

# Electronic Building Permit



\*Only homeowners who will be residing (living) in the dwelling may take out a building permit for new one and two family dwellings.  
Contractor must have valid DC (dwelling contractor) and DCQ (dwelling contractor qualifier) licenses.  
Per SPS 320.09(9)(a)2.

Wisconsin uniform building permits can only be issued if:

- All of the requirements for filing are done
- The plans have been conditionally approved
- Fees are paid

Per SPS 320.09(9)(a)1.



# CITY OF DE PERE

335 South Broadway

De Pere, WI 54115

Fax No.: 920/339-4049

Web: <http://www.de-pere.org>

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

- ☐ Provide a completed building permit application and subcontractors' signed applications.
- ☐ Provide a completed soil erosion control permit application.
- ☐ Contractor or a representative of the Company shall provide a copy of a Dwelling Contractor certification (DC) and Dwelling Contractor Qualifier certification (DCQ) prior to the issuance of a building permit.
- ☐ Erosion control measures implemented 24 hours after building site excavation.
- ☐ Maintain all soil erosion control measures until site has been stabilized.
- ☐ Check erosion control measures after each rainfall event, or every seven (7) days to make sure it is still in place and remove any sediment build-up.
- ☐ Curb cut and gravel tracking pad installed; consisting of 3-6 inch aggregate, 12 inches in depth at a minimum of 12 feet wide and 50 feet long or to the foundation, whichever is less.
- ☐ Contractor is responsible for keeping the road clear of debris at the end of each working day or when deemed necessary.
- ☐ Provide a completed plot plan showing dwelling and all applicable setbacks.
- ☐ Provide a completed copy of Builder's Acknowledgment of Drainage Plan Requirement form. Storm water drainage plan will be provided with copy of the City of De Pere Municipal Code section 46-4 (4) (e) easements and restrictive covenants.
- ☐ Provide completed energy calculations for the dwelling. If the garage is to be heated include garage in the heat calculations.
- ☐ Provide one (1) complete copy of the building plan in digital format (PDF file) and one (1) complete hard copy of the building plan.
- ☐ A copy of the building plan, floor system plan(s) and roof truss plan(s) and specifications shall be left on site for the Building Inspector.
- ☐ Provide a copy or plans of "Tall Wall" engineering with calculations and details on any exterior wall exceeding ten feet in height.
- ☐ If the dwelling is located in the 100 year floodplain, Provide Flood Proof Measures from a licensed architect or engineer. Prior to issuance of the Occupancy Certificate, contractor must provide an Elevation Certificate from a registered engineer, and a Residential Basement Flood Proof Certificate from an architect.
- ☐ Final Inspection: The General Contractor shall notify the Building Inspector for a final inspection upon completion of the work no more than 30 days after completion of the dwelling. The dwelling may not be occupied until a final inspection has been made that finds no critical violations of the Wisconsin Uniform Dwelling Code that could reasonably be expected to affect the health or safety of a person using the dwelling.
- ☐ After final inspection all non-compliances shall be corrected within 30 days before Occupancy Permit may be issued.

## Occupancy Certificate:

The City of De Pere's Municipal Zoning Code requires an occupancy certificate before any building or addition to an existing building shall be occupied until the Building Inspector has issued a certificate of occupancy. No change in use shall be made until the Building Inspector has issued a certificate of occupancy. Every certificate of occupancy shall state that the use or occupancy complies with the provisions of this ordinance. Every application for a building permit (or zoning permit) shall be deemed to be an application for an occupancy permit.

- ☐ All subcontractors have applied for any permits that are required (HVAC, Sewer, Plumbing, and Electrical).
- ☐ Sump pump discharge pipe and downspouts to be discharged to storm sewer; or where there is no storm sewer available shall be directed to front or rear yard.
- ☐ Final grading shall comply with the City of De Pere's Site Grading and Storm Water Drainage Plan.
- ☐ If the building is located in the flood plain, an Elevation Certificate is required along with Residential Basement Flood Proof Certificate from a licensed architect.

I have read and understand this form completely:

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Name

---

General Contractor

---

Date

---

Building Inspector

---

Date

# CITY OF DE PERE

335 South Broadway  
De Pere, WI 54115  
Fax No.: 920/339-4049  
Web: <http://www.de-pere.org>



## BUILDING PERMIT INFORMATION

1. A grade permit is REQUIRED where no curb and gutter are present, and for establishing sidewalk grade prior to pouring of concrete. The general contractor shall apply for and obtain the permit prior to starting any excavation. Call the Engineering Department at (920)339-4060 to schedule an inspection prior to pour.
2. The final grade of the lawn at the foundation shall be a minimum of 18 inches to a maximum of 30 inches above the street grade. The top of the curb shall be used as the street grade.
3. Inspection tags/stickers are left at the job site to indicate if the construction is approved or if corrections are required. Inspection reports will also be e-mailed to the owner/contractor.
  - a. Foundation inspection tags are placed on the front garage anchor bolts.
  - b. All rough-in/insulation inspection tags are placed on the first floor bathroom door framing.
  - c. Fluorescent green inspection stickers are adhered to the plumbing groundwork upon approval.
  - d. A final inspection report will be left on the kitchen counter and e-mailed to the owner/contractor.
4. A ladder shall be provided for the underground plumbing inspection. The pipes and fittings shall be left EXPOSED until the work has been inspected. (Note: garage floor drains also require inspection prior to covering.)
5. Do not proceed to the next phase of construction without the proper inspections having been performed and approved.

I have read the above and understand that they may apply to my project. Failure to meet any of the above conditions shall result in my certificate of occupancy being delayed until the item(s) is/are corrected.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A listing of all required inspections can be found on the reverse side of this document.

