

**Village of Balsam Lake  
Application for Building Permit**

Permit # \_\_\_\_\_

The undersigned hereby applies for a permit to do work according to the following description and the specifications submitted herewith. The undersigned agrees that such work will be done as described and that it will comply with all applicable Statues of the State of Wisconsin and ordinances of the Village of Balsam Lake.

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

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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

Property Address \_\_\_\_\_ Tax # \_\_\_\_\_

Nature of work \_\_\_\_\_

Date that construction will begin \_\_\_\_\_

Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Sewer: Public ( ) Individual ( ) Water: Public ( ) Individual ( ) Proposed use: One ( ) or Two ( ) Family

Size of Proposed structure \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. Height \_\_\_\_\_

Cost of Project: \$ \_\_\_\_\_ Cost of material and labor (include labor if do-it-yourself project)

It is a requirement that the site plan on page two of this application be filled out.

I certify that this information is true and correct:

Applicants signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*Office Use Only\*\*\*\*\*

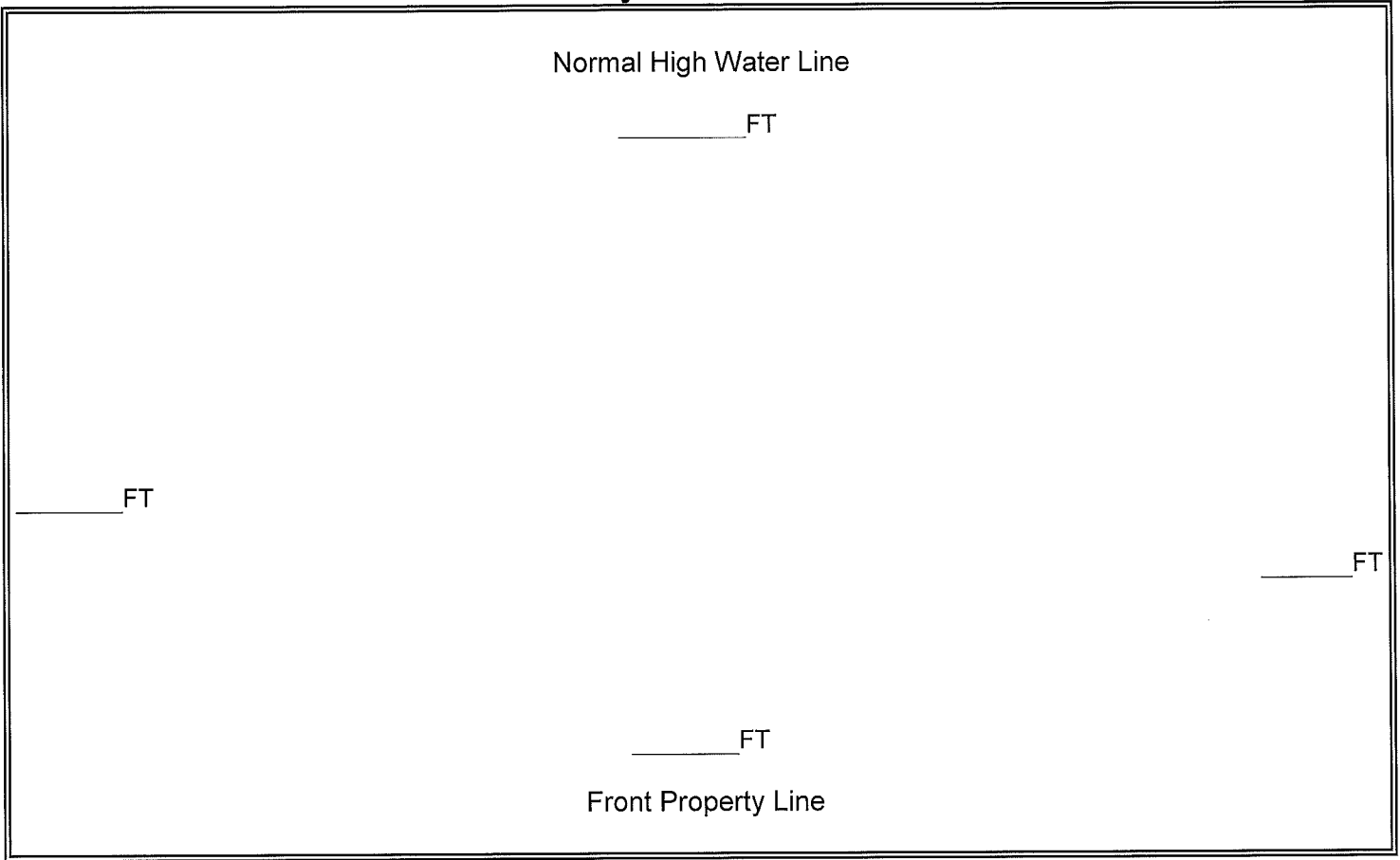
Date permit issued \_\_\_\_\_

Board Action \_\_\_\_\_

Conditionally Approved by \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

# Lot Layout/Site Plan



Show the location and size of all  
**Existing Structures in Solid Lines**  
**Proposed Structure in Dotted Lines**

Indicate:    D - Dwelling        A - Accessory building        ST - Septic Tank        DF - Drainfield

Show dimensions in feet of the following: ( 1 ) proposed construction to all lot lines, ( 2 ) proposed construction to front property line, ( 3 ) proposed construction to the ordinary high water mark of lake, stream, river or pond.

**Eave of Structure must meet minimum distance from:**

**Water**

Eave of Dwelling (deck included)    75'  
 Eave of Accessory Building            75'  
 Eave of Boathouse                        10'

**Sewer System**

Drainfield (from Dwelling)            25'  
 Drainfield (from Accessory Building)    10'  
 Septic Tank/Holding Tank (all buildings)    5'

**Side Lot Lines**

Eave of Accessory Building            10'  
 Eave of Dwelling                         10'

**Height**

Height of Boathouse                    10'  
 Height of Accessory Building         20'  
 Setback from Dwelling                 10'

**Property Line**                         25'

**Rear Lot Line** ( if no water or road )

Eave of Dwelling                         25'

Wisconsin Division of Safety and Buildings  Wisconsin Stats. 101.63, 101.73	<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b>  <b>Instructions on back of second ply.</b> The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]	Application No.  Parcel No.	
<b>PERMIT REQUESTED</b> <input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other:			
