

CITY OF MENASHA  
 100 MAIN ST, SUITE 200  
 MENASHA, WI 54952  
 920-967-3655  
[ahumski@menashawi.gov](mailto:ahumski@menashawi.gov)



## RESIDENTIAL BUILDING PERMIT APPLICATION

Please schedule inspections at least 2 business days in advance  
*Required inspections at bottom of permit*

Permit # \_\_\_\_\_  
 Tax Key # \_\_\_\_\_

Project Description	Project Address <i>Street Number &amp; Street Name Only</i>
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**PERMIT REQUESTED**     Const.    HVAC    Electric    Plumbing    Erosion Control    Other \_\_\_\_\_

Owner's Name	Mailing Address if different from project address	Phone
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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			

PROJECT	ELECTRIC Service	AREA Square Feet	ESTIMATED BUILDING COSTS	
<input type="checkbox"/> Deck <input type="checkbox"/> Hot Tub <input type="checkbox"/> Foundation Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Shed <input type="checkbox"/> Pool <input type="checkbox"/> Addition <input type="checkbox"/> Garage <input type="checkbox"/> Furnace <input type="checkbox"/> Raze <input type="checkbox"/> Siding <input type="checkbox"/> AC <input type="checkbox"/> Service <input type="checkbox"/> Other _____	Amps _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	Basement/ Crawlspace	Building Cost \$	
		Living Area/ Above Grade	HVAC Cost \$	
		Porch/Deck	Electric Cost \$	
		Accessory Structure	Plumbing Cost \$	
		Total	Total Cost \$	

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. Owner/Builder solely responsible for compliance with all applicable State & local building & zoning codes.  See attached for conditions of approval


FEES <i>Office Use Only</i>	PERMIT(S) ISSUED	PERMIT ISSUED BY:	INSPECTIONS REQUIRED	
Building Fee _____	Zoning _____	Name _____	<b>Building</b>	
Zoning Fee _____			<input type="checkbox"/> Footing	<b>Plumbing</b>
HVAC Fee _____	HVAC _____	Cert# _____	<input type="checkbox"/> Foundation Reinforce.	<input type="checkbox"/> Outside Laterals
Electric Fee _____	Electric _____		<input type="checkbox"/> Foundation	<input type="checkbox"/> Rough
Plumbing Fee _____	Plumbing _____	Date Issued _____	<input type="checkbox"/> Rough	<input type="checkbox"/> Underfloor
Occupancy _____	Erosion Control _____	Date Expires _____	<input type="checkbox"/> Insulation	<input type="checkbox"/> Final
Lateral _____		RECEIPT# _____	<input type="checkbox"/> Basement Floor	<b>Electric</b>
Erosion _____			<input type="checkbox"/> Final	<input type="checkbox"/> Service
<b>Total</b> _____			<b>HVAC</b>	<input type="checkbox"/> Rough
			<input type="checkbox"/> Rough	<input type="checkbox"/> Final
			<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**

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.

**Menasha Code of Ordinances**

- Fees are doubled if work has already started.
- Permits expire one year after issuance.
- Permits expire 4 months after date of issuance if no work has started.
- Raze permits expire 30 days after issuance.

**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.