CITY OF OCONTO FALLS
PO BOX 70 500 NORTH CHESTNUT
OCONTO FALLS, WI 54154-0070
PHONE: 920-846-4505
FAX: 920-846-4516

Below is the check list for the paperwork needed in order to obtain a building permit for any new or remodeled stick-built dwelling.
These forms ** are included in the packet.

____ Act 211 Signature Form **

____ Completed Application **
Sign 1st **and** 3rd page

The highlighted form shows
information needed **

____ Cross Section ** if this info is
not on your plans

____ Building Plans
See Plan Info **

____ Plumbing Affidavit **
(For plumber)

____ Heat Calcs.
From HVAC contractor

____ Site Plan ** with Erosion. Control info documented.
Must show accurate property lines; all structures, decks, sheds, ingress & egress, etc., clearly noted. All items must comply with City of Oconto Falls zoning regulations.

____ Recent survey of lot (copy)
If available

___ Contact Building Inspector for Fire number/Address (new builds)

____ Contact Oconto Falls Municipal Utilities for Water and Electric Connections

____Contact City Hall for Garbage and Recycling bins if need

_____List **of all subcontractors:** Names, Addresses, Phone and Email, and required State Certification Numbers.

☐ Builder/General Contractor ☐ Excavator ☐ Mason ☐ HVAC Contractor
☐ Electrical Company ☐ Master Electricians ☐ Plumbing ☐ Demolition Contractor

Once the above required information is received, the application will be reviewed. Amount due will be
provided to applicant, and permit will be issued
when payment is received.
If an **early start permit** is required for the foundation/slab, contact me for a separate application and it
will be reviewed and processed accordingly.
A copy of INSPECTIONS REQUIRED
sheet is included for your information. Building Inspector does not need anyone on site, but easy access is a requirement. A copy of my report will be secured on site. **It is your responsibility to call for the correct inspections.**
Please have your **licensed electrician** call Building Inspector for the new service inspection once he/she has set the meter base, ground rods and panel. Building Inspector will inspect and notify Electric company with approval.
A state licensed electrician MUST install the SERVICE per the NEC and the State.

Contacts for City of Oconto Falls

Jane Meissner, Building Inspector
License #945930
715-245-1708
Nebuildinginspector@gmail.com

City Administrator Peter Wills/ City Hall
500 N. Chestnut/ PO Box 70
Oconto Falls WI. 54154
Email. Pwills@cityofocontofalls.wi.gov
Phone 920-846-4505 ext 109
Fax 920-846-4516

Oconto Falls Municipal Utilities
Water and Electric Connections
500 N. Chestnut/ PO Box 70
Oconto Falls WI. 54154
Phone, 920-846-4507
Fax 920-846-4516

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Date: _____

Project Name and Address: _____

This letter authorizes Jane E. Meissner, Nature's Edge Inspection Agency, Building Inspector for The City of Oconto Falls to complete and submit to the State of Wisconsin, Department of Safety and Professional Services, a building permit in accordance with Act 211.

Thank you.

Signature: _____

Print Name: _____

Date: _____

INSPECTIONS REQUIRED

FOR NEW DWELLINGS AND ADDITIONS

FOOTINGS/FOUNDATION

1. Where forms, damp proofing, exterior insulation or drain tile are required for code compliance, the **footing/foundation shall be inspected prior to backfilling**

ROUGHS

1. A rough inspection shall be performed for the **basement floor** area and the underfloor vapor retarder and plumbing if applicable. Rough inspection of the general construction including: **Framing**, **Rough electrical, Rough plumbing**, **Rough heating, ventilating and air conditioning**.

INSULATION

1. An inspection shall be made of the insulation and vapor retarders after they are installed but **before** concealing.

FINAL/OCCUPANCY

1. A dwelling may not be occupied until a final/occupancy inspection has been made that finds no critical violations of the code that could reasonably be expected to affect the health or safety of a person using the dwelling.

EROSION CONTROL

Erosion control inspections (if applicable) shall be performed concurrently with all other required construction inspections.

