



# New 1 & 2 Family Dwellings Packet

City of Menasha

Building Inspection Department

100 Main Street, Suite 200, Menasha, WI 54952

Phone: 920-967-3655 Email: [ahumski@menashawi.gov](mailto:ahumski@menashawi.gov)

## **Please read through the entire packet.**

**Incomplete or missing information will delay the review process.**

### **Before Submitting**

The city of Menasha has zoning ordinances which regulate minimum roof pitches, garage sizes, setbacks, building heights & the number of structures on a parcel. Please visit our website or call Community Development at 920-967-3650 with zoning questions before submitting a permit.

- ✓ Minimum 4/12 roof pitch
- ✓ The maximum size for an attached garage is as follows:
  - R-1 or R-1a Zoning: 1,200 sq. ft. or 80% of the principal dwelling's floor area, whichever is less.
  - R-2 or R-2a Zoning: 1,300 sq. ft. or 80% of the principal dwelling's floor area, whichever is less.
- ✓ The maximum size for a detached garage is as follows:
  - R-1 or R-1a Zoning: 816 sq. ft. for a single family
  - R-2 or R-2a Zoning: 624 sq. ft. per dwelling unit

### **Checklist of Data for Submittal** - Digital (PDF only) & paper copies must be submitted

- ☐ Zoning permit application for New 1 & 2 Family Dwellings - Fully completed
- ☐ State electronic permit application - Fully completed
- ☐ Grade request - Must be submitted to the Engineering Department
- ☐ Copy of the sanitary district receipt
- ☐ Erosion Control Standard Conditions of Approval - Completed
- ☐ Menasha Inspection Protocol - Completed
- ☐ Site plan\* - Containing erosion control measures drawn to scale
- ☐ House plans & Wall bracing\* - Must be onsite for rough-in inspection
- ☐ Wall cross section\*
- ☐ Foundation criteria - This includes: Soil specs, rebar placement & size using ACI 332-14/ACI 318-14, PSI of Concrete strength, wall thickness & footing size
- ☐ Truss plans - Minimum of truss layout by designer locating point loads & bearing sizes for these locations  
Truss specs & layout must be on site for rough-in inspection
- ☐ Floor system plans - Label type, size, spacing
- ☐ Heat distribution layout
- ☐ Energy Worksheet - Either:  
REScheck version 4.6.2.0 using 2009 IECC & Wisconsin 2009, RemRate or UDC Compliance Certificate

*\*See following pages for more detailed information*

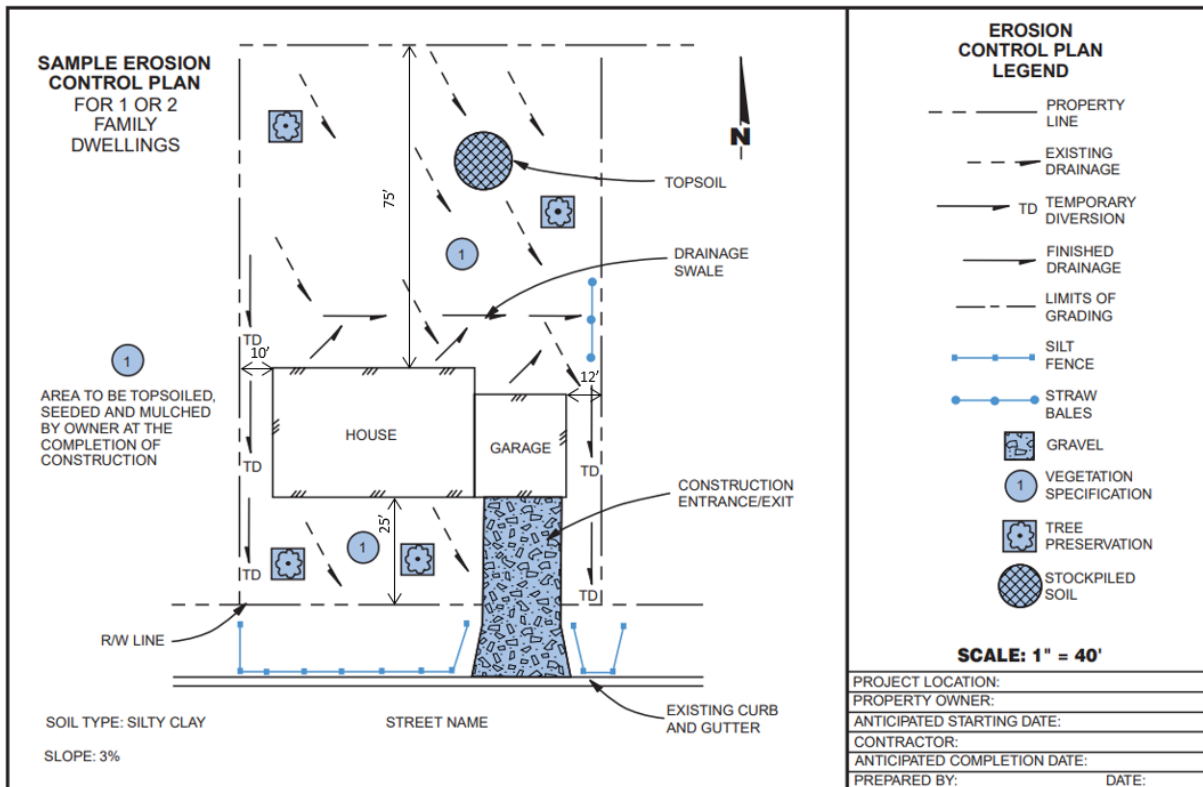
Per SPS 320.09 (11) Permits will be approved or denied within 10 business days of receipt of **ALL** forms, fees, plans & documents required to process the application, & completion of other local prerequisite permitting requirements.

