



**Building, Safety
and Zoning Department**

**COMMERCIAL
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. At a minimum, the application must be signed by the Owner. If your Contractor completes and/or submits the permit on your behalf, it will require his/her signature also.

Owner Name	Contractor Name	
Owner Address	Contractor Address	
City, State, Zip	City, State, Zip	
Phone Number	Phone Number	
Contact Person	Contact Person	
Estimated Cost of Project	Contractor License No.	Contractor Qualifier No.
LOCATION OF PROJECT	Description of Project	

All building projects, regardless of how small, require the submittal of two (2) 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 11" x 17" paper showing all setbacks, all easements, 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 square footage and vent square footage.
- 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 forty-eight inches (48"), drain tile, washed stone, bolt size & spacing, and finish grade.
- i. Column size and spacing.
- j. Fire separations.
- k. Energy worksheets (new homes).

- i. 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. Please contact this office at 920-262-4060 to work with a Building, Safety and Zoning Department staff member to determine which forms are needed for your project.

GENERAL GUIDELINES

Prior to an Owner/Applicant completing and submitting an *Application for Building Permit*, the City encourages the Owner/Applicant to investigate and consider the following:

- 1) Does your project require erosion control?
(See *City of Watertown Municipal Code Chapter 288, Article 1 - Erosion and Sediment Control.*)
- 2) Is any portion of the subject property in the flood plain, floodway or wetlands?
(See *City of Watertown Municipal Code Chapter 532 – Floodplain and Shoreland-Wetland Zoning for assistance in making this determination.*)
- 3) Is this a new commercial project?
(See *City of Watertown Municipal Code Chapter 550-145 - Procedures and Administration for information on Site Plan Review requirements, submittal and approval.*)
- 4) Does this project include any excavation within twenty feet (20') of a public right-of-way tree?
(If yes, please contact the *City Forestry Department at 920-262-8080.*)
- 5) If this project is an expansion of the existing footprint (i.e., building addition), is it in compliance with the following setback requirements?
 - a. Front and rear yard setbacks of twenty five feet (25').
 - b. Side yard setback of 10% of lot width or a minimum of eight feet (8'), maximum of fourteen feet (14').
 - c. Outside all easements.*
* *It is the responsibility of the applicant to verify the existence of easements and properly label them on the Plot Plan. Structures are prohibited from being constructed within easements.*

HISTORIC PRESERVATION

- 1) Is this project within the Downtown Historic District?
- 2) If yes, are your plans including exterior improvements to your building?
(If you answered "yes" to the above two questions, the *Historic Preservation Commission will need to review your project prior to issuance of a Building Permit.*)

NOTE: *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 please 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 the seven questions may require approval by the Site Plan Review Committee. Site Plan Review applications can be picked up at this office or faxed by calling 920-262-4060. (See *requirements per Chapter 550-145 to guide the submission of a complete application for site plan review.*) The Site Plan Review Committee meets on Monday's at 1:30 p.m. in City Hall on a per needs basis.

- 1) Does this commercial project either involve an area equal to or greater than one thousand square feet (1,000 s.f.) or the total value of construction costs exceed \$25,000?

- 2) Does your project require any type of demolition?
(If "Yes", please contact the Watertown Health Department at 920-262-8090. There are environmental concerns which may need to be addressed. Possible concerns are: toxic substances found in lead or lead based paints; and asbestos, which may be found in floor tiling, siding, roofing materials, and pipe wrap.)
- 3) Does this commercial project involve a change of land use?
- 4) Is this project a new multi-family construction containing three (3) or more dwelling units?
- 5) Does this project involve a Planned Unit Development?
- 6) Is this project a new subdivision?
- 7) Does this project include new signage?

By making application, the Owner/Applicant acknowledges, agrees and understands that it is the responsibility of the Owner/Applicant to verify all the information provided to the City and to conduct the due diligence as encouraged above and as may otherwise be necessary. The Owner/Applicant is advised that he or she is responsible for the accuracy and sufficiency of all information supplied to the City. The Owner/Applicant acknowledges, agrees and understands that the City is not responsible for errors, omissions or misrepresentations made by the Owner/Applicant. The City and its staff can only provide procedural guidance and reference. The City and its staff cannot provide legal advice.

