

New Home Construction Permit Application  
Manufactured Residential Homes

Location				Permit #	
Owner				Date	
Address	City	State	Zip		
Phone			Email		
Parcel #				Zoning	
Contractor					
Address	City	State	Zip		
Phone			Email		
License #				Contact Person:	

Housing Type	Single	Two	Square Footage	Project Description:	
	Family	Family			Cost \$

Fee Schedule- Manufactured Home			Make Check Payable to: Village of Mt. Calvary	
Base Fee		\$200.00	Return Application and Check to: Witkowski Inspection Agency, LLC 621 Sixth St. P.O. Box 98 Kiel, WI 53042  For Inspections Call: Witkowski Inspection Agency, LLC Brian Witkowski Office: 920-286-6133 Cell: 920-912-0832	
Electrical Service		\$55.00		
Electrical		\$110.00		
Plumbing		\$110.00		
Erosion Control		\$100.00		
Escrow	Returnable upon occupancy	\$800.00		
Village of Mt. Calvary		\$100.00		
Driveway/ Culvert-Road Access		\$50.00		
Land Use Permit		\$200.00	Culvert Specs: 24' min- 32' max 18" min Diameter - Must Be Galvanized	
Fire Number Sign	\$75.00			
	Total			
Additional Permits May Be Required				
Sanitary Permit - Fond du Lac County- If Applicable				

Inspections Required				
_____ Footing	_____ Electrical Service	_____ Erosion Control	_____ Insulation	
_____ Foundation	_____ U-G Plumbing	_____ Rough-In**	_____ Final	
Rough-In** Includes: Construction; HVAC; Electrical & Plumbing Inspections				

**Electrical- Plumbing- HVAC Permit Applications**

<b>Electrical Permit:</b>	Company				Phone #	
	New Service	OH	UG			
	Service Change	OH	UG	OH to UG		
	All Services	Volts/ Amps				
		Number of Meters				
		Service Utility				
		Phase				
	Remodel	Location of Sevice				
	Outbuilding					
	Alternative Energy Installation					
<b>Signature of Licenced Electrician</b>				<b>License #</b>		

<b>Plumbing Permit:</b>	Company				Phone #	
	Floor Drains		Sump Pump		Sinks	
	Dishwasher		Hose Bibs		Lav's	
	Showers		Water Softner		Bath Tub	
	Garbage Disposal		Other		Water Closets	
	Bar Connection		Other		Laundry Box	

ALL TESTS ON ROUGH INSTALLATIONS AS PER WIS. PLUMBING CODE. ALL INFORMATION ON THIS PERMIT IS PURSUANT TO THE WISCONSIN STATUTE 145.06(1)(A), STATING THAT PLUMBING WORK MUST BE PERFORMED BY A CONTRACTING MASTER PLUMBER. The applicant agrees to comply with the Wisconsin Uniform Dwelling Code and other Municipal Ordinances and with the conditions of this permit, understands that the issuance of the permit creates no legal liability, expressed or implied on the Department or Municipality, certifies that all the information is accurate. I the undersigned hereby applies for a permit for the execution and of installation of Plumbing as herein described.

<b>Signature of Master Plumber</b>	<b>License #</b>
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<b>HVAC Permit</b>	Company				Phone #	
	New Furnace		Fireplace or Wood Burner			
	New Boiler		Replacement of Equipment			
	Unit Heater(s)		Air Conditioning			
	Roof Top Unit(s)		Ventilation			
	Addition to existing system		Other			

Description of Work					
Type of Fuel					
Calculated BTU Heat Loss					
Size of Unit (BTU Rating)		Output		Input	

The undersigned certifies that all of the above information is correct, and applies for a permit to do the work above descrived and hereby agrees that such work will be done in accordance with the descriptions set forth herein; and it is further agreed that such work will be done in strict compliance with the Wisconsin Heating/ Cooling/ Ventilation Code as in SPS 322.01 & 323.01

<b>Signature of HVAC Contractor</b>	<b>License #</b>
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Erosion Control Application

Owner's Name \_\_\_\_\_

Address of Project \_\_\_\_\_

City/ Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_

City/ Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Type of Erosion Control to be Installed \_\_\_\_\_ Separate Site Plan Included Yes \_\_\_\_\_  
No \_\_\_\_\_

Silt Fence \_\_\_\_\_ Bales \_\_\_\_\_ Vegetation \_\_\_\_\_ Erosion Mat \_\_\_\_\_

