

VILLAGE OF HOWARD

Department of Code Administration

INFORMATION FOR BUILDING PERMIT APPLICANTS

THE ITEMS LISTED BELOW SHALL BE SUBMITTED TO THE DEPARTMENT OF CODE ADMINISTRATION FOR REVIEW AND APPROVAL PRIOR TO PERMIT ISSUANCE:

- () **PERMIT APPLICATION** for all projects. The application shall be completed, signed and dated by the contractor responsible for the proposed work. Incomplete applications will not be accepted.
- () **ONE COMPLETE SET OF BUILDING PLANS** for all new buildings and all additions or alterations to existing buildings including use changes. Required drawings shall include floor plans for each floor level and basement (foundation plan), exterior elevations of all sides of the building, a typical wall section or building section, and other details and calculations as required by the plan reviewer. Plans shall be legible, drawn to scale, fully dimensioned, and shall contain sufficient information to determine compliance with applicable codes and regulations. The requirement for filing of plans may be waived for smaller projects if the character of the work is sufficiently described on the permit application.
- () **RECORDED CERTIFIED SURVEY MAP OR PLAT** of the subject lot or parcel of land for all new buildings, all additions or structural alterations to existing buildings, and all other "development " as defined in Section 17.02 of the Howard Municipal Code (unless such recorded survey or plat is on file with the Department of Code Administration).
- () **SITE PLAN OR PLOT PLAN** for all new buildings and all additions or alterations to existing buildings including use changes. The plan shall be legible, drawn to scale, fully dimensioned and shall accurately show the location of all buildings, structures, streets, property lines, wells, septic systems, power lines, easements, etc. Additionally, the total accumulated horizontal impervious surface area (building roofs and roof overhangs, driveways and driveway aprons, sidewalks, parking lots, paved areas, patio slabs, and all other surfaces impervious to the penetration of storm water) must be clearly shown somewhere on the site plan.
- () **EROSION CONTROL PLAN** for all new buildings and additions to existing buildings. The plan shall be legible, drawn to scale, and shall accurately show site topography, water courses, soil types, vegetative cover and all proposed erosion control measures. The plan shall be designed to comply with the provisions of Chapter 22 of the Howard Municipal Code entitled "Construction Site Erosion Control."
- () **ENERGY CALCULATIONS** for all new single family and two family dwellings. Calculations shall be submitted on a State of Wisconsin approved "Energy Worksheet" and sufficient information shall be provided to determine compliance with applicable energy codes. Incomplete calculations, non-approved forms, or forms with missing information will not be accepted.
- () **WATER CALCULATIONS** for new buildings and alterations to existing buildings where a new connection will be made to the Village of Howard municipal water system. Water distribution sizing calculations shall be submitted on an approved "*Water Calculation Worksheet*" and shall comply with the requirements set forth in COMM 82.40(7) of the State of Wisconsin Plumbing Code.
- () **DRIVEWAY DESIGN APPROVAL** from the Department of Public Works for all new and reconstructed driveways.
- () **STATE OF WISCONSIN, COMM APPROVED PLANS** for all public buildings and places of employment. Plans for all new buildings and additions, alterations, or change of use of existing buildings shall be approved, stamped, signed and dated by the State plan examiner unless specifically exempted in COMM 50.21. Contact COMM, Safety & Buildings Division @ (715)524-3629 for more information.
- () **SANITARY PERMIT OR APPROVAL** from the Brown County Zoning Department for all new buildings and all additions or alterations to existing buildings requiring connection to a private on-site sewage disposal system. Contact the Brown County Zoning Department @ (920)448-4490 for more information.
- () **FLOODPROOFING DESIGN** for all new buildings and all additions or alterations to existing buildings located in a regulatory floodplain district. The design shall be prepared by a registered professional engineer or architect and shall include a certification verifying that the floodproofing standards contained in the Village of Howard, Floodplain and Shoreland Wetland Zoning Code are incorporated into the building plans and specifications.

PERMIT APPLICATIONS WILL BE PROCESSED ONLY UPON RECEIPT OF ALL REQUIRED SUBMITTALS. PLANS AND DATA SUBMITTED WILL BE REVIEWED TO DETERMINE SUBSTANTIAL COMPLIANCE WITH VILLAGE AND STATE CODES. APPLICANTS WILL BE NOTIFIED WHEN DEPARTMENT REVIEW IS COMPLETE AND PERMITS ARE READY TO BE ISSUED. PERMITS MAY BE PICKED UP AT THE VILLAGE HALL DURING NORMAL BUSINESS HOURS UPON PAYMENT OF REQUIRED FEES. QUESTIONS MAY BE DIRECTED TO THE DEPARTMENT OF CODE ADMINISTRATION @ (920)434-4640.

NO BUILDING CONSTRUCTION OR EARTH DISTURBING ACTIVITY SHALL TAKE PLACE UNTIL REQUIRED FEES ARE PAID, THE BUILDING PERMIT IS ISSUED, AND THE PERMIT PLACARD IS POSTED ON THE JOB SITE. PERMIT FEES MAY BE DOUBLED AND/OR OTHER PENALTIES IMPOSED IF REQUIRED PERMITS ARE NOT OBTAINED PRIOR TO COMMENCING WORK.