## **Required Inspections for New Buildings and Additions**

- Footings – Prior to concrete footings being poured, an inspection shall be performed.
- Foundation – After the walls and footings have been poured and the drain tile and stone have been installed – please call for a foundation inspection. This must be completed prior to any backfill being done.
- Electric Service – Please provide paperwork from Wisconsin Public Service (spot certificate of inspection form) along with the appropriate fee to our office. When the service is ready for inspection, we will inspect for code compliance and notify WPS so that they will energize the service.
- Rough-in – After all sub-contractors have completed their work (framing, plumbing, electrical, and heating), please call for a rough-in inspection. This is to be done prior to insulating.
- Insulation – After the structure has been insulated and all rough-in inspection corrections completed, please call for your insulation inspection prior to your drywall installation.
- Final – When the entire project has been completed, please call us for a final inspection. We do a thorough inspection for code compliance at that time. This inspection is required before occupancy or use of any building.

If at any time during the construction project you have any questions, please feel free to contact our office at 920-339-4053. Our office hours are 8:00 AM – 4:30 PM weekdays.



**Building Inspection Department**  
**City of De Pere**  
**335 S. Broadway, De Pere, WI 54115**  
**Phone: (920) 339-4053 FAX: (920) 330-9491**

## PLOT PLAN

Rear Yard Setback = \_\_\_\_\_ Feet

Side Yard  
Setback

\_\_\_\_\_ Feet

Side Yard  
Setback

\_\_\_\_\_ Feet

Building Setback = \_\_\_\_\_ Feet

Sidewalk

Fill in dimensions on this plat and locate any accessory buildings.

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

Builder: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Parcel: \_\_\_\_\_

# CITY OF DE PERE

335 South Broadway  
De Pere, WI 54115  
Fax No.: 920/339-4049  
Web: <http://www.de-pere.org>



## Builder's Acknowledgement of Drainage Plan Requirements

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

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

The undersigned party acknowledges the following:

1. I have examined the grading and drainage plan for the above lot;
2. I have incorporated drainage direction and elevation information into a scaled site plan;
3. I will provide a silt fence fifteen (15) feet back from the rear property line, along the storm water drainage easement;
4. I will comply with the approved drainage plan for this lot;
5. I understand that to ensure compliance with the grading and drainage requirements of the City, occupancy of this building may be withheld until a signed copy of the "Contractor's Certification of Grades and Homeowner's Acknowledgement" is submitted to the Building Inspection Department.
6. I understand that the Building Inspection Department may reserve the right to withhold issuance of further permits to builders or property owners who are in non-compliance with the drainage and grading requirements of the City on any lot.
7. See reverse side for "Easements and Restrictive Covenants".

\_\_\_\_\_  
Builder/Contractor/Company Name

\_\_\_\_\_  
Date


\_\_\_\_\_  
Signature of Authorized Representative

## **Easements and Restrictive Covenants**

1. Easements across lots or centered on rear or side lot lines shall be provided for utilities where required by the plan commission, and shall be at least ten (10) feet wide.
2. A drainage easement in favor of the city, centered on rear lot lines, shall be provided on all subdivisions of land. Such easement shall, at a minimum, contain the following restrictions:
  - a. Any obstruction to the flow of water, by any means, shall be prohibited.
  - b. No structure, earthen berm, dam, erection of other improvement, tree, or landscaping shall be permitted.
  - c. The erection of a fence or annual plantings may be allowed provided that same do not obstruct the flow of water.
  - d. Grantor (property owner) is prohibited from changing the grade elevation of the drainage easement from that established by grantee.
  - e. Grantee shall have full rights of ingress and egress to carry on and all work in connection with the maintenance and operation in, over, under and across the lands of grantor.
  - f. The property covered by said easement shall not be used in any way or manner that will impair the rights of grantee.
  - g. The easement shall run with the land, and shall be binding upon the grantees, lessees, successors, heirs and assigns of grantor and grantee.
  - h. The easement shall be assignable.
3. A storm water covenant shall be provided on the face of each subdivision as follows: The land on the side of the lots within the area shall be graded by the sub divider and maintained by the abutting property owner to provide for the adequate drainage of surface water.
4. Where a subdivision is traversed by a watercourse, drainageway, channel or stream, there shall be provided a storm water easement or drainage right-of-way of sufficient width conforming substantially with the lines of such watercourse. Grading or construction adequate of the purpose may be required. Wherever possible, the drainage shall be maintained by an open channel with landscaped banks and adequate width for maximum potential volume of flow as determined by the plan commission. Such improvement shall be installed prior to council approval of the final plat.
5. A storm water covenant shall be provided on each plat as follows: The land on the rear of all lots and on the side of lots (specified) within the area shall be graded by the sub divider and maintained by the abutting property owner to provide for the adequate drainage of surface water.
6. An eight (8) foot tree planting easement shall be provided on the front or side of each lot fronting or siding a major street and streets with a width less than 70 feet and no portion of the street shall be used for tree planting. Such easement shall be contained in a restrictive covenant written on the face of the plat.
7. Residential lots including corner lots in a subdivision shall have a minimum setback of not less than twenty-five (25) feet.