(5) REQUIRED PLANS. The required building plans shall be legible
and drawn to scale or dimensioned and shall include all of the following:
(a) ***Site plan.*** The site plan shall show all of the following:
1. The location of the dwelling and any other buildings, wells, surface waters and dispersal systems on the site with respect to **property lines and surface waters** adjacent to the site.
2. The areas of land−disturbing construction activity and the **location of all erosion and sediment control** measures to be employed in order to comply with s. SPS 321.125. Please document **tracking** area on drive.
3. The pre−construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.
(b) ***Floor plan***. 1. Floor plans shall be provided for each floor.
2. The following features shall be included on all floor plans:
a. The size and location of all rooms, doors, windows, structural features, exit passageways and stairs.
b. The use of each room.
c. The location of plumbing fixtures, chimneys, heating and cooling appliances, and a heating distribution layout. Also the location of the floor drain and electrical panel.
d. The location and construction details of **wall bracing** on each building side and floor level. The details may consist of the Wall Bracing Compliance Worksheet or a legend showing which wall bracing method is used and the lengths or number of braced wall panels and demarcation of the circumscribed rectangles if more than one is used.
(c) ***Elevations***. The elevations shall show all of the following:

1. The exterior appearance of the building, including the type of exterior materials.
2. The location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls.

(6) REQUIRED DATA. (a) All plans submitted for approval shall
be accompanied by sufficient data, calculations and information to determine if the dwelling will meet the requirements of this code.

(b) The data and information for determining compliance with the **energy conservation** standards shall be submitted in a format
approved by the department.

(c) Except as required under s. SPS 321.33, a municipality exercising jurisdiction may not require plans or calculations to be
stamped or sealed by an architect or engineer.

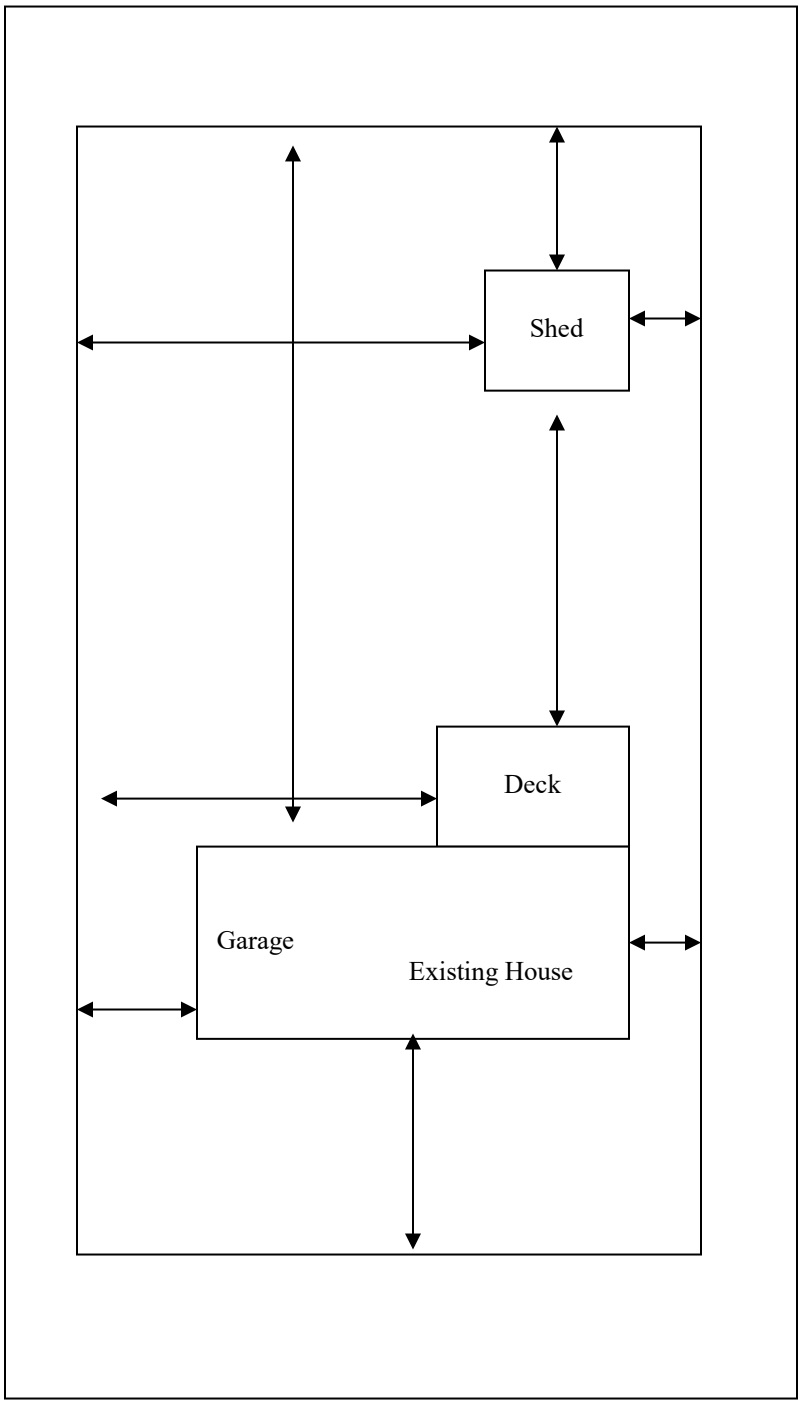
(d) The name of the initial downstream receiving water of the state from the dwelling shall be identified, regarding erosion and sediment control.

