

New Home Construction Permit Application
One and Two Family 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 Family	Two Family	Square Footage	Project Description:	
					Cost \$

Project Detail	Fee Schedule	
0 to 2000 Sq. Ft.	\$350.00	
2001-5000 Sq Ft.	\$400.00	
5000 Sq. Ft Plus	\$500.00	
Electrical Service		\$55.00
Electrical Permit		\$110.00
Plumbing Permit		\$165.00
HVAC Permit		\$110.00
State Permit Seal		\$35.00
Escrow	Returnable upon occupancy	\$800.00
Village of Mt. Calvary		\$100.00
Driveway/ Culvert-Road Access	\$50.00	
Land Use Permit		\$200.00
Fire Number Sign	\$75.00	
	Total	
Additional Permits May Be Required		
Sanitary Permit - Fond du Lac County- If Applicable		

Make Check Payable to:
Village of Mt. Calvary

Return Application and Check to:
Witkowski Inspction 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

Culvert Specs: 24' min- 32' max
18" min Diameter - Must Be Galvanized

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

Electrical Permit:

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

Signature of
Licenced Electrician

License #

Plumbing Permit:

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.

Signature of
Master Plumber

License #

HVAC Permit

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 described 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

Signature of
HVAC Contractor

License #

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

Signature of Homeowner _____ Date _____

or

Signature of Contractor _____ Date _____

New Home Construction Required Checklist Items

Village of Mt. Calvary Required Items

- _____ Copy of Sanitary Permit
- _____ Completed Wisconsin Uniform Building Permit- Online www.elsa.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 exspence of the applicant, to the condition existant prior to such disturbance and to the satification 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 drivew:	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