<b>City of De Pere</b> 335 S. Broadway De Pere, WI 54115 920-339-4053		<b>UNIFORM BUILDING PERMIT APPLICATION</b>				Application No. _____	
						Parcel No. _____	
<b>PERMIT REQUESTED</b>		<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other: _____					
Owner's Name _____		Mailing Address _____				Tel. _____	
Architect's Name _____		Mailing Address _____				Tel. _____	
						E-mail _____	
Contractor's Name: <b>(Contractor)</b>		Lic/Cert# (DC#) exp date: (DCQ#) exp date:		Mailing Address _____		Tel. _____	
						E-mail _____	
Contractor's Name: <b>(Electrical)</b>		Lic/Cert#		Mailing Address _____		Tel. _____	
						E-mail _____	
Contractor's Name: <b>(Plumbing)</b>		Lic/Cert#		Mailing Address _____		Tel. _____	
						E-mail _____	
Contractor's Name: <b>(HVAC)</b>		Lic/Cert#		Mailing Address _____		Tel. _____	
						E-mail _____	
Contractor's Name: <b>(Sewer)</b>		Lic/Cert#		Mailing Address _____		Tel. _____	
						E-mail _____	
<b>PROJECT LOCATION</b>		Lot area _____ Sq. ft.		<input type="checkbox"/> One acre or more of soil will be disturbed			
Building Address _____		Subdivision Name _____		Lot No. _____		Block No. _____	
Zoning District(s) _____		<b>Setbacks:</b>		Front _____ ft.	Rear _____ ft.	Left _____ ft.	Right _____ ft.
Job Description: _____							
<b>1. PROJECT</b>		<b>3. OCCUPANCY</b>		<b>6. ELECTRICAL</b>		<b>9. HVAC EQUIPMENT</b>	
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: _____		<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____		Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead		<input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Radiant Basebd/ Panel <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Other: _____	
<b>2. AREA INVOLVED</b>		<b>4. CONST. TYPE</b>		<b>10. SEWER</b>		<b>12. ENERGY SOURCE</b>	
Unfin. _____ Sq Ft Bsmt _____ Sq Ft Living Area _____ Sq Ft Garage _____ Sq Ft Total _____ Sq Ft		<input type="checkbox"/> ICF <input type="checkbox"/> Masonry <input type="checkbox"/> Poured Concrete <input type="checkbox"/> VB <input type="checkbox"/> Wood <b>5. STORIES</b> <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement		<input type="checkbox"/> Wood frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____ <b>8. USE</b> <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____		<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit #: _____ <b>11. WATER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	
						<b>13. HEAT LOSS</b> _____ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on REScheck report)	
						<b>14. EST. BUILDING COST w/o LAND</b>	
						\$ _____	
I understand that I am: subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; subject to any 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 storm water 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. <input type="checkbox"/> 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.							
<b>APPLICANT'S SIGNATURE</b> _____				<b>DATE SIGNED</b> _____			
<b>APPROVAL CONDITIONS</b> 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.							
<b>ISSUING JURISDICTION: CITY OF DE PERE</b>				<b>MUNICIPALITY #: 05-216</b>			
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>		<b>WIS PERMIT SEAL # OR STATE ID#</b>		<b>PERMIT ISSUED BY:</b>	
Plan Review    \$ _____ Dwelling    \$ _____ Wis. Permit Seal    \$ _____ Other    \$ _____ Total    \$ _____		<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control				Name _____ Date _____    Tel.: _____ Cert No. _____	

<b>City of De Pere</b> 335 S. Broadway De Pere, WI 54115 (920) 339-4053				<h1 style="text-align: center;">EROSION CONTROL PERMIT</h1> <h2 style="text-align: center;">Application and Record</h2>		Permit #: _____ Fee: _____ Receipt #: _____ Date: _____	
<b>LANDOWNER INFORMATION</b>				<b>APPLICANT/PERMITTEE INFORMATION</b>			
Name: _____				Applicant's Name: _____			
Site Address: _____				Address: _____			
Phone #: _____				Phone #: _____			
Lot #: _____		Parcel #: _____		E-mail: _____			
<b>SITE DISTURBANCE TYPE</b>				<b>DISTURBANCE</b>			
<input type="checkbox"/> Single Family <input type="checkbox"/> Commercial <input type="checkbox"/> Grading/filling <input type="checkbox"/> Two Family <input type="checkbox"/> Subdivision <input type="checkbox"/> Utility work <input type="checkbox"/> Multi-family <input type="checkbox"/> Addition <input type="checkbox"/> Parking lot				<input type="checkbox"/> Less than one acre of disturbance <input type="checkbox"/> More than one acre of disturbance  <b>If more than one acre of disturbance, contact the Wisconsin DNR for WPDES Permit.</b>			
<b>SITE INFORMATION</b>				<b>INSTALLER INFORMATION</b>			
Total parcel area: _____ Total area disturbed: _____ BMP's install date: _____ Date of completion: _____ Final stabilization: _____				Erosion Control Installer: _____ Address: _____ Phone: _____ Email: _____			
<b>APPLICANT'S STATEMENT</b>				<b>PERMIT APPROVAL</b>			
I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin. The responsible party throughout the duration of the construction activities shall maintain all BMPs necessary to meet the requirements of this chapter until the site has undergone final stabilization.				Upon signature of an authorized member of the Building Inspection Department, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations. Permits issued under this section may include conditions established by the building inspector in addition to the requirements set forth in subsection (e), where needed to assure compliance with the performance standards in <a href="#">section 42-8</a> or <a href="#">42-9</a> . Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The building inspector may grant one or more extensions not to exceed 180 days cumulatively. The building inspector may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this chapter.			
Signature: _____  Date: _____ License #: _____				Inspector: _____  Date: _____ Certification #: _____			
<b>CONDITIONS OF APPROVAL</b>							
_____ _____ _____							