Fees will be due once permits are approved.

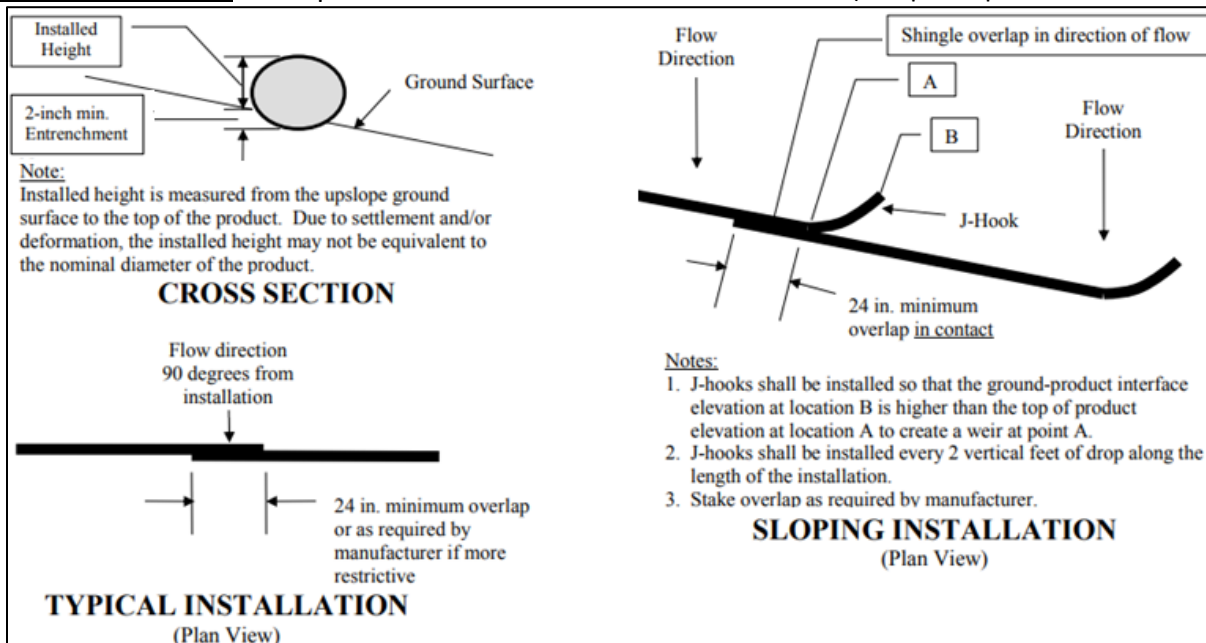
## Site Plan (Drawn to scale) No SKETCHES! Must be in readable ink.