determines that the plans submitted for a one– or 2–family dwelling
substantially conform to the provisions of this code and other legal requirements, an approval shall be issued.

Plans must be CONSTRUCTION ready, have FOOTING/FOUNDATION information, CUSTOMERS NAME and be ON SITE at all times.

EXAMPLE SITE PLAN

City of Oconto Falls
500 N. Chestnut, Oconto Falls, WI. 54154
920-846-4505 – F: 920-846-4516



Provide 1 copy
of Site Plan

Show on Plan

Lot lines
Lot Dimensions
Street(s) Name
All existing Structures
Driveway location
Special Easements (provide deed information)
Power Supply
Location of New Structure
Structure Distance to Lot Lines
Distance to Other Buildings
Property Address
Owner Name & Address

Note: If Site Plan is not complete, the review process will be delayed.

PROPERTY ADDRESS: _____ **RH #:**_____

OWNER NAME & ADDRESS: _____

OWNER CONTACT #: _____ **APPLICANT CONTACT #:** _____

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SITE PLAN

Property Owner contract Phone Number_____

Property Owner Email_____

Contractors Phone Number_____Contractors Email_____

Dept of Safety & Professional Services Industry Services Division 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)]	Application No. Parcel No.

PERMIT REQUESTED	☐ Constr. ☐ HVAC ☐ Electric ☐ Plumbing ☐ Erosion Control ☐ Other:		
Owner's Name	Mailing Address	Email:	Tel.

Contractor Name & Type	**Lic/Cert# Exp Date**	**Mailing Address**	**Tel. & Email**
Dwelling Contractor (Constr.)			
Dwelling Contr. Qualifier		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.	
HVAC			
Electrical Contractor			
Electrical Master Electrician			
Plumbing			

PROJECT LOCATION	Lot area Sq.ft.	☐ One acre or more of soil will be disturbed	☐ Town ☐ Village ☐ City of	_____ 1/4, _____ 1/4, of Section _____, T _____N, R _____ E/W

Building Address	County	Subdivision Name	Lot No.	Block No.

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

1. PROJECT ☐ New ☐ Alteration ☐ Addition ☐ Repair ☐ Raze ☐ Move ☐ Other

2. AREA INVOLVED (sq ft)	Unit 1	Unit 2	Total
Unfin. Bsmt.			
Living Area			
Garage			
Deck/Porch			
Totals			

3. OCCUPANCY ☐ Single Family ☐ Two Family ☐ Garage ☐ Other **4. USE** ☐ Seasonal ☐ Permanent ☐ Other:

5. CONSTRUCTION TYPE ☐ Site Built ☐ Mfd. Per WI UDC ☐ Mfd. Per US HUD

6. STORIES ☐ 1-Story ☐ 2-Story ☐ Other: ☐ Plus Basement **7. EST. BUILDING COST w/o LAND** $

8. WALLS ☐ Wood Frame ☐ Steel ☐ ICF ☐ Timber/Pole ☐ Other **9. ELECTRIC** Panel Amps: _____ ☐ Underground ☐ Overhead

10. SEWER ☐ Municipal ☐ Sanitary Permit # **11. WATER** ☐ Municipal ☐ On-Site Well

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; am subject to any conditions of this permit; understand that the issuance of this 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 of this form.**

APPLICANT (Print:) _____ **Sign:** _____ **DATE**

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	$	☐ Construction	_____	Name _____
Inspection	$	☐ HVAC		Date _____ Tel. _____
Wis. Permit Seal	$	☐ Electrical		Cert No. _____
Other	$	☐ Plumbing		Email: _____
Total	$	☐ Erosion Control		

SBD-5823(R1/17) 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 jurisdiction, which is usually your municipality or county. 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.

1. PROJECT DATA - Fill in all numbered project data blocks (1-11) 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.
4. USE - Seasonal, permanent or other.
7. ESTIMATED BLDG COST - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.
10. SEWER - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.

