall be located as part of final survey, but elevations are not required.

Required Erosion Control Measures – Installation / Maintenance Agreement

1. All erosion control procedures shall be installed to maximize performance.
2. Erosion control procedures shall be installed according to the time frame set. Forth in the UDC, and Chapter 15, Municipal Code (Perimeter controls within 24 hours of land disturbance and non-tracking access drive prior to framing above the first floor decking.)
3. Sediment shall be removed from behind sediment controls once it has reached a depth that is equal to half the controls height.
4. Breaks and gaps in sediment controls shall be repaired. Decomposing straw bales shall be replaced.
5. All sediment that moves off-site due to construction activity shall be cleaned at the end of the workday.
6. All sediment that moves off-site due to storm events shall be cleaned before the end of the next workday.
7. Non-tracking access drives shall be maintained throughout construction.
8. All erosion control procedures shall be maintained until upland areas are stabilized.
9. Implemented storm water management systems within 100 feet of construction site or of the site disturbance.

Preventative erosion control documents are to be returned within 30 days of issuance of Building Permit to:

Village of Sturtevant, Building Safety Office, 2801 89th Street
Sturtevant Wisconsin, 53177-0595

AGREEMENT

I hereby certify that I understand the construction site erosion control provisions of the Wisconsin Uniform Dwelling Code/Department Of Commerce 20–25, Municipal Ordinance Chapter 15 of the Sturtevant Municipal Code and attached signed erosion control documents included in this packet, and I accept responsibility for carrying out the erosion control plan as approved by the code enforcement authority

Name of Responsible Party	Telephone Number
Signature of Responsible Party	Date
Project Address	Telephone Number
Homeowners Signature	Date

APPROVAL

Code Enforcemnt Autority 2008	Date

2008
Terms and Conditions Agreement

I, (check all that apply):

[ ] Developer

[ ] Builder/ Contractor

[ ] Home Owner

Confirm that I have read and agree to the terms and conditions outlined in **ALL** documents included in this packet. I have reviewed the following documents:

1) 2008 Building Permit Application Process / Procedures
2) 2008 Residential Building Requirements List (have filled out)
3) Conditions of Construction Approval Revised Feb -2008
4) 2008 Res. Bldg Inspections
5) Certificate of Compliance Lot Grading / Erosion Control
6) Comm. UDC Chapter 21.125 & Municipal Requirements for One & Two Family Erosion Control Procedures and Inspections
7) Village of Sturtevant – 2008 Erosion Control Requirements
8) 2008 Cautionary **Statement to Owners** Obtaining Building Permits
9) Required Erosion Control Measures – Installations / Maintenance Agreement

Please return prior to issuance of Building Permit to:
Village of Sturtevant, Building Inspection Office, 2801 89th Street
Sturtevant Wisconsin, 53177-0595

AGREEMENT

_____ _____
Name of Responsible Party Telephone Number

_____ _____
Signature of Responsible Party Date

_____
Project Address

APPROVAL

_____ _____
Code Enforcement Authority Date

(NOTE-A COPY OF THIS DOCUMENT SHOULD BE GIVEN TO ALL RESPECTIVE PARTIES)

2008

CHECKLIST FOR STURTEVANT RESIDENTIAL BUILDING PERMITS

NEED:

- [ ] WI Uniform Building Permit Application
- [ ] 2008 Residential Building Requirements Form
- [ ] 3 Copies of BluePrints
- [ ] Conditions of Construction Approval Form
- [ ] Lot Grading/Erosion Control
- [ ] Required Erosion Control Measures-Installation/Maintenance
- [ ] Village of sturtevant Erosion Control Requirements
- [ ] Terms and Conditions Agreement
- [ ] Standard Erosion Control Plan/2 Copies of Erosion Control
- [ ] 3 Copies of Plat Survey
- [ ] 2 Copies of Heat Calcs
- [ ] Fireplace Specs (if Applicatable)
- [ ] Re-cert Footing Form
- [ ] Checks for: BUILDING FEE
  SEWER CONNECTION FEE $3533.06
  EROSION CONTROL BOND $1000.00
  PARK IMPACT FEES $1,250.00
  SIDEWALK/TREE ESCROW BOND
  RACINE WATER CONN FEE

