



BUILDING PERMITS

Complete either Step 1A or 1B

STEP 1A IS FOR A NEW 1 or 2 FAMILY HOME (A “DWELLING” PERMIT):

- Get a Land Use permit, if needed, from the Municipality or County zoning office
- Get a Sanitary permit, if needed, from the Municipality or County zoning office.
- Get a Driveway permit, if needed from the Municipality or County.
- Get a Water and Erosion Control permit, if needed, from the County or the DNR.
- **CLICK HERE** to go to and complete the State of Wisconsin Online Building Permit Application <https://verification.dsp.wi.gov/buildingpermit/application/Directions.aspx>
- Only an owner or owner’s agent or builder can sign the online application form. NOTE: If an owner or Agent signs the application, they must click the owner - occupant check box just above the signature line on the online form.
- New dwelling permits are required to have an electronic copy of the plans (Plot; floor; Elevation) and energy calculations emailed to permit@reminspecting.com.

A Plot plan is one which shows the location of the dwelling in relationship to any other buildings, well, septic system, or property lines. It shall also have the driveway area and the slope of the land along with any erosion control measures that will be implemented.

A Floor Plan is one which shows each floor with **size** and **location** and **use** of all rooms, along with the size and location of the **braced wall panels**, doors, windows, stairs, along with plumbing fixtures and electric panel locations indicated, also include any calculations or information that is available to determine if the products meet the requirement of the building code.

An Elevation Plan is one which shows all the exterior portions of the dwelling, along with the size of the footings and foundation walls. This shall also identify the interior and exterior covering materials of the house, including vapor retarder and insulation R-Value.

Provide a copy of the **Energy Calculations** provided by HVAC contractor with the plans.

STEP 1B IS FOR ALL OTHER BUILDING OR STRUCTURE PERMITS (e.g. ADDITIONS; ALTERATION; GARAGE; POLE; ACCESSORY; DECK; DOCK; SHED; ETC...)

- Click on the municipalities you are doing the project in and click on the permit application for the work you are doing. Email the completed form to permit@reminspecting.com along with any plans you may have available at this time.

REM Inspecting LLC will review the information and get back to you when the permit is available along with the permit fees payable at the time of issuance. Included with the permit, you will receive additional information, on a colored sheet, about the inspection process that will need to take place during the building phase of your project.

If you have any questions at any time during the permit process, please feel free to call me.

I hope this information will be helpful to you and will ease the stress of your new building project.