

CITY OF WAUSAU



ONE- AND TWO-FAMILY DWELLING CONSTRUCTION SUBMITTAL REQUIREMENTS AND PROCEDURES FOR OBTAINING PERMITS

In accordance with the State of Wisconsin Uniform Dwelling Code and the City of Wausau Municipal Code, the following plans and material are required to obtain a building permit for the construction of a one- or two-family dwelling within the City of Wausau:

- WISCONSIN UNIFORM BUILDING PERMIT APPLICATION:** (Attached is a form for your utilization.) This form must be filled out *completely* up to the “approval conditions” area.

- TWO (2) SETS OF CONSTRUCTION PLANS:** Drawings must be legible and drawn to scale with all dimensions included, and shall include the following:
 - ◆ Floor plans shall be provided for each floor, and shall show the size and locations of:
 - Rooms;
 - Doors;
 - Windows;
 - Room use;
 - Structural features—size, species, and grade of lumber or other structural material for joists, beams, rafters, trusses, headers, studs, and columns; strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floors, and any other concrete work; height and thickness of concrete and/or masonry construction;
 - Exit passageways (hallways) and stairs (including hall and stair widths); and
 - Fire separation between dwelling and garage.
 - ◆ Elevation drawings which show all four sides of the structure, including:
 - Information on exterior appearance; and
 - Indicating the location, size, and configuration of doors, windows, roof, chimneys, and exterior grade level.
 - ◆ Cross-sectional drawing which shows:
 - Exterior grade level;
 - Footing and foundation wall sizes, drain tile system, and types of materials;
 - Exterior wall construction identifying materials used (including insulation and vapor barrier);
 - Roof construction identifying materials used and spans (including insulation and vapor barrier); and
 - Floor construction identifying materials used and spans (including insulation, if used).
 - ◆ Wall Bracing: Include on the plans *where and how* walls will be braced (and their height) in accordance with Comm 21.25.

PLOT PLAN:

The plot plan shall indicate the lot size, and show the location of the dwelling and any other buildings, decks, etc. on the site, including the dimensions/distances to all property lines.

ZONING CERTIFICATE:

Please complete as much of the attached certificate as possible, and make sure to sign and date it.

EROSION CONTROL PLAN: (A form is attached for your utilization.)

Complete the site diagram and plan checklist, including site characteristics, control practices, and management strategies.

BUILDING/DRIVEWAY GRADE FORM: (This form is attached for your utilization.)

Upon application for a building permit, the City Engineering Department will set the street grades at the property line. These grades should be utilized in determining the elevation of the proposed garage floor and gradient of driveway. If you wish to know what the grades are prior to application for the permit, you should contact the Engineering Department at 715.261.6740.

SIDEWALK GRADE FORM: (This form is attached for your utilization.)

This form must be completed and our office will forward it to the Engineering Department. If you have any questions regarding this form, please contact Engineering at 715.261.6740.

ENERGY (OR HEAT LOSS) CALCULATIONS:

STORMWATER MANAGEMENT REGULATIONS:

Your proposed building project may be subject to the City's stormwater management regulations *if you disturb an acre or more of land*. If you have any questions regarding the stormwater management regulations or its applicability, contact the Engineering Department at 715.261.6740.

INSULATION AND VAPOR RETARDER CERTIFICATION:

The form should be filled out and provided at the construction site on or by the electrical distribution panel.

The above plans and material should be submitted to the City of Wausau Division of Inspection and Zoning for review—first for compliance with City of Wausau Zoning Ordinances, and secondly for compliance with the State of Wisconsin Uniform Dwelling Code. The Division of Inspection and Zoning is located on the second floor of City Hall, 407 Grant Street, Wausau, Wisconsin 54403–4783. Inspectors are usually available between the hours of 8:00–9:00 a.m. and 12:30-1:30 p.m. to review the plans and material, and to issue the building permit. Plan review may take up to one week, so please plan accordingly. Once the permit is issued, one set of plans will be returned to the applicant and the remaining set will be retained by the City.

PLEASE NOTE: All building contractors must be certified by the State of Wisconsin (meaning they meet the State's minimum requirements for worker's compensation, unemployment compensation, and liability insurance or bonding) to obtain building permits, and their license number is required on the Wisconsin Uniform Building Permit Application form. *Effective January 1, 2008, a Dwelling Contractor Qualifier credential is also required.* If an owner wishes to build their own house, then a cautionary statement (advising the owner of their potential legal liability) will need to be signed by them prior to obtaining a permit.

Additionally, the above plans and material satisfy the requirements for obtaining a building permit. However, separate electrical and plumbing permits must be obtained for the dwelling. All plumbing work must be performed by a State of Wisconsin licensed master plumber and the electrical work must be performed by a State of Wisconsin licensed electrical contractor/master electrician.

Should you have any questions regarding any of the above information or procedures for obtaining a permit, please feel free in contacting the Division of Inspection and Zoning at 715.261.6780.

Last Updated: February 2014

City of Wausau Division of Inspection and Zoning