LOT # _____

LOCATION ADDRESS: _____

PERMIT APPLICATION
BUILDING & MECHANICAL

PERMIT NO. REF

TAX KEY NUMBER

ISSUING MUNICIPALITY	Village of Sturtevant 2801 - 89th Street Sturtevant, Wisc	**PROJECT LOCATION (BUILDING ADDRESS)**	
		PROJECT DESCRIPTION	COMMERCIAL ONE AND TWO FAMILY

Owner's Name	Mailing Address- Include City & Zip	Telephone – include Area Code
General Contractor	Mailing Address. Include City & Zip	Telephone - Include Area Code
Construction Contractor	Mailing Address Include City & Zip	Telephone - Include Area Code
Electrical Contractor (Lic no	Mailing Address- Include City & Zip	Telephone - Include Area Code
Plumbing Contractor (lic. No.)	Mailing Address Include City & Zip	Telephone - Include Area Code
HVAC Contractor (lisc. No.)	Mailing Address Include City & Zip	Telephone - Include Area Code

Project Information

¼, ¼ , SECTION T N,R E (or)W

Subdivision name	Lot no.	Block no.
	176	N/A

Zoning District	Lot Area	N.S.E.W. Setbacks	Front	Rear	Left	Right

1a PROJECT

☐New ☐ Addition ☐ Raze
☐Alternation ☐ Repair ☐Move
☐Other

1b GARAGE

☐ Attached ☐ Detached

2. AREA

Unfinished
Basement
Living Area
Garage
Other
Total

3. OCCUPANCY

☐Single Family
☐Two Family
☐Commercial

4. CONST. TYPE

☐ Site Constructed
☐Manufactured

5. STORIES

☐ 1 – Story
☐ 2 – Story
☐ Other

6. ELECTRICAL

Entrance Panel
Size: amp

☐Underground
☐Overhead

7.FOUNDATION

☐ Concrete
☐ Masonry
☐ Treated Wood
☐ Other

8. USE

☐ Seasonal
☐ Permanent
☐ Other

9. HVAC EQUIPTMENT

☐Forced Air Furnace
☐ Radiant Baseboard or Panel
☐ Heat Pump
☐ Boiler
☐ Central Air Conditioning
☐ Other

10. PLUMBING

Sewer
☐ Municipal
☐ Septic
☐ Permit No.

11. Water

☐ Municipal Utility
☐ Private On Site Well

12.ENERGY SOURCE

Fuel	Nat.gas	L.P.	Oil	Elect	Solid	Solar
Space Htg	☐	☐	☐	☐	☐	☐
Water Htg	☐	☐	☐	☐	☐	☐

☐ Dwelling unit will have 3 kilowatt or more installed electric space heater equipment. Infiltration control option is: ☐ Full sealing of joints ☐ Blower door test. ☐ Exterior air infiltration barrier

13. HEAT LOSS (Calculated)

Envelope
Infiltration

14. ESTIMATED COST

The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit created no legal liability, express or implied, of the Department, Municipality, Agency, or Inspector; and certifies that all the above information is accurate. Have Permit/Application number and address when requesting inspections. Call 1- 262 – 886 – 7223. Give at least 24 hours notice on all inspections.

SIGNATURE OF APPLICANT _____

APPROVAL CONDITIONS This permit is issued pursuant to the attached conditions. Failure to comply may result in suspension of revocation of this permit or other penalty

SEWER CONNECTION REFERENCE PERMIT FEE REQUIRED- 1 1 /2 INCH METER = $4747.53

FEES:	PERMIT(S) ISSUED	**SEAL No**	**Municipality No. 51 - 181**
Building fee Wi Seal Plan Review Heat Calcs Erosion Fire ispect. Occupancy Total	Building # top of form Elect Erosion Fire Insp. **Sewer Connection Fee:** Code 602 48474 000	**Check Reciept : Your check is your reciept.** **Ck #** **Date** **From** Rev. By.	**Permit Issued by Municipal Agent:** **Name FREDERICK S. KOBYLINSKI** **Date** **Certification No**

Wisconsin Division of Safety and Buildings Wisconsin Stats. 101.63, 101.73	**WISCONSIN UNIFORM BUILDING PERMIT APPLICATION** **Instructions on back of second ply.** The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m)]	Building Permit No. Parcel No.