Owner's Name		Mailing Address	Tel.
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg		Lic/Cert#	Mailing Address
			Tel.
			FAX#
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg		Lic/Cert#	Mailing Address
			Tel.
			FAX#
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg		Lic/Cert#	Mailing Address
			Tel.
			FAX#
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg		Lic/Cert#	Mailing Address
			Tel.
			FAX#
<b>PROJECT LOCATION</b>	Lot area Sq.ft.	<input type="checkbox"/> One acre or more of soil will be disturbed	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E (or) W
Building Address		Subdivision Name	Lot No.      Block No.
Zoning District(s)	Zoning Permit No.	Setbacks:	Front      Rear      Left      Right ft.      ft.      ft.      ft.
<b>1. PROJECT</b>	<b>3. OCCUPANCY</b>	<b>6. ELECTRIC</b>	<b>9. HVAC EQUIP.</b>
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:	Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC
<b>2. AREA INVOLVED (sq ft)</b>	<b>4. CONST. TYPE</b>	<b>7. WALLS</b>	<b>12. ENERGY SOURCE</b>
	<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD	<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	Fuel      Nat Gas      LP      Oil      Elec      Solid      Solar Space Htg <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Water Htg <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<b>5. STORIES</b>	<b>8. USE</b>	<input type="checkbox"/> Dwelling unit has 3 kilowatt or more in electric space heating equipment capacity.
	<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement	<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:	<b>13. HEAT LOSS</b>
Unfin. Bsm't	Unit 1	Unit 2	Total
Living Area			
Garage			
Deck			
Totals			
<b>10. SEWER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____			
<b>11. WATER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well			
<b>14. EST. BUILDING COST w/o LAND</b> \$ _____			
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 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. 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. <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 Financial Responsibility Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply.			
<b>APPLICANT'S SIGNATURE</b> _____		<b>DATE SIGNED</b> _____	
<b>APPROVAL CONDITIONS</b> 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.			
<b>ISSUING JURISDICTION</b> <input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/> County of <input type="checkbox"/> State →    State-Contracted Inspection Agency#: _____    Municipality Number of Dwelling Location: _____			
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>
Plan Review	\$ _____	<input type="checkbox"/> Construction	
Inspection	\$ _____	<input type="checkbox"/> HVAC	
Wis. Permit Seal	\$ _____	<input type="checkbox"/> Electrical	
Other	\$ _____	<input type="checkbox"/> Plumbing	
Total	\$ _____	<input type="checkbox"/> Erosion Control	
		<b>PERMIT ISSUED BY:</b>	
		Name _____	
		Date _____ Tel. _____	
		Cert No. _____	