A Site plan must show:

- Location of the dwelling, any other buildings, decks, pergolas, ...
- Location of all erosion & sediment control measures & what type will be used
- Location of slope & direction of runoff flow
- Location of any surface waters adjacent to the site
- Location of stock piles
- Location of tracking pad
- Location of proposed areas of disturbance
- See UDC Appendix A for additional information on erosion control measures



Log Type Erosion Control - This product must follow DNR Standard 1071 (Sample of part of the Standard below)



## **Dwelling Plans**

Submit a set of bound drawings and one digital (PDF only) drawing drawn to scale and legible.

Shall include the following:

- **Floor Plans & Foundation Plans** - Including but not limited to the following:
  - A. Room sizes & locations
  - B. Door sizes & locations
  - C. Window sizes & locations, glazing size, net openable size
  - D. Label room use (includes hallways, foyers & entrances)
  - E. Structural features - Including but not limited to the following
    - 1. Size of lumber/other structural material for braced wall lines, joists, beams, rafters, trusses, headers, studs (including tall wall details), & columns
    - 2. Size, location & reinforcement (as required) for footings, foundations, floors, column pads
    - 3. Include structural calculations if not designed per UDC tables
  - F. Braced wall plan – Use either of the following:
    - 1. Wall Bracing Compliance Worksheet including the location & construction details of required braced wall panel on the floor plans
    - 2. Provide all of the information on the floor plans
  - G. Stair details
  - H. Fire separation between dwelling & garage & between dwelling units
  - I. Plumbing fixtures (bathroom, kitchen, etc.) lavatory, water closet, water heater, softener, etc.
  - J. Location of any exhaust fans to be installed
  - K. Any fireplaces & masonry chimneys - please label the type of fuel used
- **Elevations**
  - A. Information on exterior appearance
  - B. Indicate the location, size & configuration of doors, windows, roof, chimneys & exterior grade level
- **Cross-Section** (Cross-section must match the house plan submitted)
  - A. Exterior grade level
  - B. Footing & foundation wall sizes, drain tile system & types of materials
  - C. Exterior wall construction identifying materials used (including insulation & vapor retarder)
  - D. Roof construction identifying materials used & spans (including insulation & vapor retarder)
  - E. Floor construction identifying materials used & spans (including insulation, if used)
  - F. Basement floor thickness, base course (including insulation & vapor retarder)

*Per SPS 320.09 Code officials are permitted to request additional supporting information for submitted projects in order to determine compliance.*



## STANDARD CONDITIONS OF APPROVAL EROSION CONTROL

Project Address \_\_\_\_\_

### **The property owner/applicant is responsible for compliance with SPS 321.125 & DNR standards**

- Erosion control measures shall be in place before beginning any land disturbing construction activities.
- Erosion control measures shall be placed along downslope areas as required to prevent or reduce the potential deposition of soil or sediment to all of the following:
  - Waters of the state
  - Public sewer inlets
  - Adjacent properties
- (DNR Standard 1057) A non-tracking access roadway shall be installed prior to any traffic leaving the site. The aggregate shall be 3-6" clear or washed stone, at least 12" thick, at least 50' long.
- Slopes greater than or equal to 12% are not considered stabilized by seeding or mulching unless used in conjunction with tackifier, netter or matting.
- Any soil stockpiles which are left more than 7 days must be protected by seeding & mulching, erosion mat, silt fencing, covering or other methods. This does not include fill or topsoil piles in active use.
- All soil stockpiles shall be located at least 25 feet from any from lakes, streams, wetlands, ditches, drainageways, or roadway drainage systems. BMP's shall be installed downstream of all soil stockpiles.
- Storm water inlet protection shall be installed.
- Any ditches or drainage ways that flow off-site must be protected with appropriate BMPs.
- Remove soil or sediment from streets by end of work day. Excessive accumulation may require more frequent clean up per SPS 321.125(6)(a)3. Maintain all road drainage systems & tracking provisions, storm water drainage systems & control measures.
- Repair any erosion damage to adjoining surfaces & drainage ways resulting from land disturbing activities.
- Check erosion control measures at least weekly & within 24 hours after a rainfall of .5 inches or more.
- Maintain erosion control measures until disturbed areas are at least 70% stabilized. The owner is responsible for removing erosion control measures once the site is stabilized.
- Keep a copy of the conditionally approved erosion control plan on site.
- Additional erosion control measures may be required upon site inspections.

I have read, understand and will comply with SPS 321.125 & DNR standards.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

BMP=best management practices



100 Main Street  
Suite 200  
Menasha, WI 54952  
920-967-3655  
[ahumski@menashawi.gov](mailto:ahumski@menashawi.gov)

## City of Menasha Building Inspection Division Plan Review, Permit and Inspection Policy & Procedures

The following policies are enforced by the City of Menasha Building Inspection Division understanding and following the requirements listed below will be beneficial in successfully completing construction in the City of Menasha.

