



TOWN OF
MIDDLETON
Wisconsin

BUILDING PERMIT PACKET

NEW SINGLE FAMILY HOME CONSTRUCTION

NEW DRIVEWAY REQUIREMENTS
DECK INFORMATION AND REQUIREMENTS
INSPECTION PROCEDURES

Note: Pages in packet are double sided

**New Deck Plans
need to include ALL deck
framing and connector details as
per SPS 321.225 Deck Code**

Instructions for Completing Building Permit

Town of Middleton

Last Updated: 02/14/2020

7555 W. Old Sauk Road

Verona, WI 53593-9700

Phone: 608-833-5887

Fax: 608-833-8996

info@town.middleton.wi.us

Inspector Tracy Johnson

johnsoninspection@gmail.com

608-444-0372

Please type or use ink to complete the form.

The Owner, builder or agent shall complete the application form down through the Signature of Applicant block, submitting it and building plans and specifications to the enforcing municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. Please use ink in all fields.

PERMIT REQUEST

- Check the type of Permit Requested: Construction, HVAC, Electrical, Plumbing, Etc.
- Fill in the owners 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 storm water provisions of ch. NR 151 of the WI Administrative code. Checking this box will satisfy the related notification requirements of ch. NR 216. (For the Town of Middleton, the area is 4,000 sq ft or more)
- 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 contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name, electrician and HVAC contractors and their associated license numbers must be entered on the permit before a permit is issued.

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.

PROJECT DATA

- Fill in all numbered project data blocks (1-14) 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. 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.
 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.
 14. Estimated Cost – Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE – Sign and date the 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 Middleton, having jurisdiction, will use this section to state any conditions that must be complied with pursuant to issuing the building permit. Project description MUST be filled out to receive a permit.

ISSUING JURISDICTION: - This area will be completed by the authority having jurisdiction.



New Single-Family Home Construction Checklist:

- One (1) set of 11x17 plans
- Building Permit Application
- Dane County Zoning Permit
- Heat CALC's
- Site Plan
- Erosion Control Plan
- Wall Bracing Plan
- Driveway Permit Application

Cautionary Statement to Owners Obtaining Building Permits

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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 <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> 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: _____

Building Permit Deposit Requirements

Town of Middleton

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Permit Number _____

Builder/Homeowner _____

Email _____

Job Address _____

A \$2,500 Building Permit Deposit is required to ensure the following:

- All inspections have been called in and passed,
- Driveway has been installed per Town of Middleton Driveway Ordinance, and
- The Street Ditch Elevations have not been changed

The Deposit will be returned at the end of the project if all items were completed and passed Building Inspections, including:

- Concrete, timber, boulder or stone may not be placed at culvert ends
- Maximum Driveway width is 22' at right-of-way and 28' at the street pavement edge for residential driveways
- Surface of the driveway connecting with the street shall slope downward and away from the street, a minimum of 3" of pitch sloping back a minimum of 5' from street edge.
- Construction equipment and vehicles shall be limited to one entrance per lot in the location of the future driveway
- Driveway culvert lengths shall be such as to provide for a maximum slope of 4:1 (4'horizontal : 1' vertical)
- All driveways must be inspected prior to paving or concrete being poured to ensure that they are in compliance with the Town's Driveway Ordinances. Any driveway that is completed before an inspection is done, and that does not meet Town Ordinance standards, will be required to be removed and replaced at the contractor/owner's expense
- The front of the mailbox shall be at least 18" back from the edge of the street
- Fire # Installed

Notes/Comments:

Building Permit Notes

Town of Middleton

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- 1) By law, all permit and inspection activities must be undertaken by a Certified Building Inspector. No other Town employee is authorized by law to undertake activities related to building permits or inspections.
- 2) The Town of Middleton has adopted the State of Wisconsin Uniform Dwelling Code.
- 3) The Building Inspector does not hold office hours at the Town Hall. Contact him directly via phone or email.
Phone: (608) 459-8800 E-mail: johnsoninspection@gmail.com
- 4) The issuance of most building permits must be preceded by the issuance of a Dane County Zoning Permit. The Zoning Permit is issued by the Dane County Planning & Development Department located in Room 116 of the City/County Building, telephone number (608) 266-4266.
- 5) The Town of Middleton assesses double permit fees to any individual who proceeds without a proper Building Permit. **A Building Permit must be issued prior to any construction work, including ground disturbance activities.**
- 6) No building activity may occur until a driveway permit has been issued and the driveway installed, including culvert if required.
- 7) All building and landscaping activities must be confined to the lot or area for which the building permit has been issued. **No construction activity may occur on any adjoining property.**
- 8) The Town of Middleton Building Code includes erosion control measures. An **Erosion Fence** must be installed and inspected before a building permit will be issued for new homes and additions. The Town considers erosion control a very important component of appropriate construction activities. Contractors are reminded that a lack of appropriate erosion control measures is the basis for citations, fines and forfeitures or revocation of a Building Permit. Contractors are responsible for conducting a site inspection on at least a weekly basis and within 24 hours of any rainfall of ½ inch or more.
- 9) The construction of a new residential building is subject to the final inspection by the Building Inspector and the issuance of an Occupancy Permit. No one may occupy a new residential building or move personal belongings into a residential building without a properly issued Occupancy Permit or approval from the Building Inspector.
- 10) The Town of Middleton requires all contractors applying for a Building Permit to provide proof of registration with the Department of Safety and Professional Services.
- 11) The Town requires a copy of the homeowner's driver license as a part of the permit application to properly issue and file a building permit violation citation if needed.
- 12) The Town requires a minimum 4' high fence around all swimming pools or a mechanical cover that will support 250 pounds.
- 13) The issuance of any Building Permit for commercial purposes requires the approval of the Town Plan Commission and the Town Board. Applicants for a Commercial Building Permit should consider the timing of such approvals when contemplating construction.
- 14) Contractors must dispose of construction waste and materials properly. Construction waste may not be dumped in ditches or adjacent properties. Contractors are responsible for maintaining the construction site free from litter.
- 15) Any potential complaint or grievance regarding building permit or inspection activities in the Town of Middleton must be made in writing to the Town Administrator at the address listed above.

