

Building Permit Application Instructions

Building Inspector
5211 Schluter Rd., Monona WI 53716
Phone (608) 222-2525
Fax (608) 222-9225
bldinspec@ci.monona.wi.us



WHEN DO I NEED A PERMIT?

Building Permits are required for any new residential or commercial building construction, along with any additions and/or changes to the exterior of your building or property; or any additions or changes to the interior of your building. All of the following require building permits:

- New construction
- Additions, including screened porches and decks
- Finishing an unfinished basement
- Bathroom or kitchen remodeling and/or alterations
- Installation of swimming pool, whirlpool, or hot tub
- Installation of wood stoves and fireplaces
- Building an accessory structure (detached garage, shed, boathouse, etc.)
- Any type of electrical, heating, or plumbing work, including replacement of furnace, central air conditioner, water heater, and water softener
- Re-roofing
- Re-siding
- Replacing windows
- Installing a fence

HOW DO I SUBMIT MY APPLICATION?

Please complete the attached application to the best of your ability and **include drawings** for an addition, alteration, fence, deck, shed or the like. You can submit your permit in any of the following ways:

- Click the red "Submit via Email" button on the bottom of the last page of the form; any drawings or plans can be uploaded along with the form. If submitting via email, you must include an electronic signature.
- Print and email your form along with any required drawings or plans to bldinspec@ci.monona.wi.us, or fax to (608) 222-9225.
- Print and return your form and any required drawings in person or mail to:

Building Inspector
City of Monona
5211 Schluter Rd.
Monona, WI 53716

HOW DO I CALCULATE THE FEES?

You don't need to calculate the fees. The building inspector will review your application and plans and calculate the appropriate fees. He will call you when your permit(s) are ready to be picked up at City Hall, and he'll inform you of your fees at that time. Fees can be paid when the permit is picked up.

If you'd like to meet with the inspector in person to discuss your project, it's best to schedule an appointment by calling (608) 222-2525.

required fields

FOR INSPECTIONS CALL: (608) 222-2525		GENERAL BUILDING PERMIT APPLICATION GENERAL ENGINEERING COMPANY OFFICE: (608) 745-4070 FAX: (608) 745-5763				PERMIT #			
						EXPIRATION DATE:			
Parcel Number:		Property is Located in <input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of Name: Monona				Municipality Number 1 3 - 2 5 8			
PROJECT DESCRIPTION (Submit Building Plans & Site Plan)						Does this project require any additional approvals or permits? <input type="checkbox"/> yes <input type="checkbox"/> no			
Building Project Address:						Finished Project Value \$			
Zoning District(s):		Zoning Permit No.:	Corner Lot <input type="checkbox"/> yes <input type="checkbox"/> no	Bldg. Height Ft.	Setbacks:	Front	Rear	Left	Right
Owner's Name(s)			Mailing Address			Telephone			
						Email			
Contractor Name & Type			Licen. / Cert #	Exp. Date	Mailing Address		Telephone & Email		
Construction Contractor							Tel.		
Dwelling Contractor Qualifier					The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.		Email		
HVAC Contractor							Tel.		
							Email		
Electrical Contractor							Tel.		
							Email		
Master Electrician							Tel.		
							Email		
Plumbing Contractor							Tel.		
							Email		
RESIDENTIAL Single Family/Duplex	Addition: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control								
	Detached Accessory Building: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.								
	Remodel: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.								
	Other: <input type="checkbox"/> Fence <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control <input type="checkbox"/> Electrical Service Upgrade (Amp____) <input type="checkbox"/> Removal of Structure (Raze) <input type="checkbox"/> _____								
COMMERCIAL	New Commercial Building: _____ Bldg. Sq. Ft. <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control								
	Commercial Addition/Alteration: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control _____ Building Sq. Ft. <input type="checkbox"/> Electrical Service (Amp____) <input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Removal of Structure (Raze)								
	State of Wisconsin Plan Approval Needed: <input type="checkbox"/> yes <input type="checkbox"/> no (Approved plans must be submitted with permit application)								
Zoning – When applicable, owner shall research setback information regarding height, lot coverage, etc. prior to submittal of this application.									
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 I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply of this application. 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. It is the Owner/Contractors Responsibility to Call in ALL INSPECTIONS to the Inspector.									
APPLICANT'S SIGNATURE _____						DATE SIGNED _____			
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. <input type="checkbox"/> See attached for conditions of approval.									
BELOW SECTION FOR OFFICE USE ONLY									
FEES:			PERMIT(S) ISSUED			PERMIT ISSUED BY:			
Construction \$ _____			<input type="checkbox"/> Construction			Name _____			
Plumbing \$ _____			<input type="checkbox"/> HVAC			Date _____ Telephone _____			
Electrical \$ _____			<input type="checkbox"/> Electrical			Cert No. _____ Census Code _____			
HVAC \$ _____			<input type="checkbox"/> Plumbing						
Zoning \$ _____			<input type="checkbox"/> Erosion Control						
Other _____ \$ _____			<input type="checkbox"/> Other _____						
Administrative \$ _____									
Total Permit Fee \$ _____									