SIGNATURE – The owner or the contractor's authorized agent shall 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.

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.

Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance

Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

Additional Responsibilities for Owners of Projects Disturbing 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:_____

Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services.

Wisconsin Department of Safety and Professional Services
Division of Industry Services
4822 Madison Yards Way
PO Box 7302
Madison WI 53707-7302

Phone: 608-266-2112
Web: http://dsps.wi.gov
Email: dsps@wisconsin.gov

Affidavit of Plumbing Testing

With the inspector's permission, per SPS 382.21(1)(b)1b, complete entire form. Use of this form is not mandatory. This is a suggested format that a plumber may replace with their own affidavit. Print or type clearly. Call for your rough inspection and inform the inspector that you have completed the testing and the affidavit. Provide this completed form to the inspector prior to or at the time of the rough-in inspection.

Date of test: _____ Responsible Master: _____

Responsible MP Number: _____

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Owner and Site Information	
Owner's Name:	
Project Site Address:	
Project Site City:	

Type of project (check one):

New plumbing installation ☐ Remodel or addition ☐ Repair ☐ ☐ Other

If other, explain: _____

Testing Information	
Sanitary Building Sewer or Private Interceptor Main Sewer	☐ Water test (10' for 15 minutes) ☐ Air test (3 psig for 15 minutes) (air test not recommended for plastic pipe)
Water Service or Private Water Main	☐ Water test (Working pressure) ☐ Air test (Working pressure)
Building Drain	☐ Water test (10' except for top 10' for 15 minutes) ☐ Air test (5 psig for 15 minutes)
Drain & Vent System	☐ Water test (10' for 15 minutes) ☐ Air test (5 psig for 15 minutes)
Water Distribution	☐ Water test (Working pressure) ☐ Air test (Working pressure)
Air Admittance Valves	☐ Manometer test to 1" water column

_____ _____

Responsible Master Plumber - signature Witness (not required) - signature

Building Cross Section

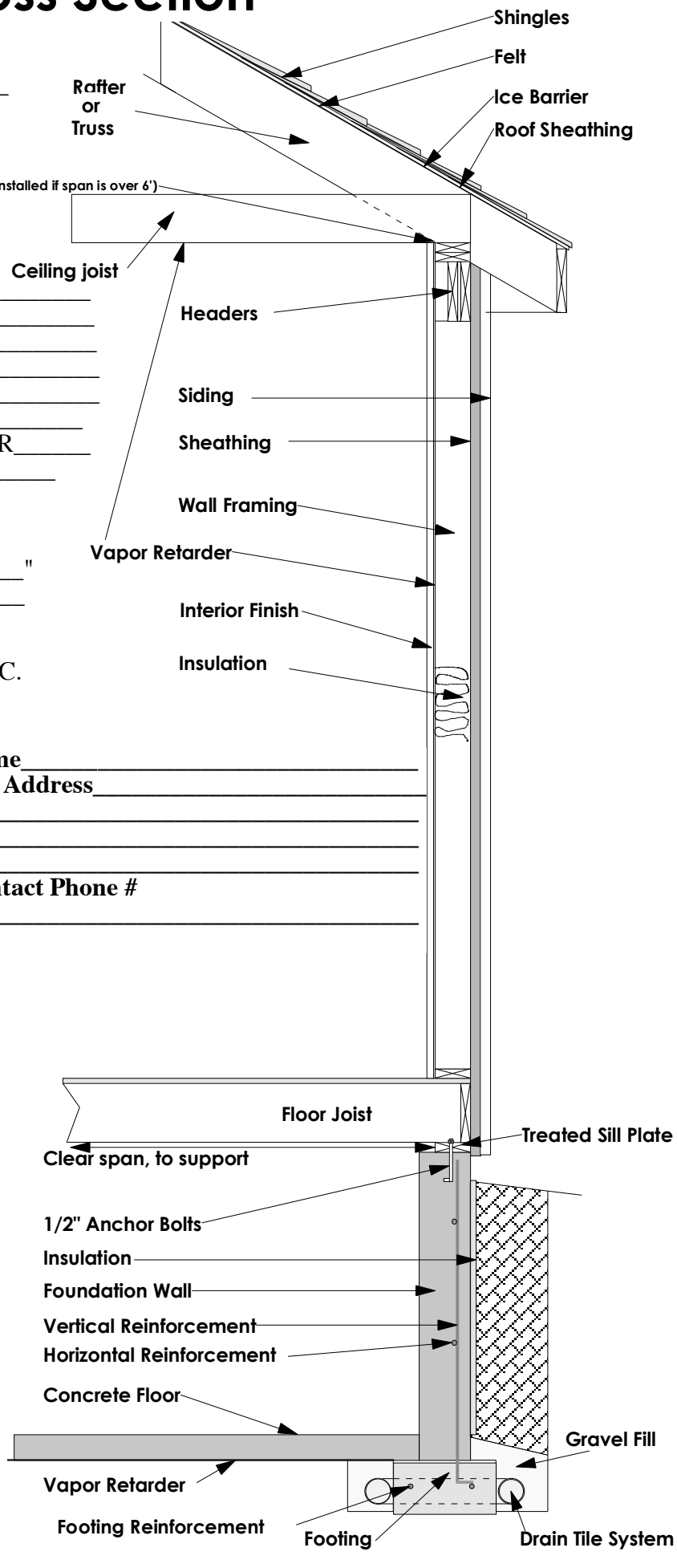
Roof:
Pitch-_____/12
Shingles-_____
Felt-_____lb.
Ice Barrier-_____
Roof Sheathing-_____
Truss-_____Yes_____No (*if yes* truss clips must be installed if span is over 6')
if no answer the following
Rafter Size-_____x_____
Rafter Spacing-_____"-O.C.
Rafter Clear Span-_____
Rafter Species & Grade-_____/_____
Ridge Type & Size-_____/_____
Ceiling Joist Size-_____
Ceiling Joist Spacing-_____
Ceiling Joist Species & Grade-_____/_____
Insulation Type & R- Value-_____/R_____
Roof Ventilation-_____