## ***Soil Erosion Control Permit Requirements***

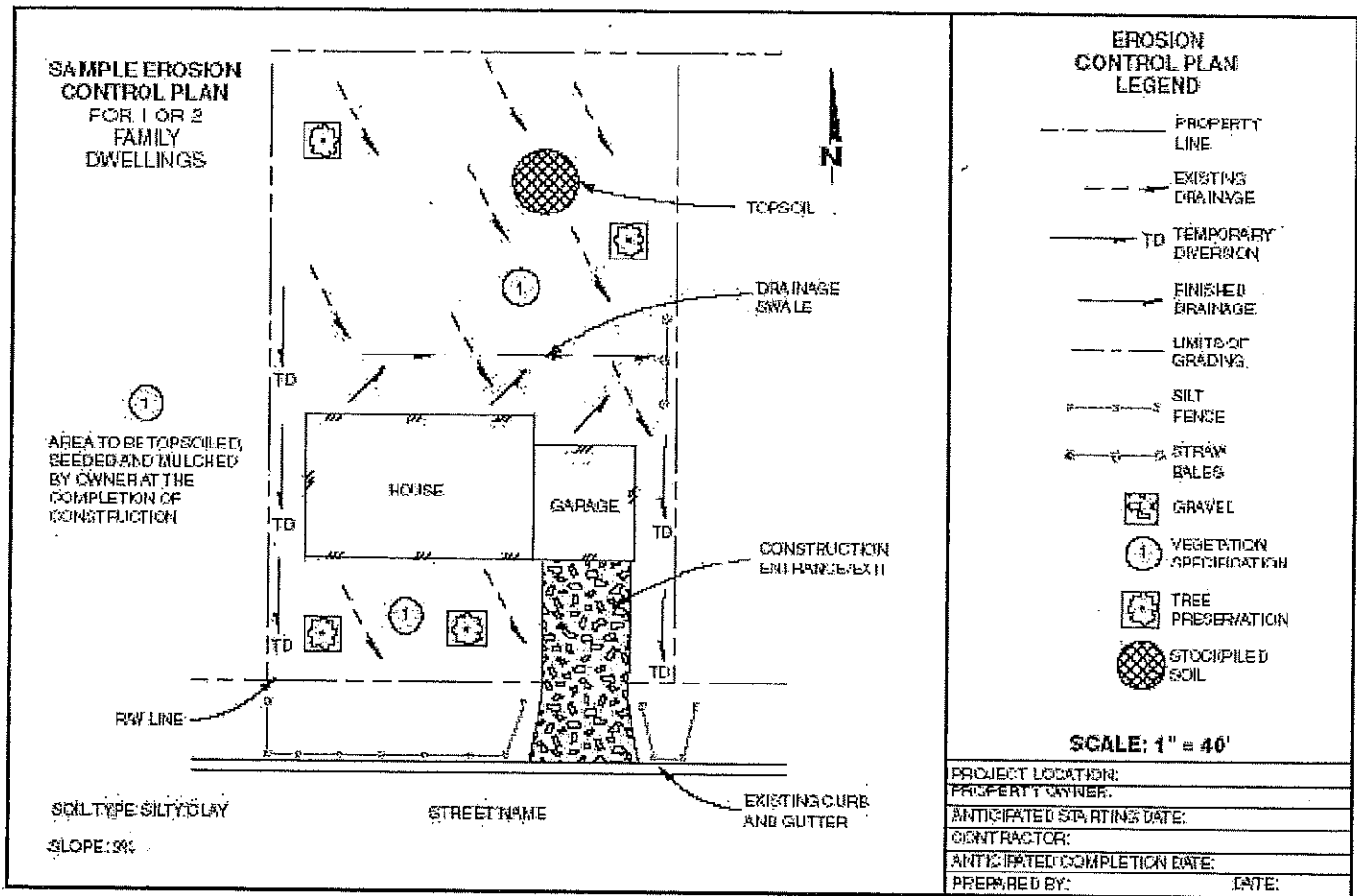
**All permits shall require the responsible party to:**

- (1) Notify the building inspector within 48 hours of commencing any land disturbing construction activity.
- (2) Notify the building inspector of completion of any BMPs within 14 business days after their installation.
- (3) Obtain permission in writing from the building inspector prior to any modification pursuant to subsection [42-11](#)(c) of the erosion and sediment control plan.
- (4) Install all BMPs as identified in the approved erosion and sediment control plan.
- (5) Maintain all road drainage systems, storm water drainage systems, BMPs and other facilities identified in the erosion and sediment control plan.
- (6) Repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land disturbing construction activities and document repairs in a site inspection log.
- (7) Inspect the BMPs within 24 hours after each rain of one-half inch or more which results in runoff during active construction periods, and at least once each week. Make needed repairs and install additional BMPs as necessary, and document these activities in an inspection log that also includes the date of inspection, the name of individual who performed the inspection and a description of the present phase of the construction at the site.
- (8) Allow the building inspector to enter the site for the purpose of inspecting compliance with the erosion and sediment control plan or for performing any work necessary to bring the site into compliance with the erosion and sediment control plan. Keep a copy of the erosion and sediment control plan at the construction site.
- (9) The permit applicant shall post the "certificate of permit coverage" in a conspicuous location at the construction site.

Each erosion and sediment control plan shall include a description of appropriate control BMPs that will be installed and maintained at the construction site to prevent pollutants from reaching waters of the state. The erosion and sediment control plan shall clearly describe the appropriate erosion and sediment control BMPs for each major land disturbing construction activity and the timing during the period of land disturbing construction activity that the erosion and sediment control BMPs will be implemented. The description of erosion and sediment control BMPs shall include, when appropriate, the following minimum requirements:

- (1) Description of interim and permanent stabilization practices, including a BMP implementation schedule. The erosion and sediment control plan shall ensure that existing vegetation is preserved where attainable and that disturbed portions of the site are stabilized.
- (2) Description of structural practices to divert flow away from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from the site. Unless otherwise specifically approved in writing by the building inspector, structural measures shall be installed on upland soils.
- (3) Management of overland flow at all areas of the construction site, unless otherwise controlled by outfall controls.
- (4) Trapping of sediment in channelized flow.
- (5) Staging land disturbing construction activities to limit exposed soil areas subject to erosion.
- (6) Protection of downslope drainage inlets where they occur.
- (7) Minimization of tracking at all vehicle and equipment entry and exit locations of the construction site.
- (8) Clean up of off-site sediment deposits.
- (9) Proper disposal of building and waste material.
- (10) Stabilization of drainage ways.
- (11) Installation of permanent stabilization practices as soon as possible after final grading.
- (12) Minimization of dust to the maximum extent practicable.