Requests for inspections shall be made a minimum of 24 hours in advance of the actual inspection and all work is completed for the required inspection. Inspections will be taken on a first requested basis. When the inspection docket is full, succeeding requests will be shifted to the next available day. Builders need to anticipate these occurrences and plan accordingly. It may take more than 24 hours to schedule an inspection. All items to be inspected must be ready for inspection when scheduled.

The final inspection may take up to five days to schedule. Builders need to anticipate this and not schedule the inspection the day before they want the homeowners to move in or just before a closing. There shall be no furniture, personal belongings or staging in the house before occupancy is issued. There shall be no work, cleaning or “finishing touches” being done during the inspection.

- The Building Permit Card and address shall be posted in a position easily visible from the road.
- The approved set of construction plans, wall brace plans, truss /floor plans and specifications shall be on the job site for all inspections. Any changes to the approved set of construction drawings shall be reviewed and approved by the Building Inspection Division prior to requesting an inspection.
- Re-inspection fees are a minimum of \$35.00. This fee is imposed when deficiencies from a previous inspection have not been corrected, or an inspection is scheduled when the work is not ready for inspection.
- Inspection reports will be e-mailed to the owner/contractor.
- A final inspection report will be e-mailed to the owner/contractor.
- An OSHA approved ladder shall be provided for the underground plumbing inspection, basement floor inspection and lower-level roughs if no stairs have been yet constructed. The pipes and fittings shall be left EXPOSED for the underfloor until the work has been inspected. (Note: garage floor drains also require inspection prior to covering.)
- Do not proceed to the next phase of construction without the proper inspections having been performed and approved.
- The following inspections are mandatory; please note other inspections may be required in addition to those listed below depending on the specific project.

Site Address: \_\_\_\_\_

1. **Soil Erosion Control:** Measures, including sediment control measures to be installed, inlet protection installed, soil stockpiles protected, and tracking drive installed. These inspections are required at each inspection and throughout construction until the site is stabilized.
2. **Laterals & Water:** Schedule before plumbing has been backfilled, lines are to be pressured with either water or air.
3. **Footings:** Schedule after rebar is in place and before the concrete is poured, setbacks are also checked currently.
4. **Foundation Rebar:** Schedule after rebar is in place in the forms and before the concrete is poured. Please provide batch tickets upon request.
5. **Foundation: Tar, Tile & Stone.** Schedule prior to any backfill material to check for proper foundation insulation. Stone covers the drain tile.
6. **Electrical Service Inspection.** Inspect electrical meter base, grounding electrode and conductor. The tops of ground rods or "ufer" must be visible at the inspection. When the service is ready for inspection, we will inspect for code compliance and notify the utilities so that they will energize the service. The foundation must be backfilled before this inspection.
7. **Water Resistive Barrier and Flashing:** This inspection is to be completed prior to installation of any cladding/veneer.
8. **Underfloor Plumbing Drain & Heating:** Schedule before concrete is poured or plumbing has been backfilled, lines are to be pressured with either water or air.
9. **Sub Slab Vapor Retarder:** Schedule prior to any floor concrete slabs where vapor retarder is required by code.
10. **All Phase Rough-in (Construction, electrical, plumbing, HVAC):** Scheduled prior to any insulation into the walls, floor and ceilings.
11. **Insulation:** Schedule prior to any gypsum board is applied to walls and lids.
12. **Final Inspection:** ALL work must be finished ex. all "fixed" appliances must be installed, furnace and water heaters are installed and working, final grade has been completed around building etc. When the entire project has been completed, please call us for a final inspection. A thorough inspection for code compliance will be conducted at that time. This inspection is required before occupancy or use of any building.