Walls:
Siding-_____
Sheathing Type & Thickness-_____/_____"
Insulation Type / R-Value-_____R-_____
Header Size-_____x_____
Ceiling Height-_____
Stud Size & Spacing-_____x_____/_____"O.C.
Interior Finish-_____
Grade of Framing Lumber -_____

Floor:
Sub-Floor_____
Floor Joist Type_____
Floor Joist Size_____
Floor Joist Spacing-_____
Floor Joist Clear Span-_____
Floor Joist Species-_____
Floor Joist Grade-_____
Beam Support, Type & Size-_____/____
Distance From Grade-_____

Name_____
Job Address_____
_____
_____
_____
Contact Phone #
_____

Foundation:
Anchor Type_____
Anchor Spacing_____
Sill Plate-_____
Insulation Type / R-Value-_____R-_____
Wall Height-_____
Poured Wall Size-_____
Block Wall Size-_____
Vertical Reinforcement- #_____-_____o.c.
Horizontal Reinforcement- #_____-_____o.c.
Concrete Floor Thickness-_____
Vapor Retarder-_____
Drain Tile Size-_____
Column Pad Size-_____x_____x_____
Column Spacing-_____
Footing Width-_____
Footing Heigth-_____
Footing Depth Below Grade-_____
Footing Reinforcement- #_____-_____o.c.



Revised 3-1-07 jaw

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.