## Sample Erosion Control Site Plan and Checklist



Erosion Control Plan Checklist	Please Check Box		Office Use Only	
	Completed	Not Applicable	Completed	Not Applicable
North arrow, scale, and site boundary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent streets or roadways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing drainage ways, streams, rivers, lakes, wetlands or wells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of storm sewer inlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing and proposed buildings and paved areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disturbed area on the lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approximate gradient and direction of slopes before grading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approximate gradient and direction of slopes after grading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overland runoff (sheet flow) coming onto the site from adjacent areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of temporary soil storage piles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of access drive(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of sediment controls (silt fence, straw bales) that will prevent eroded soil from leaving the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of sediment barriers around onsite storm sewer inlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of erosion control practices on steep (>12%) slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of other erosion control practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Standard Erosion Control Plan for 1- & 2-Family Dwelling Construction Sites

According to Chapters SPS 320 & 321 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

## Instructions:

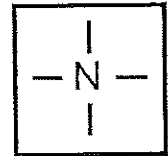
1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION \_\_\_\_\_

BUILDER \_\_\_\_\_ OWNER \_\_\_\_\_

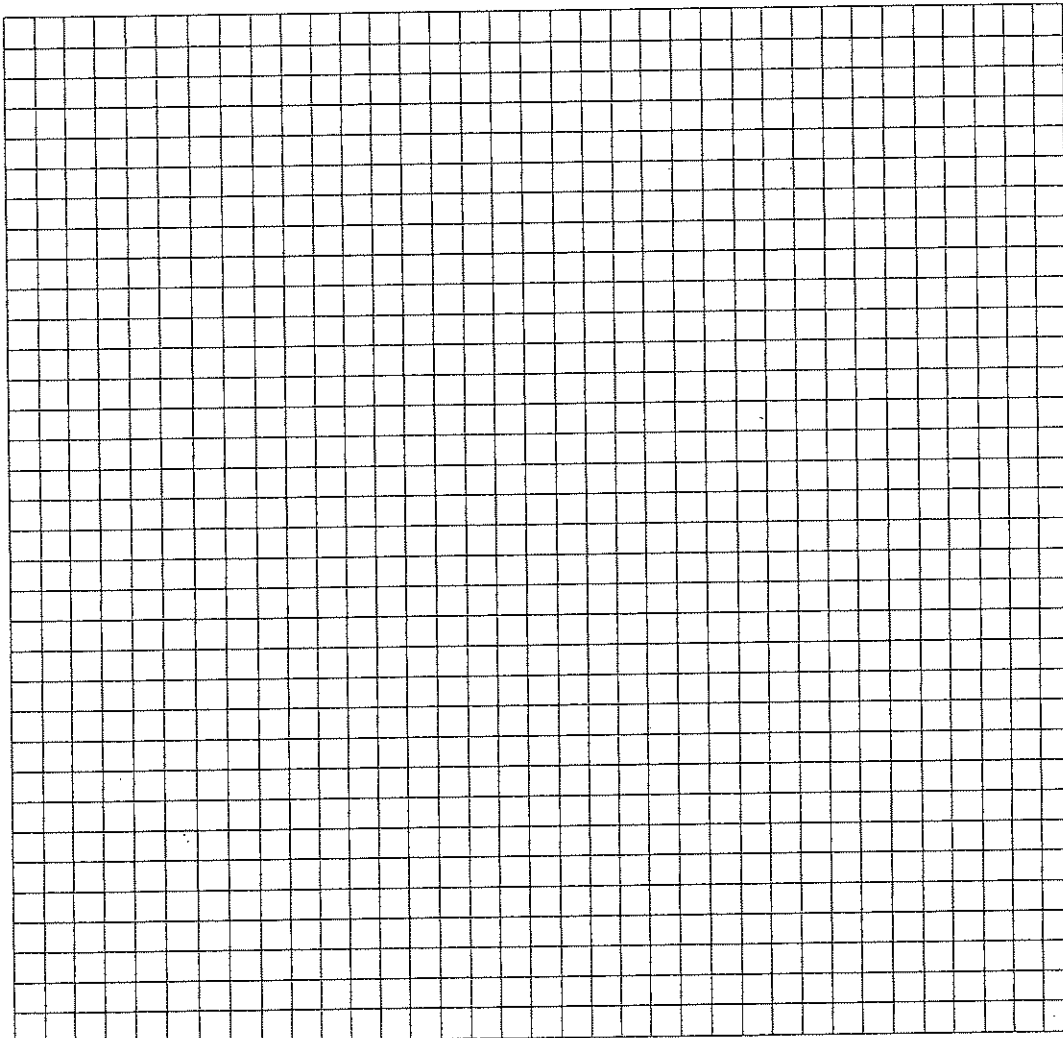
WORKSHEET COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

Please indicate north  
by completing the arrow.