Required Information for Building Permit Application

**Note: All information listed below that applies to the project must be provided for the permit to be processed.**

1. Heating equipment (non-electric)
  - a. Size \_\_\_\_\_ BTU
  - b. Make \_\_\_\_\_
  - c. Model number \_\_\_\_\_
  - d. Sealed combustion    Yes     No
  
2. Water heater (non-electric)
  - a. Size \_\_\_\_\_ BTU
  - b. Make \_\_\_\_\_
  - c. Model number \_\_\_\_\_
  - d. Sealed combustion    Yes     No
  
3. Bathroom exhaust fans.    Number installed \_\_\_\_\_
  - a. Size \_\_\_\_\_ CFM
  - b. Make \_\_\_\_\_
  - c. Model number \_\_\_\_\_
  
4. Other exhaust fans.    Number installed \_\_\_\_\_
  - a. Size \_\_\_\_\_ CFM
  - b. Make \_\_\_\_\_
  - c. Model number \_\_\_\_\_
  
5. Major appliances
  - a. Range - Electric     Gas
  - b. Dryer - Electric     Gas

## Residential Building Permit Checklist

**Note: All information listed below that applies to the project must be provided for the permit to be processed.** Construction information and additional forms available at [www.hcinspection.com](http://www.hcinspection.com) .

1. A plot plan showing: (New construction only)
  - A. The location of the dwelling and any other buildings, wells, surface waters and dispersal systems on the site with respect to property lines and surface waters adjacent to the site.
  - B. The areas of land-disturbing construction activity and the location of all erosion and sediment control measures to be employed in order to comply with s. Comm 21.125.
  - C. The pre-construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.
2. Two sets of construction plans containing:(only items involved by project)
  - A. Floor plan which shows:
    - 1) The location and construction details of the braced wall lines.
    - 2) The size and location of all rooms, doors, windows, structural features, exit passageways and stairs.
    - 3) Room use
    - 4) The location of plumbing fixtures, chimneys, heating and cooling appliances, and a heating distribution layout.
  - B. Elevation drawings which show:
    - 1) The exterior appearance of the building, including the type of exterior materials.
    - 2) The location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls.
  - C. Storm water management plan. (If one acre or more of land is disturbed)
    - 1) The storm water management plan shall delineate and describe the post-construction storm water management practices to be employed to comply with s. Comm 21.126.
  - D. All plans submitted for approval shall be accompanied by sufficient data, calculations and information to determine if the dwelling will meet the requirements of Wisconsin Uniform Dwelling Code.
  - E. Location electrical service panel and smoke detectors;
3. Energy calculation using REScheck available at [www.energycodes.gov/](http://www.energycodes.gov/) or link at [www.hcinspection.com](http://www.hcinspection.com)
4. A completed Uniform Dwelling Code Permit Application.
5. Mail or deliver application materials to municipal office or:

Clifford Manwiller  
1644 60<sup>th</sup> Street  
Turtle Lake, WI 54889-9131

## REQUIREMENTS FOR ZONING PERMITS AND VARIANCES

No structure, water or land shall hereafter be used, no land use shall be substantially changed and no structure shall be erected, moved or structurally altered, without full compliance with the terms of this chapter and other applicable regulations and until a building permit has been issued.