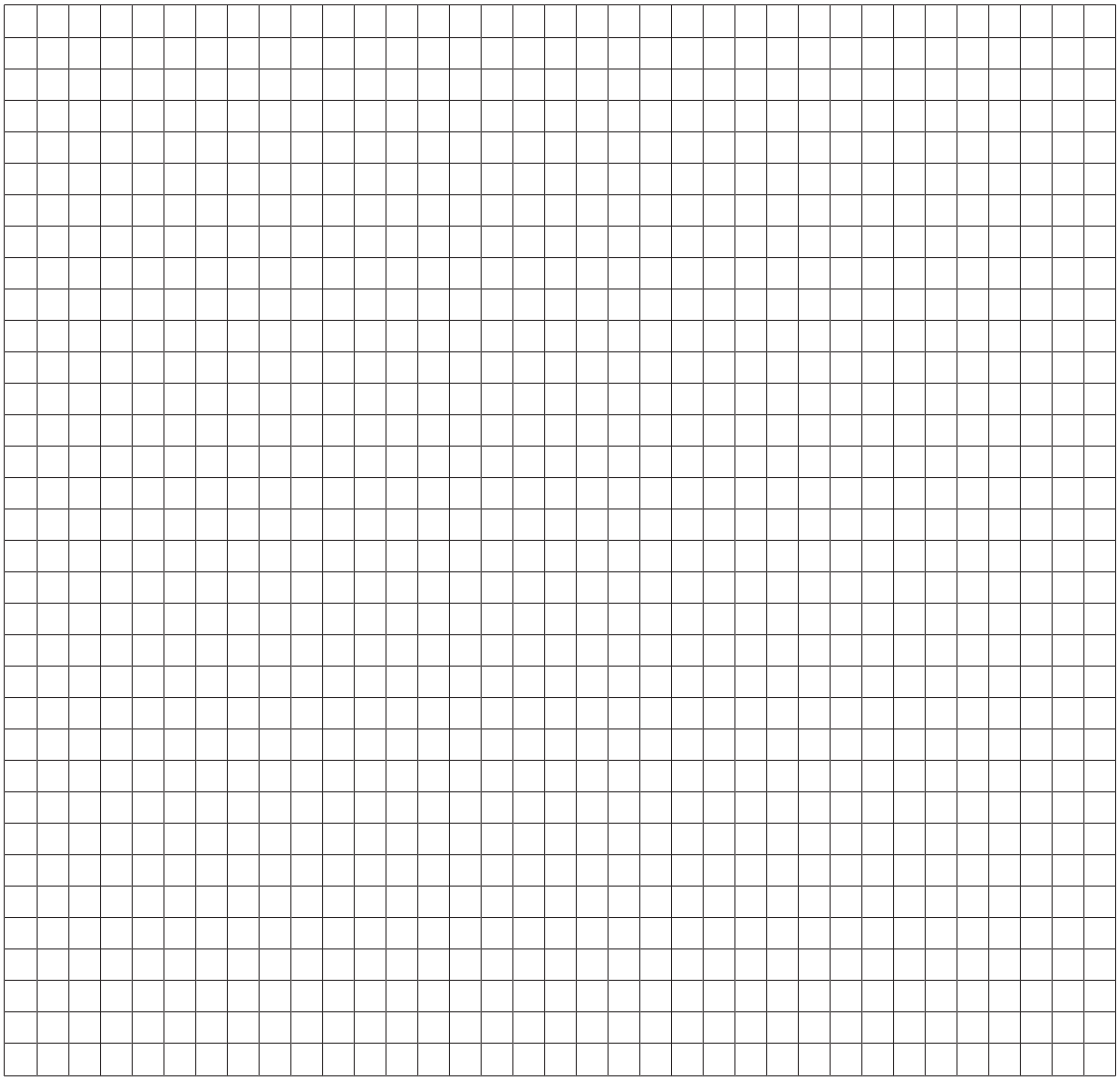
PROJECT LOCATION _____

BUILDER _____ OWNER _____

WORKSHEET COMPLETED BY _____ DATE _____

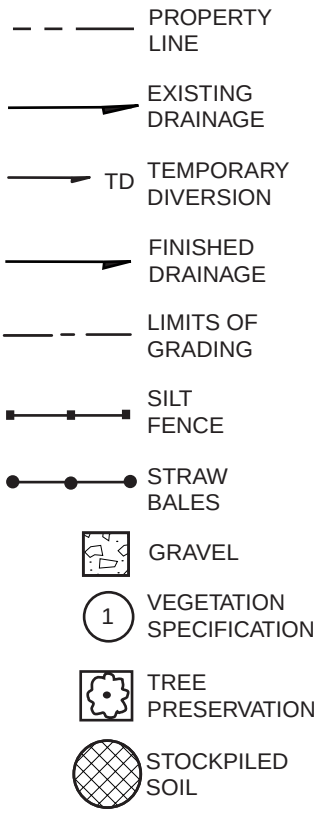
SITE DIAGRAM

Scale: 1 inch = ____feet



Please indicate north by completing the arrow.

EROSION CONTROL PLAN LEGEND



EROSION CONTROL PLAN CHECKLIST

Check (✔) appropriate boxes below, and complete the site diagram with necessary information.

COMPLETED	NOT APPLICABLE	
		Site Characteristics
❒		North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.
❒	❒	Location of existing drainageways, streams, rivers, lakes, wetlands or wells.
❒		Location of storm sewer inlets.
❒		Location of existing and proposed buildings and paved areas.
❒		The disturbed area on the lot.
❒		Approximate gradient and direction of slopes before grading operations.
❒		Approximate gradient and direction of slopes after grading operations.
❒	❒	Overland runoff (sheet flow) coming onto the site from adjacent areas.
		Erosion Control Practices
❒	❒	Location of temporary soil storage piles.
		Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway.
❒		Location of access drive(s).
		Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).
❒	❒	Location of sediment controls (filter fabric fence, straw bale fence or 10-foot-wide vegetative strip) that will prevent eroded soil from leaving the site.
❒	❒	Location of sediment barriers around on-site storm sewer inlets.
❒	❒	Location of diversions.
		Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow)from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.
❒	❒	Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).
		Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.
❒	❒	Location of practices that will control erosion on areas of concentrated runoff flow.
		Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).
❒	❒	Location of other planned practices not already noted.