I have read the above and understand that they may apply to my project. Failure to meet any of the above conditions shall result in my certificate of occupancy being delayed until the item(s) is/are corrected.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Menasha Grade Request

(920) 967-3610

## STIPULATIONS

- \* Contractor shall have all property irons located/exposed prior to any grade being set.
- \* Contractor shall submit to the city a Site Plan for all new home construction. The Site Plan shall have a Grade at Foundation elevation at all building corners and any egress window and/or walk out locations. A House Grade will not be set until the Site Plan is reviewed and approved by the City.
- \* Grades and Driveway Permits shall be requested at least three working days in advance of need.
- \* An Excavation Permit shall be obtained for any work performed within the street right of way.
- \* Grades are set to conform to established street grades. Work done that does not conform to these grades shall be corrected by the owner.
- \* House Grades shall be within +/- 4" of proposed grade; Detached Garage Grades shall be within +/- 2" of proposed grade.
- \* Rough grading for a lot shall be within 0" to -3" of final finished grade at the property lines and drainage ways.
- \* Finished lawn Grade shall be within +/- 1.25" of final finished grade at property lines and drainage ways.
- \* There will be a \$25.00 charge for re-staking
- \* Contractor shall call the City for Grade Compliance verification and/or required inspections.
- \* Contractor has read Stipulations \_\_\_\_\_
- \* Call in - Contractor read Stipulations \_\_\_\_\_

Date of Request: \_\_\_\_\_

Site Address: \_\_\_\_\_

Subdiv. & Lot No.: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested By: \_\_\_\_\_

## FOR OFFICE USE ONLY

Staked By: \_\_\_\_\_ Date: \_\_\_\_\_  
< 000.00> Proposed Finished Elevation  
(000.00) Grade Stake Elevation

### Grade Requested

### Pass

### Fail

<input type="checkbox"/> House Grade		
Grade compliance verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Detached Garage Grade		
Grade compliance verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Landscape Grade		
Rough grade compliance	<input type="checkbox"/>	<input type="checkbox"/>
Finished grade compliance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Driveway Grade & Permit		
Grade compliance verification	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sidewalk Section (6"conc.)		
Pre-pour Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Final Inspection	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Temporary Apron (2"asph./3"conc.)		
<input type="checkbox"/> Permanent Apron (3"asph./6"conc.)		
Pre-pour/pave Inspection	<input type="checkbox"/>	<input type="checkbox"/>
Final Inspection	<input type="checkbox"/>	<input type="checkbox"/>

Driveway Permit No.: \_\_\_\_\_ -See Page 2

Excavation Permit No.: \_\_\_\_\_

### COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### BENCHMARK:

\*\*\*\*\*

City Compliance Verified By: \_\_\_\_\_ Date: \_\_\_\_\_ Faxed By: \_\_\_\_\_ Mailed By: \_\_\_\_\_ Emailed By: \_\_\_\_\_



## **Application for Residential Driveway** **(Applies to homes zoned R-1, R-1A, R-2, & R-2A)**

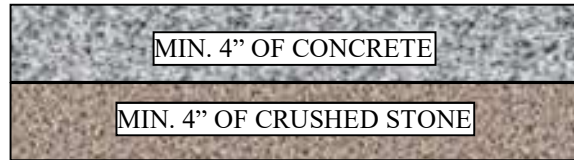
This Application only applies to the portion of the driveway that is on private property

Site Address: \_\_\_\_\_

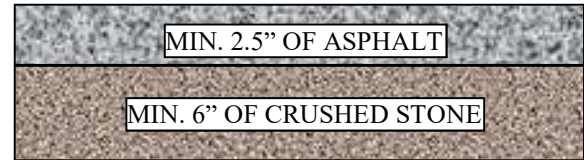
**True**    **False**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum width of paved area of the driveway will be at least nine (9) feet wide |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveway will <u>not</u> be located in front of living area of dwelling         |
| <input type="checkbox"/> | <input type="checkbox"/> | Walkways will <u>not</u> be built/used for parking or driving vehicles          |
| <input type="checkbox"/> | <input type="checkbox"/> | Upon completion, driveway will be a paved surface from garage to Right of Way   |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveway will <u>not</u> be relocated from a different part of the property     |

(CHECK CROSS SECTION THAT APPLIES)



☐ CONCRETE



☐ ASPHALT

☐ OTHER: \_\_\_\_\_  
(Durable dust-free material as approved by the Director of Public Works)

Draw in garage and proposed driveway in relationship to house, property lines, street right of way, sidewalks, structures, easements, existing driveway(s) and parking areas, service walkways, and other paved areas. Label driveway dimensions in drawing. A separate site plan may be attached in lieu of drawing below.