OWNER SIGNATURE (Mandatory)

DATE

CONTRACTOR SIGNATURE

DATE

**PLOT PLAN FOR PERMIT APPLICATION
ONE/TWO FAMILY, MODULAR, MOBILE HOME OR ZONING USE**

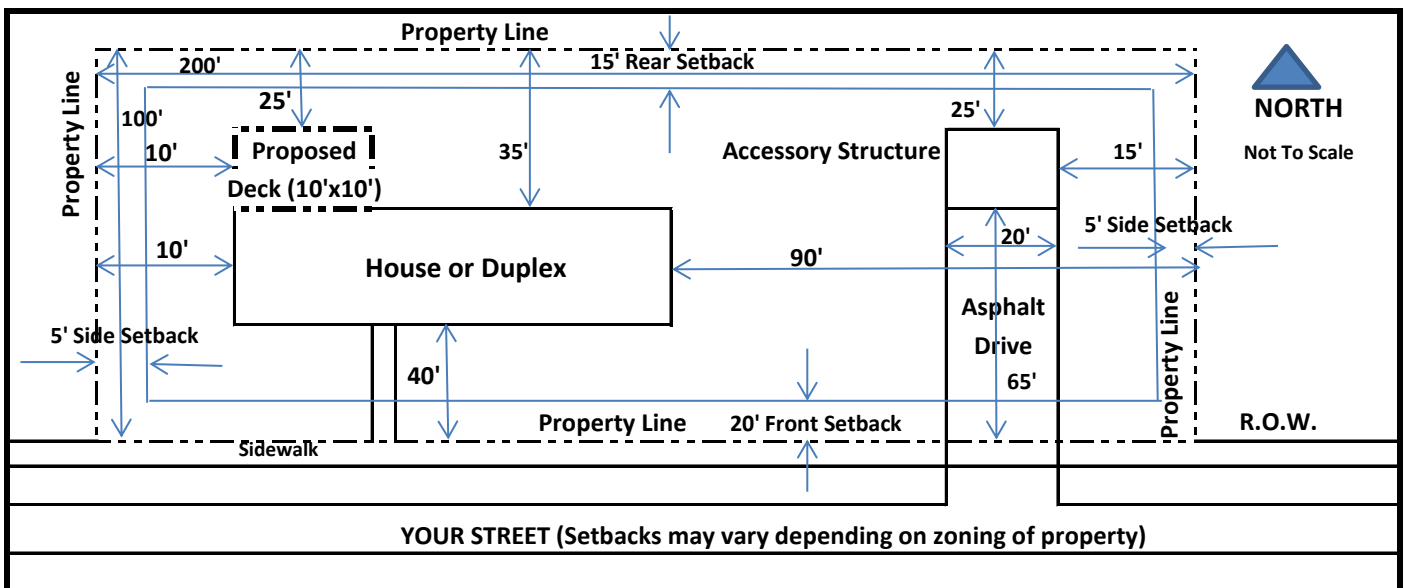
LOCATION

Owner	
Street Address	
Phone No.	Estimated Cost:

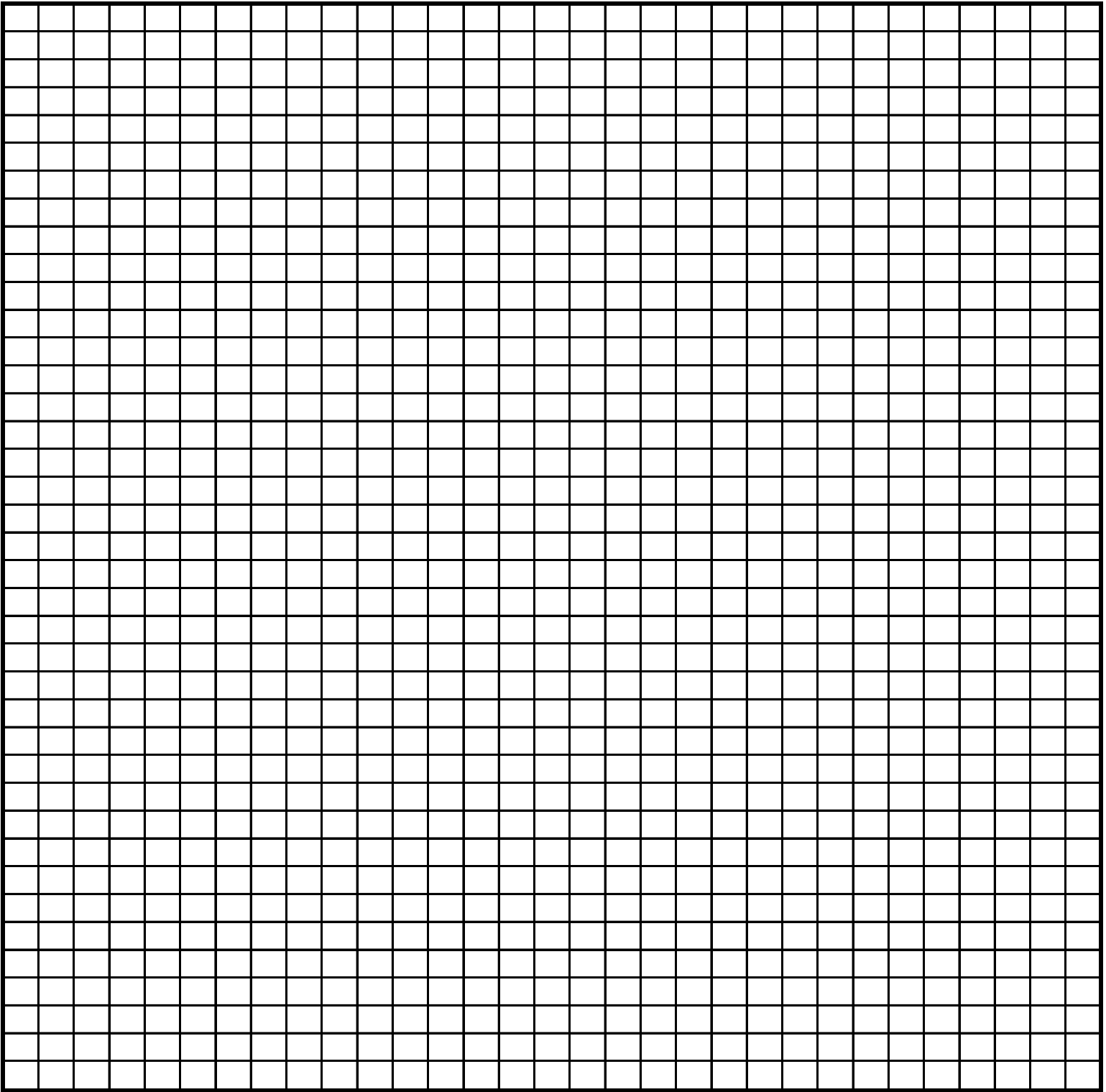
Instructions

- In the space provided on the back side, draw plot plan as neatly and accurately as possible, from survey if possible.
- 1 Show North Arrow.
 - 2 Identification of the drawing's scale, if used.
 - 3 Draw property lines with dimensions; front, side and rear setback dimensions; all easements with dimensions.
 - 4 Draw street(s) and right-of-way(s).
 - 5 Draw proposed and existing buildings showing any attached porch(es), deck(s), chimney(s), carport(s), garage(s), etc. with dimensions.
 - 6 Show distances of buildings from property lines or other structures.
 - 7 Identification of exactly what work is to be done, including any proposed changes to physical features of the site or existing structures.
 - 8 Location and dimensions of any graveled or impervious paved areas such as driveways or parking.
 - 9 Ground elevations and contour lines for sloping sites or where earth grading is proposed may be required. Check with the Engineering Department at 920-262-4040 to verify if this is required.

Plot Plan Example



YOUR STREET (Setbacks may vary depending on zoning of property)



NOTES:

- 1) North arrow shall be correctly placed.
- 2) Draw a completely dimensioned plot plan.
- 3) Note adjoining streets and/or alleys.
- 4) Note curb cuts.

Owner
Street Address
Phone No.