Deck Information & Requirements

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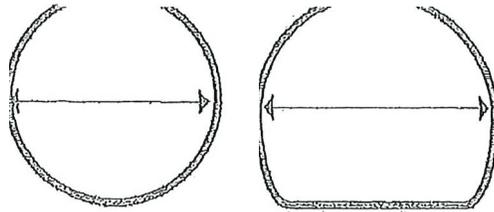
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- All decks with height of more than 24" are required to have guardrails with a height of not lower than 36". Spindles are also required with a spacing of not more than 4" between spindles. If adding on to existing deck, guardrails and spindle spacing must meet existing code requirements.
- STAIR DETAILS:
 - Width - Stairs shall measure at least 36" inches in width. Handrails and associated trim may project no more than 4 1/2 inches into the required width at each side of stairs.
 - Treads and Risers - Except for spiral stairs and winders, risers may not exceed 8" inches in height, measured vertically from tread to tread. Treads shall be at least 9" inches wide measured horizontally from nosing to nosing.
 - *Note:* This means the first tread stepping down from deck and the last tread stepping down to the ground must be uniform with other steps. Beware of the pre-cut stringers (steps) that you can purchase from your local retail center they might not meet code on the bottom step.
 - Variances - Within individual stairways, riser heights may vary in uniformity by a maximum of 3/8ths of an inch.
 - Within individual stairways, tread widths may vary in uniformity by a maximum of 3/16ths of an inch.
- HANDRAILS AND GUARDRAILS:
 - Handrails or guardrails shall be provided on all open sides of stairs consisting of more than 3 risers and on all open sides of that are elevated more than 24 inches above the floor or exterior grade. Handrails and guardrails shall be constructed to prevent the through passage of Sphere with a diameter of 4 3/4 inches or larger. Handrails and guardrails shall be designed and constructed to withstand a 200-pound load applied in any direction. Exterior handrails and guardrails shall be constructed of metal; decay resistant or pressure treated wood or shall be protected from the weather.
- HEIGHT:
 - Handrails shall be located at least 30 inches, but no more than 38 inches above the nosing of the treads. Handrails also must be graspable, see attached sheet for examples. Measurements shall be taken from the hard structural beneath any finish material to the top of the rail. Variations in uniformity are allowed only when a rail contacts a wall or newel post or where a turnout or volute is provided at the bottom steps.
- FOOTINGS:
 - Decks that are fastened to the house are required to have footing. Footing must be 48" in depth and can be round or of a block design. Design footing for anticipated load such as future roof.
 - Decks that are free standing and not attached to the house may set on concrete piers and must be properly cross-braced. Concrete piers shall be located on undisturbed to compacted soil, free of organic material (Black Dirt)

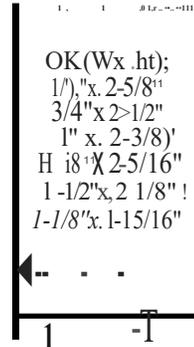
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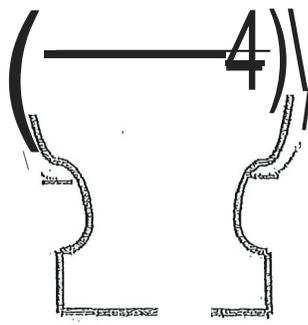
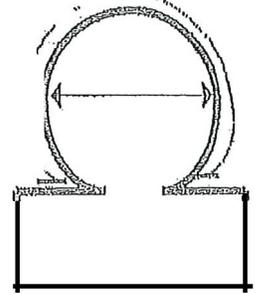
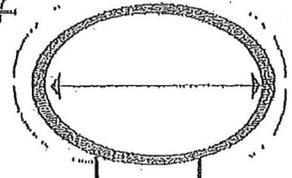
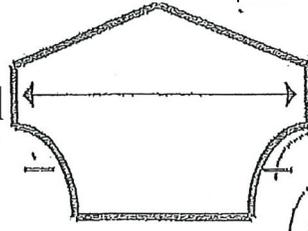
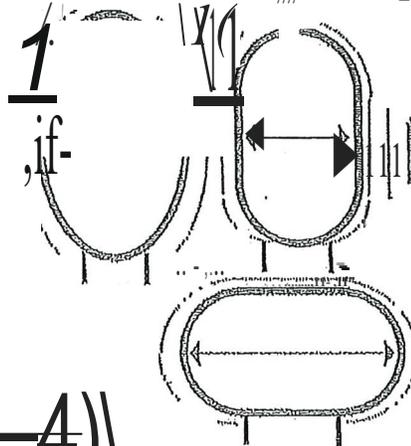