COMPLETED | NOT APPLICABLE

Indicate management strategy by checking (✔) the appropriate box.

Management Strategies

❒ ❒ Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.

❒ Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

- Indicate re-vegetation method: ❒ Seed ❒ Sod ❒ Other _____
- Expected date of permanent re-vegetation: _____
- Re-vegetation responsibility of: ❒ Builder ❒ Owner/Buyer
- Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? ❒ Yes ❒ No

❒ ❒ Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

❒ ❒ Trapping sediment during de-watering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

❒ Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.

❒ Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height o f the barrier.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

EROSION CONTROL REGULATIONS

Erosion control and stormwater regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

UNIFORM DWELLING CODE (DEPT. OF SAFTEY & PROF SERVICES)

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Safety and & Professional Services, P.O. Box 7970, Madison, Wis. 53707-7970

STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, NOI Permit (Notice of Intent) P.O. 7921, Madison, WI 53707-7921,

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook,* and UW–Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

Erosion Control for Home Builders (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at http://clean-water.uwex.edu/pubs/sheets

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin–Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.

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GWQ001A Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites

DNR WT-458-96 R-03-02-2M-10-S Editing and design by the Environmental Resources Center, University of Wisconsin–Extension.

Printed on recycled paper

RIGHT-OF-WAY
EXCAVATION PERMIT

500 N. Chestnut Ave
Oconto Falls, WI 54154

Applicant		
Name:		
Address:		
City:	State:	ZIP Code:
Phone #:	Cell:	Email:

Contractor		
Name:		
Address:		
City:	State:	ZIP Code:
Phone #:	Cell:	Email:

Description of Work

Address or Location Description:

Applicant shall place a flag or marker in the ROW at the location of the proposed work to allow the City to evaluate the permit

Brief Description of Work:

Plans Prepared by:

Construction plans specifying proposed backfill material must be included with application

Proposed Utility Orientation		**Proposed Method of Installation**
☐ Cross right of way ☐ Parallel right of way	☐ Underground ☐ Overhead	☐ Open cut ☐ Trench ☐ Tunnel ☐ Jack & bore ☐ Plow ☐ Cased ☐ Suspended on poles ☐ Other:_____

Estimated Start date: **Estimated Restoration date:**

- The applicant/contractor understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on the reverse side hereof, any special provisions listed below or attached hereto, and any and all plans, details or notes attached hereto and made a part hereof.
- Applicant and contractor will indemnify and hold harmless the City of Oconto Falls and its various departments, commissions, employees, and agents from all liability for accidents and damage caused by any of the work in connection with this permit and applicant/contractor will fill and place in good and safe condition all excavations and openings made in any public street, alley, sidewalk, ditch, City or municipal utility easement, or other public right-of-way.

Signature of Applicant, Agent, or Contractor _____ Date _____

PERMIT APPROVAL & CONDITIONS

- The foregoing application is hereby approved and permit issued by the City of Oconto Falls subject to full compliance by the applicant/contractor with all provisions and conditions stated herein and on the reverse side hereof and all attachments hereto.
- OTHER SPECIAL PROVISIONS/CONDITIONS OF APPROVAL:

City Signatory:	Title:
Approval Date:	

Payment Information

Permit Fee (non-refundable)	$	Paid By:
Total Paid	$	Receipt #

PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

This permit is granted to allow performance of the specific work described herein. The following standard provisions and any included special provisions shall govern.

- The Permit Fee shall be as follows:
  - ROW abutting only single residence: $75.00
  - Up to 500' of ROW: $250.00
  - Over 500' of ROW: $250.00 per 500'

1. Proof of insurance from all companies working with in the City limits.

2. This permit shall be valid for a period of 30 days from the date of issuance. Requests for renewals shall be made in writing pursuant to Section 233-3.F of the City of Oconto Falls Code of Ordinances.

3. No excavation shall be permitted between November 15 and April 15 unless a determination has been made in writing by the City Administrator – Clerk/Treasurer, Utility Manager, or their designee, that there exists a situation requiring an emergency excavation.