SITE DIAGRAM

Scale: 1 inch = \_\_\_\_\_ feet



## EROSION CONTROL PLAN LEGEND

- PROPERTY LINE
- > EXISTING DRAINAGE
- > TD TEMPORARY DIVERSION
- > FINISHED DRAINAGE
- LIMITS OF GRADING
- SILT FENCE
- STRAW BALES
-  GRAVEL
-  VEGETATION SPECIFICATION
-  TREE PRESERVATION
-  STOCKPILED SOIL

**City of De Pere**

335 S. Broadway  
De Pere, WI 54115  
(920) 339-4053  
dpbldg@mail.de-pere.org



# GRADE PERMIT

## Application and Record

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

**PROJECT LOCATION**

Owner's Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CONTRACTOR**

Company Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

License #: \_\_\_\_\_

**PROJECT TYPE**

- |   |   |
|---|---|
| <input type="checkbox"/> New Home Construction    | <input type="checkbox"/> Replacement of Existing Sidewalk |
| <input type="checkbox"/> Installation of Driveway | <input type="checkbox"/> Lawn Grade                       |
| <input type="checkbox"/> Installation of Sidewalk | <input type="checkbox"/> Other _____                      |

Is Curb Cut Required? ☐ Yes ☐ No**CONDITIONS**

Builder's grade stakes *SHALL NOT* be used for any concrete work. The home builder or contractor shall apply for new stakes for any concrete work that will abut the street. This is done to ensure that building grade stakes were not damaged during construction or by vandalism.

These grade stakes shall be protected at all times, and if willfully destroyed, shall be replaced at the owner's expense.

Grade stakes will be used for elevation purposes only. Horizontal alignment will be determined by the contractor in the field.

**A pre-pour inspection must be conducted by the City Engineering Department once forms are in place to verify sidewalk width and depth. Please call (920)339-4060 to schedule inspection at least 24 hours in advance.**

**APPLICANT'S STATEMENT**

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin.

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

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

**PERMIT APPROVAL**

Upon signature of an authorized member of the Building Inspection Department, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations.

Inspector: \_\_\_\_\_

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

Certification #: \_\_\_\_\_

**City of De Pere**  
335 S. Broadway  
De Pere, WI 54115  
(920) 339-4053  
dpbldg@mail.de-pere.org



**CURB CUT/ DRIVEWAY/  
PARKING LOT PERMIT**  
**Application and Record**

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

**PROJECT LOCATION**

Owner's Name:	Address:
Phone #:	E-mail:

**DRIVEWAY CONTRACTOR**

**CURB CUT CONTRACTOR**

Company Name:	Company Name:
Mailing Address:	Mailing Address:
Phone #:	Phone #:
E-mail:	E-mail:
Signature:	Signature:

**JOB SPECIFICATIONS**

<input type="checkbox"/> Single Family	<input type="checkbox"/> Commercial	Driveway width at property line: _____
<input type="checkbox"/> Two Family	<input type="checkbox"/> Industrial	Setback to interior property line: _____
<input type="checkbox"/> Multi Family (# of Units) _____		Curb width at driveway opening: _____
Fees: Residential \$50.00	Comm/Ind/Multi \$150.00	Curb Cut <input type="checkbox"/> Yes <input type="checkbox"/> No
Curb Cut \$25.00	Total: _____	Parking Lot <input type="checkbox"/> New <input type="checkbox"/> Expansion

Brief Job Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTES**

**APPROVAL CONDITIONS**

<b>A site plan shall be submitted with this application.</b>	_____
<b>Curb alterations at the driveway apron require a curb cut permit. The curb cut must be performed per City specifications, and by a City licensed contractor.</b>	_____
	_____

**APPLICANT'S STATEMENT**

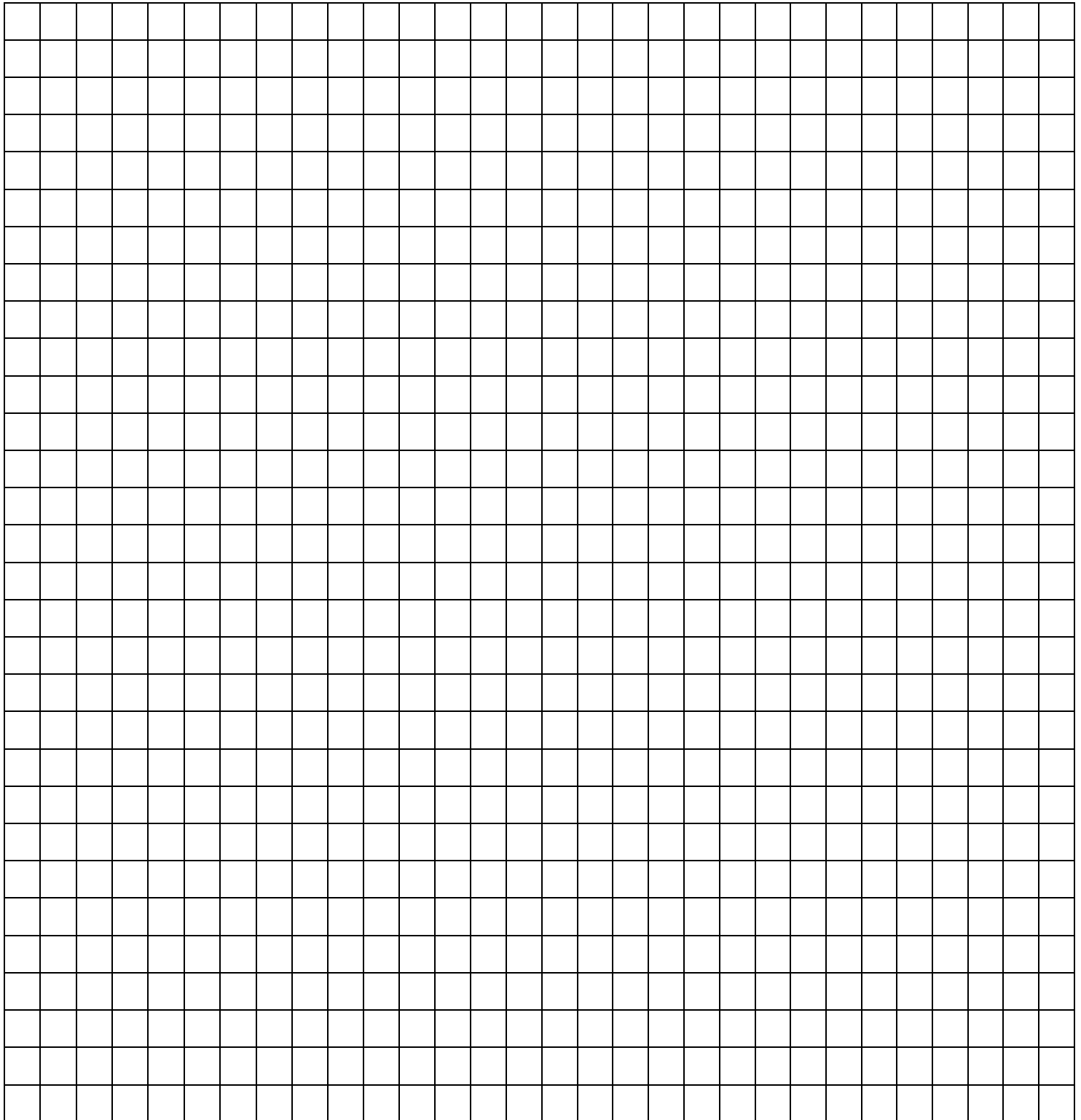
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Signature: _____	Inspector: _____
Date: _____	Date: _____ Certification #: _____