I, the undersigned Owner/ Contractor, do hereby agree to comply with SPS 321.125 & 321.126 of the Wisconsin Department of Safety & Professional Services building code viewable at [dps.wi.gov/sb/SB-DIVCodesListing.html](https://dps.wi.gov/sb/SB-DIVCodesListing.html)

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

or

Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_

Manufactured Home Required Checklist Items

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Village of Mt. Calvary Required Items

- \_\_\_\_\_ Copy of Sanitary Permit
- \_\_\_\_\_ Completed Wisconsin Uniform Building Permit- Online [www.esla.wi.gov](http://www.esla.wi.gov)
- \_\_\_\_\_ 2 Sets of Building Plans showing all house dimensions
- \_\_\_\_\_ Completed Energy Worksheet
- \_\_\_\_\_ Completed Erosion Control Application
- \_\_\_\_\_ Completed Site Plan showing all Erosion Control
- \_\_\_\_\_ Culvert Permit if Applicable
- \_\_\_\_\_ Read and Sign the Village of Mt. Calvary Permit Attachment
- \_\_\_\_\_ Read and Sign the Conditions of Approval Sheet
- \_\_\_\_\_ Site Plan for Village with all houses and garage dimensions

Driveway/ Culvert Permit Application- Village Road

Type of Driveway being applied for:

16' - 24' New Residential Driveway

Relocation of an Existing Driveway

Location of Driveway you are applying for:

1. Name of the nearest intersection of Village, County, or State Roads:
2. Driveway location is approximately  ( Miles)  ( N, E, S, W) of said intersection
3. Looking both ways down the road, is vision clear for 600'( Feet)  Yes  No
4. This driveway will result in how many driveways serving this property?

**\*\* Applicant shall place stakes in ditch line where he/she wants to place the driveway so the proposed location may be inspected and approved by the Village or Designees.**

Owner's Covenant

- A. Any grading, special ditching, alteration of slope or any other disturbance of any portion of the road right-of-way shall be restored by and at the expence of the applicant, to the condition existant prior to such disturbance and to the satifaction of the Village Board or its designated appointee.
- B. The entire cost of the driveway construction or installation shall be the obligation of the applicant.
- C. Applicant shall keep driveway/ culvert free of debris and obstructions to provide proper drainage along the road
- D. Maintenance and upkeep of driveway on or over Village Road right-of-way shall be the responsibility of the applicant
- E. Applicant may not develop any driveway with-in the setbacks set by the Village. The setback shall be measured parallel to the pavement edge.
- F. The centerline of the driveway lying on the county right-of-way shall be at approximately right angles to the pavement except as topography may make angular placement necessary.
- G. Driveway width is measured at the ditch line and is equal to the actual driveable width.
- H. Culvert materials are restricted to: Corrugated Steel, Concrete, and/or Corrugated Polyethylene pipe meeting AASHTO M 294, Type 5 Specifications, with a minimum of 12" inches of granular cover
- I. The permittee, his/her successors or assigns, agree to hold harmless the Village of Mt. Calvary and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the issuance or exercise of this permit.
- J. All new driveways are to be constructed to have permanently vegetated sloped sides, unless the road/ street has curb and gutter. Such construction shall be accomplished using only soil materials. the side slopes of the driveway shall be slpped at no more than a length to height ratio of 2.5:1  
All slopes shall be seed or sodded by the owner.

I, hereby certify that I have read the Owner's Covenant and understand and agree to abide by the following special regulations and provisions of this permit and all applicable provisions and restrictions which are shown on this application.

Signature

Date

For Village Use Only					
Culvert pipe required under driveway	YES	NO	Diameter	<div></div>	Length <div></div>
Conditions	<div></div>				
Permit Approved by	Date <div></div>				

## Mailbox Size & Construction Standards

A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards.

If you build your own or buy a custom-made one, it must meet the PMG Standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

### Where to Place the Mailbox ( Roadside/ Curbside)

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of entry.
- Place your mailbox 6" to 8" back from the curb/ road edge.
- Put your house number on the mailbox.
- If your mailbox is on a different street from your house, put your full address on the mailbox.

### Installing the Mailbox Post

The Federal Highway Administration recommends:

- A 4 x 4 wooden support or a 2" diameter standard steel or aluminum post
- Avoid unyielding and potentially dangerous supports like heavy metal pipes, concrete posts, and farm equipment ( e.g.- milk cans filled with concrete)
- Bury your post no more than 24"

### Maintenance

Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address.

- Tighten loosen hinges on the door
- Take care of rusty or loosen parts
- Replace missing or fading house numbers
- Keep the path to your mailbox clear