4. All nonemergency excavations shall be accomplished during business hours, M-F. No nonemergency excavation shall be started on a Friday, the day before a municipal holiday, or after 2:00 p.m. on any day. No excavation may begin until the permittee has received approval to proceed from the City Administrator – Clerk/Treasurer or designee and has arranged for a City representative to be present during the excavation. The permittee shall call City Hall (920-846-4505) no less than one full business day prior to the desired start date to seek approval to proceed and arrange for the presence of a City representative.

5. The permittee shall call Diggers' Hotline a minimum of three days prior to undertaking any excavation. The permittee shall be responsible for protecting all private and public utility infrastructure (including, without limitation, private sewer and water laterals) from damage in connection with the permitted work.

6. The permittee shall comply with all applicable local, state, and federal statutes, rules, regulations, and ordinances, including without limitation, Chapter 233 of the City of Oconto Falls Code of Ordinances. Obtaining a right-of-way excavation permit does not relieve the permittee from the obligation to obtain any other permit, license, or approval required for the work undertaken.

7. The permittee shall provide sufficient warning signs, devices, and barriers to protect the public in accordance with the latest edition of the Wisconsin Manual of Uniform Traffic Control. The permittee shall not obstruct the traveled portion of the right-of-way unless permission is first obtained from the Administrator – Clerk/Treasurer or designee. Except by special permission in writing from the Administrator – Clerk/Treasurer or designee, no more than 500 feet of trench shall be open at a time.

8. Upon completion, the permittee shall restore all disturbed areas to their prior condition or better, to the satisfaction of the Administrator – Clerk/Treasurer or designee, and in compliance with Section 233-11 of the City of Oconto Falls Code of Ordinances. The Administrator – Clerk/Treasurer or designee shall determine the appropriate backfill material upon inspection of the excavation. If the pavement restoration settles or cracks within one year from the date of the permit due to improper backfill or compaction, the pavement and backfill shall be removed and replaced at the permittee's expense as directed by the Administrator – Clerk/Treasurer or designee. If the permittee's restoration efforts do not meet the City's standards, the City reserves the right to notify the permittee and invoice them for the cost of completing or correcting the restoration using City staff or contracted services.

9. The issuance of a permit does not make the City of Oconto Falls, its departments, commissions, employees, or agents liable for any private improvement/utility made or placed within the right-of-way. The permitted utilities/improvements shall, if necessary, be altered at the expense of the permittee to permit alteration, improvement or maintenance of the highway as may hereafter be ordered. The entire premium cost of constructing and maintaining the permitted utilities/improvements shall be the obligation of the permittee unless a contract for such costs has been executed.

10. A copy of this permit, along with any plans and special provisions, shall be available on the job site.

11. Upon completion of the permitted work, the permittee shall file a written notice of completion with the City.

Oconto Falls Municipal Utilities

Water, Light, and Sewage Disposal Commissions
500 N. Chestnut Avenue • P.O. Box 70 • Oconto Falls, WI 54154-0070
Tel: (920) 846-4507 • FAX: (920) 846-4516

UTILITY CONNECTION APPLICATION

Date of Application: _____

APPLICANT INFORMATION

Applicant Name: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Email: _____

CONTRACTOR INFORMATION

Contractor Name: _____

Contact: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Email: _____

CONNECTION DETAILS

Connection to be made (select all that apply): ☐ Electric ☐ Water ☐ Sewer

Location of Connection: _____

Additional Information: _____

_____

APPLICANT / CONTRACTOR ACKNOWLEDGMENT

I understand that authorization to connect to the municipal utility system noted above does not relieve me of my responsibility to contact DIGGERS HOTLINE three (3) working days before beginning any work described in this application; obtain all other permits required by governmental agencies; provide proper protection of the public through decontamination of the facility being connected and proper barricading and signing of the work area; ensure utility work is properly inspected before covering; minimize damage to public streets and facilities; and repair damaged property to the specifications of private owners and the municipality. I further understand that any repair costs for damage to public property may be assessed to the applicant if the applicant fails to properly repair such damage to municipal specifications. I acknowledge that I have reviewed the City's Utility Connection Ordinance (445).

Applicant/Contractor Signature: _____ **Date:** _____

FOR MUNICIPAL USE ONLY

Has Excavation Permit been approved? ☐ Yes ☐ No

Has applicant completed a Service Application? ☐ Yes ☐ No