1. All lines must be drawn with a straightedge. Freehand drawings cannot be accepted.
2. All lot lines and all buildings must be shown and dimensioned. Partial plot plans cannot be accepted.
3. Driveway(s) and curb cuts must be shown and labeled "proposed" or "existing".
4. Irregular shaped lots must be drawn to scale.

5 Foot Grid




**PLOT PLAN**


Project:

Scale: 1"= \_\_\_\_ Ft

Address:

<b>City of De Pere</b> 335 S. Broadway De Pere, WI 54115 (920) 339-4053 dpbldg@mail.de-pere.org		<h1 style="margin: 0;">ELECTRICAL PERMIT</h1> <h2 style="margin: 0;">Application and Record</h2>	Permit #: _____ Fee: _____ Receipt #: _____ Date: _____																																
<b>PROJECT LOCATION</b>		<b>ELECTRICAL CONTRACTOR</b>																																	
Owner's Name:		Company Name:																																	
Address:		Address:																																	
Phone #:		Phone #:																																	
Lot #:	Parcel #:	Zoning:	E-mail:																																
<b>OCCUPANCY</b>		<b>NATURE OF WORK</b>																																	
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<b>FEES – NEW/ADDITIONS</b>		<b>FEES – ALTERATIONS/REPAIRS</b>																																	
Residential (1&2 Family)    10¢/sq. ft. Warehouses    12¢/sq. ft. Comm/Instit/Indust/Multi-family    14¢/sq. ft. Re-inspection Fee    \$75.00 Accessory Building    \$50.00 Note: Square footage includes all floor levels, basements, attached garages, and all spaces enclosed and under a roof.		Openings (switches, outlets, fixtures, fixed appliance connections, and parking lot lighting fixtures) <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;"># of Openings</th> <th style="text-align: left; border-bottom: 1px solid black;">Cost</th> </tr> <tr> <td>1 – 30</td> <td>\$50.00</td> </tr> <tr> <td>31 – 60</td> <td>\$75.00</td> </tr> <tr> <td>61 – 90</td> <td>\$100.00</td> </tr> <tr> <td colspan="2">All openings over 90: \$125.00 + .50¢ per opening &gt;90</td> </tr> </table>		# of Openings	Cost	1 – 30	\$50.00	31 – 60	\$75.00	61 – 90	\$100.00	All openings over 90: \$125.00 + .50¢ per opening >90																							
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**City of De Pere**  
 335 S. Broadway  
 De Pere, WI 54115  
 (920) 339-4053  
 dpbldg@mail.de-pere.org



**Electrical Service Inspection**  
**Permit**  
**Application and Record**

Permit #: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_

Customer/Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Service Address: \_\_\_\_\_

Requested Date of Inspection: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

☐ Residential
 ☐ Commercial
 ☐ Industrial
 ☐ Agricultural
 ☐ Signs

Electric Service Information

Type of Service:
 ☐ Permanent
 ☐ Temporary
 ☐ New Service
 ☐ Upgrade Service
 ☐ Relocated Service
 ☐ Other: \_\_\_\_\_

Fault Current: \_\_\_\_\_
 ☐ 100 Amp
 ☐ 200 Amp
 ☐ Other: \_\_\_\_\_
 ☐ Underground
 ☐ Overhead

Electrician Information

I hereby certify that this wiring is in compliance with all applicable Federal, State, and Local Codes, utility service rules and section 101.865 of the Wisconsin State Statutes.

Electrician Name: \_\_\_\_\_
 Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_
 Fax Number: \_\_\_\_\_

Master Electrician Signature: \_\_\_\_\_
 License #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_
 Date: \_\_\_\_\_


Inspector Information

This is to certify that I have examined the electrical equipment installed by the Electrical Contractor named above and it is in compliance with the statutes and all rules and regulations prescribed by the State of Wisconsin Electrical Code and local municipal requirements. I hereby certify that the electrical work completed to date complies with applicable codes and may be energized.