Cautionary Statement to Owners Obtaining Building Permits

Sec. 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 Sec. 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 of 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 1987

If this project is 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-APPLICANT'S SIGNATURE: _____ Date: _____



City of Monona Public Works Department

STORMWATER UTILITY APPLICATION FORM

Today's Date:	Parcel Number:		
PROPERTY OWNER INFORMATION			
Owner Last Name:		Owner First Name:	
Home phone:	Cell phone:	Email:	
PARCEL INFORMATION			
Address:			
Is this a newly purchased or recently purchased property?		<input type="checkbox"/> YES	or <input type="checkbox"/> NO
Was this parcel recently split from, or merged with, another parcel?		<input type="checkbox"/> YES	or <input type="checkbox"/> NO
PROJECT DESCRIPTION			
Please describe the work you are doing:			
Estimated Schedule:			
Start Date:		End Date:	
Contractor Company Name:			
Contractor Foreman Name:			
Contractor Phone No.:			
Contractor Email:			
IMPERVIOUS AREA CHANGES			
<p>IMPERVIOUS SURFACE, as defined in the Monona Code of Ordinances, Chapter 216-4 – Erosion and Stormwater Control Definitions, is land cover that prevents rain or melting snow from infiltrating into the ground, such as roofs (including overhangs), roads, sidewalks, patios, driveways and parking lots. All road, driveway or parking surfaces, including gravel surfaces, are considered impervious, unless specifically designed to encourage infiltration and approved by the Director. Decking is considered impervious by Dane County standards if the soil beneath the decking is anything other than top soil or native soils. Decking is considered an impervious surface unless the property owner can prove otherwise.</p> <p>Please check the box next to ONE of the descriptions below that best describes the changes to the parcel and fill out the information required under each heading.</p>			
1) <input type="checkbox"/> PROJECT WILL NOT CHANGE THE IMPERVIOUS SURFACE ON THE EXTERIOR OF THE PROPERTY			
2) <input type="checkbox"/> FULL DEMOLITION WITH <u>NO</u> REBUILD			
Were ALL impervious surfaces demolished and/or removed?		<input type="checkbox"/> YES	or <input type="checkbox"/> NO
If YES, should the new square footage of impervious surfaces be " 0 " ?		<input type="checkbox"/> YES	or <input type="checkbox"/> NO
3) <input type="checkbox"/> PARTIAL DEMOLITION WITH <u>NO</u> REBUILD Impervious area post construction: _____ Sq. Ft.			
OR			
4) <input type="checkbox"/> PARTIAL DEMOLITION WITH REBUILD Impervious area post construction: _____ Sq. Ft.			

5) **NEW ADDITION**

Final Impervious Area according to site/building plan: _____ Sq. Ft.

** (Impervious space added to original structural footprint. Do not add impervious sq. ft. for any area of the new addition that is replacing impervious space from the original footprint of the existing structure.)

OR

6) **NEW ADDITION: EXTERNAL FACILITY ONLY** (non-attached garage, shed, boathouse, patio, deck)

Final Impervious Area according to site/building plan: _____ Sq. Ft.

** (Impervious space added to original structural footprint. Do not add impervious sq. ft. for any area of the new addition that is replacing impervious space from the original footprint of the existing structure.)

7) **FULL DEMOLITION WITH NEW CONSTRUCTION**

Were all impervious areas demolished before new construction? YES or NO

Final impervious area per the site/building plan: _____ Sq. Ft.

8) **NEW CONSTRUCTION ON PREVIOUSLY VACANT LOT WITH 0 sq. ft. OF EXISTING IMPERVIOUS**

Final impervious area per the site plan: _____ Sq. Ft.

DOCUMENTATION REQUIREMENTS

Site or building plans and/or map clearly defining impervious surface area changes must accompany this application and any building permit application for projects that will change the amount of impervious surfacing on a parcel. Site/building plans must have clearly labeled dimensions for all impervious surfaces.

SITE or BUILDING PLANS ATTACHED: YES or NO

I hereby certify, under penalty of perjury, that the above information is true and correct, and I understand that any future changes to the scope of work described above that result in a change in the impervious areas indicated above must be reported to the City via a re-submission of this form. I further understand that any information provided may be confirmed through site inspections and/or GIS technology.

X _____ Date: _____

Signature

Printed Name

THIS SECTION FOR OFFICE USE ONLY

Application Received By: _____

Date: _____

Database/GIS Data Updated By: _____

Date: _____

Site Plan/Maps to GIS Coordinator on Date: _____

Notes:

Questions? Please contact Brad Bruun, City of Monona Public Works Project Manager and GIS Specialist

bbruun@ci.monona.wi.us / 608-222-2525 ext. 7402