

CITY OF WATERTOWN  
APPLICATION FOR BUILDING PERMIT

Owners and/or Contractors:

Please fill out all the information listed below and submit those documents needed for your specific building project. If you should have problems answering any of the questions, please call our office at 920-262-4060. This application must be submitted along with your project documents, otherwise your building permit will not be processed. The application must be signed by the owner.

1. All building projects, regardless of how small, require two sets of scaled plans with the following information:
  - a. Owners name, address, and phone number.
  - b. Estimated cost of construction.
  - c. If the project includes site improvements (building addition, new accessory building), a plot plan on 8 ½ " x 11" paper showing all setbacks, lot size and building dimensions.
  - d. Exterior elevations.
  - e. Floor plan for each level showing hall and stairway widths, room sizes, size and type of doors.
  - f. Size and type of windows, glass sq. ft. and vent sq. ft.
  - g. Detailed wall sections showing sizes of all structural components; i.e. floor joists, ceiling joists, roof rafters or trusses, and all beam sizes and types.
  - h. Footing and foundation showing minimum depth of 48 inches, drain tile, washed stone, bolt size & spacing, and finish grade.
  - i. Column size and spacing.
  - j. Fire separations.
  - k. Energy work sheets (new homes).
  - l. Location of all smoke detectors, each level of one and two family homes, in the vicinity of each sleeping area and IN the bedroom.
  - m. Mechanical exhaust, attic access, and required exits.
  - n. All required vapor retarder locations and thickness of plastic retarders.
  - o. All commercial projects (anything other than one or two family homes) require a project designer. All plans submitted must bear the stamp and signature of the designer. Additional submittal forms for these projects are required and available at this office, or Safety & Buildings form SBD118 may be used.

|                           |  |
|---------------------------|--|
| Owner Name                | Contractor Name  |
| Owner Address             | Contractor Address   |
| City, State, Zip          | City, State, Zip   |
| Phone #                   | Phone #  |
| Contact Person            | Contact Person   |
| Estimated Cost of Project | Contractor license # <span style="float: right;">Contractor qualifier #</span> |
| LOCATION OF PROJECT       | Description of Project   |

General Questions

|  |                                |                                 |  |
|--|--------------------------------|---------------------------------|--|
| Yes<br><input type="checkbox"/>                | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> | Does your project require erosion control?   |
| Yes<br><input type="checkbox"/>                | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> | Has the owner checked deed restrictions, which may or may not impact this project?   |
| Yes<br><input type="checkbox"/>                | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> | Is any portion of the subject property in the flood plain or wetlands?   |
| Yes<br><input type="checkbox"/>                | No<br><input type="checkbox"/> |                                 | If this is a new commercial project, has the owner received and filled out site evaluation worksheet (Appendix "D" Zoning Code).   |
| Yes<br><input type="checkbox"/>                | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> | Does this project include any excavation within 20 feet of a street right-of-way tree? If yes, a Tree Protection Permit is required. Please contact the City Forestry Dept. at 920-262-8080. |
| Please turn page over for additional questions |                                |                                 |  |

Application for Building Permit  
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|                                 |                                |                                 |  |
|---------------------------------|--------------------------------|---------------------------------|--|
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> | If this project is an expansion of the building footprint (i.e. building addition), is it in compliance with the following setback requirements?<br><br>a. 25 foot front and rear yard setbacks.<br>b. Side yard setback of 10% of lot width or a minimum of 8 feet, maximum 14 feet.<br><br>Note: We suggest that you check with this office prior to answering this question because although these setbacks are typical, there may be more restrictive setbacks for different Zoning Districts or if properties are located along officially mapped right-of-ways of 100 feet or more |
|---------------------------------|--------------------------------|---------------------------------|--|

|                                 |                                |   |
|---------------------------------|--------------------------------|---|
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | Is this a renovation that disturbs more than two square feet of paint in a home or apartment complex built before 1978? Do you intend to hire an outside contractor to do this work?<br><br>If so, please contact the Watertown Health Department at 920-262-8090 for assistance and information on lead based paint. |
|---------------------------------|--------------------------------|---|

Historic Preservation

|  |                                |   |
|--|--------------------------------|---|
| Yes<br><input type="checkbox"/>  | No<br><input type="checkbox"/> | Is this project within the Downtown Historic District?  |
| Yes<br><input type="checkbox"/>  | No<br><input type="checkbox"/> | If your answer is yes to above question, are your plans including exterior improvements to your building? |
| If yes to the above two questions, then review and approval from the Historic Preservation Commission will be needed prior to issuance of a Building Permit. |                                |   |

Commercial Buildings

\*\*\*Owner or operator of a demolition or renovation activity shall, prior to the start of work, thoroughly inspect the affected facility or area of renovation for the presence of asbestos. If asbestos is found contact the Watertown Health Department at 920-262-8090 for a copy of the State regulations and a notification form.

Please answer the following seven questions. A Yes answer to any of these questions may require approval by the Site Plan Review Committee. This Committee meets every Wednesday at 1:00 p.m. Applications can be picked up at this office or faxed by calling 920-262-4060.

|                                 |                                |   |
|---------------------------------|--------------------------------|---|
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | Does this commercial project either involve an area equal to or greater than 1,000 square feet or the total value of construction costs exceed \$25,000.00?   |
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | Does your project require any type of demolition? If you answer yes, please read the following:<br><br>There are environmental concerns, which may need to be addressed. Those are: toxic substances found in lead or lead based paint, asbestos, which may be found in floor tile, siding, roofing materials, and pipe wrap. If you answered Yes above and know or are unsure whether or not your project has these concerns, please contact the City of Watertown Health Department at 920-262-8090 |
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | Does this commercial project involve a change of land use?  |
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | Is this project new multi-family construction containing three (3) or more dwelling units?  |
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | Does this project involve a Planned Unit Development?   |
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | Is this project a new subdivision?  |
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | Does this project include new signage?  |

\_\_\_\_\_  
OWNER SIGNATURE AND DATE

\_\_\_\_\_  
CONTRACTOR SIGNATURE AND DATE