Inspector Name: \_\_\_\_\_
 Phone Number: 920-339-4053

Inspector Signature: \_\_\_\_\_
 Date Inspected: \_\_\_\_\_

Comments:\_\_\_\_\_

<b>City of De Pere</b> 335 S. Broadway De Pere, WI 54115 (920) 339-4053 dpbldg@mail.de-pere.org		<h2 style="margin: 0;">HVAC PERMIT</h2> <h3 style="margin: 0;">Application and Record</h3>	Permit #: _____ Fee: _____ Receipt #: _____ Date: _____																								
<b>PROJECT LOCATION</b>		<b>HVAC CONTRACTOR</b>																									
Owner's Name: _____		Company Name: _____																									
Address: _____		Address: _____																									
Phone #: _____		Phone #: _____																									
Lot #: _____	Parcel #: _____	E-mail: _____																									
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<b>TYPE OF SYSTEM</b>		<b>GENERAL INFORMATION</b>																									
<input type="checkbox"/> Forced Air <input type="checkbox"/> Fireplace <input type="checkbox"/> Air Conditioner <input type="checkbox"/> Hydronic-Boiler <input type="checkbox"/> Space Heater <input type="checkbox"/> Electric Heat <input type="checkbox"/> RTU/MUA <input type="checkbox"/> Radiant <input type="checkbox"/> Geo Thermal <input type="checkbox"/> Infrared Heaters <input type="checkbox"/> Garage Heater <input type="checkbox"/> VAV Unit <input type="checkbox"/> Kitchen Hood <input type="checkbox"/> Spray Booth <input type="checkbox"/> AH Unit  <input type="checkbox"/> Other _____		Manufacturer: _____ Model #: _____ BTU Input: _____    # of Units: _____ Sealed Combustion Unit: <input type="checkbox"/> Yes <input type="checkbox"/> No  Fuel Type: _____ SPS Plan Approval #: _____																									
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**City of De Pere**

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# PLUMBING PERMIT

## Application and Record

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

**PROJECT LOCATION**

Owner's Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Lot #: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Zoning: \_\_\_\_\_

**PLUMBING CONTRACTOR**

Company Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**OCCUPANCY**

- ☐ Single Family    ☐ Commercial    ☐ Public/Govt.  
☐ Two Family    ☐ Manufacturing    ☐ Warehouse  
☐ Multi-family (No. of Units: \_\_\_\_\_)    ☐ Educational

**NATURE OF WORK**

- ☐ New    ☐ Addition    ☐ Alteration  
☐ Remodel    ☐ Other: \_\_\_\_\_

**FIXTURES ROUGHED IN FOR AND/OR INSTALLED**

<u>\$11.00/fixture</u>	<u>Qty</u>	<u>\$11.00/fixture</u>	<u>Qty</u>	<u>\$11.00/fixture</u>	<u>Qty</u>	Note: State Approved buildings with 16 or more fixtures shall be <b>\$175.00 + \$11.00/fixture.</b>	
Sink		Water Heater		Drinking Fountain			
Water Closet		Clothes Washer		Urinal			
Lavatory		Laundry Tub		Ice Cube Machine			
Bath Tub		Floor Drain		Backwater Valve		Number of Fixtures	
Shower Stall		Hose Bibb		Other Plumbing Fixtures as defined in COMM 82, WI Administrative Code			
Garbage Disposal		Sump Pump					
Refrigerator		Ejector					
Dishwasher		Roof Drain					
Water Softener		Grease Trap				TOTAL FEE (Min. \$50.00)	

**SEWER/WATER**

Type	Size	
Sanitary Sewer Lateral Connection		\$125.00
Storm Sewer Lateral Connection		
Water Lateral Connection		

**MISCELLANEOUS FEES**

Replacement Water Heater	\$75.00
Sewer Cap	\$75.00

**FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT****APPLICANT'S STATEMENT**

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

Date: \_\_\_\_\_ License #: \_\_\_\_\_

**PERMIT APPROVAL**

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Inspector: \_\_\_\_\_

Date: \_\_\_\_\_ Certification #: \_\_\_\_\_

**CONDITIONS OF APPROVAL**

\_\_\_\_\_

\_\_\_\_\_

**City of De Pere**

335 S. Broadway  
De Pere, WI 54115  
(920) 339-4053  
dpbld@mail.de-pere.org



# SEWER PERMIT

## Application and Record

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

**PROJECT LOCATION**

Owner's Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Lot #: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Zoning: \_\_\_\_\_

**SEWER CONTRACTOR**

Company Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**OCCUPANCY**

- ☐ Single Family    ☐ Commercial    ☐ Public/Govt.  
☐ Two Family    ☐ Manufacturing    ☐ Warehouse  
☐ Multi-family (No. of Units: \_\_\_\_\_)    ☐ Educational

**NATURE OF WORK**

- ☐ New    ☐ Addition    ☐ Alteration  
☐ Remodel    ☐ Other: \_\_\_\_\_

**FIXTURES ROUGHED IN FOR AND/OR INSTALLED**

\$11.00/fixture	Qty	\$11.00/fixture	Qty	\$11.00/fixture	Qty	Note: State Approved buildings with 16 or more fixtures shall be <b>\$175.00 + \$11.00/fixture.</b>	
Sink		Water Heater		Drinking Fountain			
Water Closet		Clothes Washer		Urinal			
Lavatory		Laundry Tub		Ice Cube Machine			
Bath Tub		Floor Drain		Backwater Valve		Number of Fixtures	
Shower Stall		Hose Bibb		Other Plumbing Fixtures as defined in COMM 82, WI Administrative Code			
Garbage Disposal		Sump Pump					
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Dishwasher		Roof Drain				TOTAL FEE (Min. \$50.00)	
Water Softener		Grease Trap					

**SEWER/WATER**

Type	Size	
Sanitary Sewer Lateral Connection		<b>\$125.00</b>
Storm Sewer Lateral Connection		
Water Lateral Connection		

**MISCELLANEOUS FEES**

Sprinkler Alt/Add (per head)	\$20.00
Sewer Cap	\$75.00
Replacement Water Heater	\$75.00
Fire Suppression Sprinkler	\$375.00 + \$80.00 per riser/floor

**FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT****APPLICANT'S STATEMENT**

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Inspector: \_\_\_\_\_

Date: \_\_\_\_\_ Certification #: \_\_\_\_\_

**CONDITIONS OF APPROVAL**


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