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1" x. 2-3/8"
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1-1/2"x. 2 1/8"
1-1/8"x. 1-15/16"

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Inspection Procedures

Town of Middleton

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General:

- **When a building permit is issued for your project, you are responsible for calling the inspector for the required inspections at the appropriate phases of your project.**
- **Inspections are made during scheduled office hours.**
- **Building codes allow 48 working hours (except for the final inspection) for these inspections to be accomplished by the inspector. When asked, we will make every effort to respond sooner but advance planning ensures an inspection on schedule.**
- **When possible, schedule multiple inspections simultaneously.**

Normally required inspections for new construction:

1. **A footing inspection. (Bleeder drain tiles @ 8'0" on center required on new construction.)**
2. **A foundation inspection after wall has been poured with exterior drain tile in place prior to backfilling. (On a small addition with plenty of property line setbacks, the footing and foundation inspections may be combined.)**
3. **An underfloor plumbing inspection. The state plumbing code requires a 10'0" head of water held for 15 minutes for a water test and 3 PSI of air pressure held for 15 minutes for an air test. Both tests need to be done in the presence of the inspector.**
4. **A temporary or permanent electrical service inspection. This service must be inspected, approved, and released by the inspector prior to the local utility company energizing the system.**
5. **The rough construction, electrical, plumbing, and heating inspections (may be done at the same time) prior to covering up the work.**
6. **An insulation inspection, prior to the installation of drywall or other wall finish materials.**
7. **A final inspection prior to moving personal belongings in and/or occupying the new space.**
8. **A driveway and culvert inspection. Non-compliance shall result in the removal or modification of the driveway, culvert, and/or culvert end treatment.**

To request an inspection:

**Call Johnson Inspection at 608-459-8800 or email johnsoninspection@gmail.com
In order to save trips to the job site, it is asked that multiple inspections be scheduled simultaneously, whenever possible.**

Town of Middleton
Building Permit fee Schedule
2020-2022

Construction Permits/Fees

New Homes and Additions:

One- & Two-Family Dwellings

- a. New Structure and Additions – All Areas.....\$ 0.15 per square. ft. (\$100.00 min)
PLUS
 - Mechanicals – All Areas
 - Electrical\$0.06 per square. ft. (\$100.00 min)
 - Plumbing\$0.06 per square. ft. (\$100.00 min)
 - HVAC.....\$0.06 per square. ft. (\$100.00 min)
 - State seal..... \$37.00
 - Erosion Control..... \$125.00
- b. Remodels \$13.00 per thousand of estimated cost (\$100.00 min) *Plus mechanicals. Minimum from above*
- c. Accessory Structures \$ 0.15 per square. ft. all areas (\$100.00 min)
- d. Swimming Pools..... \$175.00
- e. Miscellaneous Replacements Furnaces, Water heaters \$100.00
- f. Electrical Service Upgrade \$125.00

Commercial Buildings

- a. New Structure and Additions – All Areas.....\$0.18 per square. ft. (\$175.00 min)
PLUS
 - Mechanicals
 - Electrical\$0.07 per square. ft. (\$125.00 min)
 - Plumbing\$0.07 per square. ft. (\$125.00 min)
 - HVAC.....\$0.07 per square. ft. (\$125.00 min)
- b. Remodels ...\$15.00 per thousand of estimated cost (\$175.00 min) *plus mechanicals minimum from above*
- c. Miscellaneous Replacements: Roof Top Units, Water Heaters \$150.00
- d. Electrical Service Upgrade \$175.00

Razing Fees \$150.00

Agricultural Buildings \$75.00

Early Start/Residential \$125

Early Start/Commercial \$175

New Single Family Completion Deposit: \$2500

Driveway Permits (effective 3/16/2020)

- All Driveway Permit Applications..... \$400.00
- If the driveway is determined to be a repaving of an existing driveway only, \$200 will be refunded to the Applicant
- If it is determined that the requirements of the shared and long driveway section of Chapter 8.01 of the Town's ordinances apply, the Applicant shall pay for the additional costs incurred in excess of \$400.
 - a. For applications that are part of a building project, the additional costs incurred by the Town shall be paid before the building Occupancy Permit is granted.
 - b. For applications that are not part of a building project, the additional costs incurred by the Town shall be paid within 30 days of receipt of invoice from the Town.