Name of street driveway accesses: \_\_\_\_\_

*The undersigned hereby agrees to install the driveway in accordance with applicable ordinances and holds the City of Menasha harmless from any and all damages, claims or causes of action whatsoever of any nature by reason of installation, use continuances, or maintenance of said driveway.*


Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Zoning approved by: \_\_\_\_\_

Date: \_\_\_\_\_



<div>CITY OF MENASHA 100 MAIN ST, SUITE 200 MENASHA, WI 54952 920-967-3655 <a href="mailto:ahumski@menashawi.gov">ahumski@menashawi.gov</a></div>		<div><div><b>ZONING PERMIT APPLICATION</b> FOR NEW 1&amp;2 FAMILY DWELLINGS ONLY <i>One permit will be issued for entire project</i></div></div>		<div>Permit #  </div> <div>Tax Key #  </div>	
<div><input type="checkbox"/> Single Family    <input type="checkbox"/> Two Family</div>		<div>Project Address <i>Street Number &amp; Street Name Only</i></div>			
Owner's Name		Mailing Address		Phone	
Contractor Name & Type		License# & Expiration	Address with City & Zip		Phone & Email
Dwelling Contractor					
Dwelling Contractor Qualifier			The Dwelling Contractor Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contractor		
HVAC					
Electrical Contractor					
Master Electrician					
Plumbing					
SETBACKS <i>(Ft'-In")</i>	Front	Rear	Left	Right	LOCATION INFORMATION
Subdivision & Lot #		Zoning District			
ELECTRIC <i>Service</i>		USE	CONST. TYPE	WALLS	STORIES
Amps _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead		<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other	<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. - Per WI UDC <input type="checkbox"/> Mfd. - Per HUD	<input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other	<input type="checkbox"/> 1- Story <input type="checkbox"/> 2- Story <input type="checkbox"/> Other _____ <input type="checkbox"/> Plus Basement <input type="checkbox"/> Plus Attached Garage <input type="checkbox"/> Plus Detached Garage
ESTIMATED BUILDING COSTS					
BLDG\$		HVAC\$			
ELEC\$		PLBG\$			
AREA <i>Square Feet</i>		SITE DISTURBANCE		HEAT LOSS	
Basement		<input type="checkbox"/> One acre or more of soil will be disturbed		BTU/HR Total Calculated Envelope and Infiltration	
Living Area				Losses (available from "Total Building Heating Load" On Rescheck Report)	
Garage				ENERGY SOURCE	
Deck/Porch				Fuel _____ Natural Gas _____ Electric _____ Other - List Below _____	
Total				Space Heating <input type="checkbox"/> _____ Water Heating <input type="checkbox"/> _____	
<p>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.</p> <p><input type="checkbox"/> 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.</p>					
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. Owner/Builder solely responsible for compliance with all applicable State & local building & zoning codes. <input type="checkbox"/> See attached for conditions of approval					
FEES <i>Office Use Only</i>		PERMIT(S) ISSUED		PERMIT ISSUED BY:	
Building Fee _____		Building _____		Name _____	
Zoning Fee _____		HVAC _____		Cert# _____	
WI Seal _____		Electric _____		Date Issued _____	
HVAC Fee _____		Plumbing _____		Date Expires _____	
Electric Fee _____		Erosion Control _____		RECEIPT# _____	
Plumbing Fee _____		WI PERMIT SEAL# _____			
Occupancy _____					
Laterals _____					
Park Fee _____					
Erosion _____					
Total _____					
				INSPECTIONS REQUIRED	
				Building	
				<input type="checkbox"/> Footing	
				<input type="checkbox"/> Foundation Reinf.	
				<input type="checkbox"/> Foundation	
				<input type="checkbox"/> Rough	
				<input type="checkbox"/> Insulation	
				<input type="checkbox"/> Basement Floor	
				<input type="checkbox"/> Final	
				HVAC	
				<input type="checkbox"/> Rough	
				<input type="checkbox"/> Final	
				Plumbing	
				<input type="checkbox"/> Outside Laterals	
				<input type="checkbox"/> Rough	
				<input type="checkbox"/> Underfloor	
				<input type="checkbox"/> Final	
				Electric	
				<input type="checkbox"/> Service	
				<input type="checkbox"/> Rough	
				<input type="checkbox"/> Final	
				<input type="checkbox"/> _____	

### **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 (Re-build of existing home)**

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.

Applicant Signature\_\_\_\_\_ Date:\_\_\_\_\_

### **Contractor Credential Requirements**

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Safety and Buildings. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.