

**Building Permit Application**

Town of Elba  
N3799 County Hwy T  
Columbus, WI 53925

Office Use:  
Fee Received: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Date: \_\_\_\_\_

Please complete in duplicate:

Mail 1 copy to:

Tracy Roche, clerk  
N3432 County Road BB  
Columbus, WI 53925

Mail 1 copy and fee to:

Pat Watters, Zoning Administrator  
N4277 Temkin Road  
Columbus, WI 53925

Application Fee: \$50 plus \$1/\$1000 (Payable to: Town of Elba)

**Permit Requested (circle any needed):**

Construction   HVAC   Electric   Plumbing   Erosion Control   Other:

**Owners Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Contractor Name & Type:**

**Dwelling Contractor (construction):**

License/Certification #: \_\_\_\_\_

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

Telephone and Fax Number(s): \_\_\_\_\_

**Other Contractors, if applicable**

**HVAC:** \_\_\_\_\_

License/Certification #: \_\_\_\_\_

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

Telephone and Fax Number(s): \_\_\_\_\_

**Electrical:**

License/Certification #: \_\_\_\_\_

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

Telephone and Fax Number(s): \_\_\_\_\_

**Plumbing:**

License/Certification #: \_\_\_\_\_

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

Telephone and Fax Number(s): \_\_\_\_\_

**Project Location:**

Lot Area (sq. ft.): \_\_\_\_\_

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

Legal Description: \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, of Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E (or) W

**Set Backs:**

Front \_\_\_\_\_ ft.    Rear \_\_\_\_\_ ft.    Left \_\_\_\_\_ ft.    Right \_\_\_\_\_ ft.

1. Project (circle)

New      Alteration      Addition      Repair      Move      Other

2. Area Involved

	Unit 1	Unit 2	Total
Unfinished Basement			
Living area			
Garage			
Deck			
Other (describe)			

3. Occupancy (circle)

Single      Two Family      Garage      Other:

4. Construction Type (circle)

Site Built      Mfd. Per WI UDC      Mfd. Per US HUD

5. Stories (circle)

1 Story      2 Story      Other:      Plus Basement

6. Electric (circle)

Entrance Panel      Amps: \_\_\_\_\_      Underground      Overhead

7. Walls (circle)

Wood Frame      Steel      ICF      Timber/Pole      Other: \_\_\_\_\_

8. Use (circle)

Seasonal      Permanent      Other:

9. HVAC Equipment (circle)

Furnace    Radiant Basebd    Heat Pump    Boiler    Central AC    Fireplace    Other:

10. Sewer

Sanitary Permit # \_\_\_\_\_

11. Energy Source

Fuel	Nat. Gas	LP	Oil	Electric	Solid	Solar
Space Heat						
Water Heat						

12. Est. Building Cost: \$\_\_\_\_\_

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 is disturbed, I understand that this project is subject to 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 zoning administrator, or the zoning administrator's 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

Approval Conditions:

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

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

## 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 in duplicate to the Town Clerk and Zoning Administrator.

## 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(s)
- If the project will disturb one acre or more of soil, the project is subject to the Additional erosion control and stormwater provisions of NR 151 of the Wisconsin Administrative Code.
- Fill in contractor and contractor qualifier information.

## PROJECT LOCATION

- Fill in building address and legal description
- Local zoning, land use and flood plain requirements must be satisfied before a building Permit can be issued. County approval may also be necessary.

## PROJECT DATA

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

2. Area (involved in project)
  - Basements- include unfinished area only
  - Living Room- include any finished area including finished area 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.
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 from Dodge County.
12. Estimated Cost- Include the total cost of construction, including materials and market rate Labor, but not the cost of the 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 Town of Elba uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