**All applications for a zoning permit shall be made to the Building Inspector and please include:**

- Plans in duplicate, drawn to scale, showing the name and address of the property owner.
- Location, actual shape and dimensions of the lot to be built upon.
- High watermark of any abutting watercourse.
- Center line of abutting streets and highways.
- The exact size and location on the lot of the proposed or existing building and accessory building.
- The lines within which the building shall be erected, altered or moved.
- The existing and intended use of each building or part of a building.
- The number of families the building is intended to accommodate.
- Such other information with regard to the lot and neighboring lots or buildings as may be necessary to determine and provide for the enforcement of this chapter.

### Present Fees

New Commercial Building	Zoning Fee \$100.00 Building Permit Fee: to be determined by building inspector, see enclosed sheet
New Private Dwelling	Zoning Fee \$100.00 Building Permit Fee: to be determined by building inspector, see enclosed sheet
Garages and Sheds	Zoning Fee \$ 25.00 Building Permit Fee: to be determined by building inspector, see enclosed sheet
Home or Building additions	Zoning Fee \$ 25.00 Building Permit Fee: to be determined by building inspector, see enclosed sheet

# VILLAGE OF BALSAM LAKE

## FEES FOR CONTRUCTION

I. **Administrative Fees:** An administrative fee of twenty percent (20%) shall be added to the building permit fee for each combination of Building, HVAC, Plumbing, or Electrical Permit issued for the project. This fee shall not exceed \$50.00.

II. **Building Permit Fees:**

a. The value of construction for calculating permit fees shall be calculated using the most recent Building Valuation Data ( including regional modifiers, as published by the International Conference of Building officials in Building Standards magazine.

Up to \$2,000.00	\$ 15.00 plus \$1.67 per \$ 100.00 over \$	500.00
\$ 2,001.00 to \$ 25,000.00	\$ 40.00 plus \$7.60 per \$1,000.00 over \$	2,000.00
\$ 25,001.00 to \$ 50,000.00	\$ 215.00 plus \$4.20 per \$1,000.00 over \$	25,000.00
\$ 50,001.00 to \$ 100,000.00	\$ 320.00 plus \$3.20 per \$1,000.00 over \$	50,000.00
\$100,001.00 to \$ 500,000.00	\$ 480.00 plus \$2.42 per \$1,000.00 over \$	100,000.00
\$500,001.00 to \$1,000,000.00	\$1,450.00 plus \$2.15 per \$1,000.00 over \$	500,000.00
Over \$1,000,000.00	\$2,525.00 plus \$1.38 per \$1,000.00 over \$1,000,000.00	

All fractions are charged at the full incremental rate.

b. Other Inspection Fees

1. State building permit seal, when required	\$25.00
2. Plan review	15 % of plan fee
3. Additional plan review from changes, additions	\$32.00 per hour
4. Inspections outside normal business hours	\$32.00 per hour
5. Re-inspections	\$32.00 per hour
6. Inspections with no specified category	\$32.00 per hour

c. Separate Permit Fees

1. Remodeling required permit	\$.05 per sq. ft. of affected area*
*Electrical, HVAC, and Plumbing additional	
2. Heating, Ventilating, Air Conditioning	
Commercial to \$50,000 value	1 % of total work
Commercial over \$50,000 value	\$500 plus .75% of value over \$500
Residential Equipment	\$30.00 per unit
3. Electrical	
Service feeder panels	\$30.00 each
New Circuits	\$ 3.00 each
Circuit Alterations	\$ .30 per opening
4. Plumbing	
Equipment Installation	\$ 8.00 per fixture
5. Agricultural Buildings	
No inspection required	\$15.00
(Pole sheds being used for non-ag use shall be considered garages)	