

Building Permit Application

Instructions

Building Inspector
5211 Schluter Rd., Monona WI 53716
Phone (608) 222-2525
Fax (608) 222-9225
bldinspec@ci.monona.wi.us



WHEN DO I NEED A PERMIT?

Building Permits are required for any new residential or commercial building construction, along with any additions and/or changes to the exterior of your building or property; or any additions or changes to the interior of your building. All of the following require building permits:

- New construction
- Additions, including screened porches and decks
- Finishing an unfinished basement
- Bathroom or kitchen remodeling and/or alterations
- Installation of swimming pool, whirlpool, or hot tub
- Installation of wood stoves and fireplaces
- Building an accessory structure (detached garage, shed, boathouse, etc.)
- Any type of electrical, heating, or plumbing work, including replacement of furnace, central air conditioner, water heater, and water softener
- Re-roofing
- Re-siding
- Replacing windows
- Installing a fence

HOW DO I SUBMIT MY APPLICATION?

Please complete the attached application to the best of your ability and **include drawings** for an addition, alteration, fence, deck, shed or the like. You can submit your permit in any of the following ways:

- Click the red "Submit via Email" button on the bottom of the last page of the form; any drawings or plans can be uploaded along with the form. If submitting via email, you must include an electronic signature.
- Print and email your form along with any required drawings or plans to bldinspec@ci.monona.wi.us, or fax to (608) 222-9225.
- Print and return your form and any required drawings in person or mail to:

Building Inspector
City of Monona
5211 Schluter Rd.
Monona, WI 53716

HOW DO I CALCULATE THE FEES?

You don't need to calculate the fees. The building inspector will review your application and plans and calculate the appropriate fees. He will call you when your permit(s) are ready to be picked up at City Hall, and he'll inform you of your fees at that time. Fees can be paid when the permit is picked up.

If you'd like to meet with the inspector in person to discuss your project, it's best to schedule an appointment by calling (608) 222-2525.

| | | | | | | | | |
|--|---|--|----------------------------|--|--|---|-------------|--------------|
| FOR INSPECTIONS CALL: <u>(608) 222-2525</u> | | GENERAL BUILDING PERMIT APPLICATION GENERAL ENGINEERING COMPANY OFFICE: (608) 745-4070 FAX: (608) 745-5763 | | | | PERMIT # EXPIRATION DATE: | | |
| Parcel Number: | | Property is Located in <input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of Name: <u>Monona</u> | | | | Municipality Number <u>1</u> <u>3</u> - <u>2</u> <u>5</u> <u>8</u> | | |
| PROJECT DESCRIPTION (Submit Building Plans & Site Plan) | | | | | | Does this project require any additional approvals or permits? <input type="checkbox"/> yes <input type="checkbox"/> no | | |
| Building Project Address: | | | | | | Finished Project Value \$ | | |
| Zoning District(s): | Zoning Permit No.: | Corner Lot <input type="checkbox"/> yes <input type="checkbox"/> no | Bldg. Height Ft. | Setbacks: | Front | Rear | Left | Right |
| Owner's Name(s) | | Mailing Address | | | | Telephone | | |
| | | | | | | Email | | |
| Contractor Name & Type | | Licen. / Cert # | Exp. Date | Mailing Address | | Telephone & Email | | |
| Construction Contractor | | | | | | Tel. | | |
| | | | | | | Email | | |
| Dwelling Contractor Qualifier | | | | The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr. | | Tel. | | |
| | | | | | | Email | | |
| HVAC Contractor | | | | | | Tel. | | |
| | | | | | | Email | | |
| Electrical Contractor | | | | | | Tel. | | |
| | | | | | | Email | | |
| Master Electrician | | | | | | Tel. | | |
| | | | | | | Email | | |
| Plumbing Contractor | | | | | | Tel. | | |
| | | | | | | Email | | |
| RESIDENTIAL Single Family/Duplex | Addition: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control | | | | | | | |
| | Detached Accessory Building: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. | | | | | | | |
| | Remodel: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. | | | | | | | |
| | Other: <input type="checkbox"/> Fence <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control <input type="checkbox"/> Electrical Service Upgrade (Amp _____) <input type="checkbox"/> Removal of Structure (Raze) <input type="checkbox"/> _____ | | | | | | | |
| COMMERCIAL | New Commercial Building: _____ Bldg. Sq. Ft. <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control | | | | | | | |
| | Commercial Addition/Alteration: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control _____ Building Sq. Ft. <input type="checkbox"/> Electrical Service (Amp _____) <input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Removal of Structure (Raze) | | | | | | | |
| | State of Wisconsin Plan Approval Needed: <input type="checkbox"/> yes <input type="checkbox"/> no (Approved plans must be submitted with permit application) | | | | | | | |
| Zoning – When applicable, owner shall research setback information regarding height, lot coverage, etc. prior to submittal of this application. | | | | | | | | |
| 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 I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply of this application. 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. It is the Owner/Contractor's Responsibility to Call in ALL INSPECTIONS to the Inspector. | | | | | | | | |
| 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. <input type="checkbox"/> See attached for conditions of approval. | | | | | | | | |
| BELOW SECTION FOR OFFICE USE ONLY | | | | | | | | |
| FEES: | | PERMIT(S) ISSUED | | | PERMIT ISSUED BY: | | | |
| Construction \$ _____ Plumbing \$ _____ Electrical \$ _____ HVAC \$ _____ Zoning \$ _____ Other _____ \$ _____ Administrative \$ _____ Total Permit Fee \$ _____ | | <input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other _____ | | | Name _____ Date _____ Telephone _____ Cert No. _____ Census Code _____ www.generalengineering.net | | | |
| VER. 1/3/2018 | | | | | | | | |