PERMIT REQUESTED [ ] Constr.[ ] HVAC [ ] Electric [ ] Plumbing [ ] Erosion Control [ ] Other:

Owner's Name	Mailing Address		Tel.
Contractor Name & Type	Lic/Cert#	Mailing Address	Tel. & Fax
Dwelling Contractor (Constr.)			
Dwelling Contr. Qualifier		.	
HVAC			
Electrical			
Plumbing			

PROJECT LOCATION	Lot area Sq.ft.	One acre or more of soil will be disturbed	_____ 1/4, _____ 1/4, of Section , T N, R E (or) W

Building Address	Subdivision Name	Lot No.	Block No.

Zoning District(s)	Zoning Permit No.	**Setbacks:**	Front ft.	Rear ft.	Left ft.	Right ft.

1. PROJECT
[ ] New [ ] Repair
[ ] Alteration [ ] Raze
[ ] Addition [ ] Move
[ ] Other:

2. AREA INVOLVED (sq ft)

	Unit 1	Unit 2	Total
Unfin. Bsmt			
Living Area			
Garage			
Deck			
Totals			

3. OCCUPANCY
[ ] Single Family
[ ] Two Family
[ ] Garage
[ ] Other:

4. CONST. TYPE
[ ] Site-Built
[ ] Mfd. per WI UDC
[ ] Mfd. per US HUD

5. STORIES
[ ] 1-Story
[ ] 2-Story
[ ] Other:
[ ] Plus Basement

6. ELECTRIC
Entrance Panel
Amps: _____
[ ] Underground
[ ] Overhead

7.WALLS
[ ] Wood Frame
[ ] Steel
[ ] ICF
[ ] Timber/Pole
[ ] Other:

8. USE
[ ] Seasonal
[ ] Permanent
[ ] Other:

9. HVAC EQUIP.
[ ] Furnace
[ ] RadiantBasebd
[ ] Heat Pump
[ ] Boiler
[ ] Central AC
[ ] Fireplace
[ ] Other:

10. SEWER
[ ] Municipal
[ ] Sanitary
Permit#
_____

11. WATER
[ ] Municipal
[ ] On-Site Well

12. ENERGY SOURCE

Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar
Space Htg	☐	☐	☐	☐	☐	☐
Water Htg	☐	☐	☐	☐	☐	☐

Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity.

13. HEAT LOSS
_____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)

14. EST. BUILDING COST w/o LAND
$

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the 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 will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. 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 on the reverse side of the last ply.

APPLICANT'S SIGNATURE_____ **DATE SIGNED** _____

APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. [ ] **See attached for conditions of approval.**

ISSUING JURISDICTION	[ ] Town of [ ] Village of [ ] City of [ ] County of [ ] State→	State-Contracted Inspection Agency#:	Municipality Number of Dwelling Location ___ ___ - ___ ___ ___

FEES:	**PERMIT(S) ISSUED**	**WIS PERMIT SEAL #**	**PERMIT ISSUED BY:**
Plan Review $ _____ Inspection $ _____ Wis. Permit Seal $ _____ Other $ _____ Total $ _____	[ ] Construction [ ] HVAC [ ] Electrical [ ] Plumbing [ ] Erosion Control _____		Name_____ Date _____ Tel. _____ Cert No. _____

SBD-5823(R.01/08) Distribute: [ ] Ply 1 – Issuing Jurisdiction; [ ] Ply 2- Issuer forwards to State w/in 30 days; [ ] Ply 3- Inspector; [ ] Ply 4- Applicant

INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contactor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site.
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
   Basements - include unfinished area only
   Living area - include any finished area including finished areas in basements
   Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE - Sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Safety & Buildings Division
P O Box 2509
Madison, WI 53701-2509

(Part of Ply 4 for Applicants)

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 inquiry 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.

Additional Responsibilities for Owners of Projects Disturbing More 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:_____