

# *Town of Clearfield*

## Building Permit Application Information

Applications for additions for homes require the following paperwork:

- ◆ Building Permit Application
- ◆ Building Plan (1 copy)
- ◆ Plot Plan showing placement of buildings, septic, well relative to lot lines and road (1 copy)
- ◆ Cautionary Statement to Owners (signed; 1 copy)
- ◆ Check payable to Town of Clearfield for permit fee

Applications for outbuildings (sheds greater than 80 sq. ft.), decks, detached garages, etc. require the following paperwork:

- ◆ Building Permit Application
- ◆ Building Plan (1 copy)
- ◆ Plot Plan showing placement of buildings, septic, well relative to lot lines and road (1Copy)
- ◆ Cautionary Statement to Owners (signed; 1 copy)
- ◆ Check payable to Town of Clearfield for permit fee

Structures must be at least 25 feet from each lot line and 50 feet from the center of the road.

**All paperwork, including checks, should be sent to the Town Clerk, Cindy Suzda at: Town of Clearfield, N8856 State Road 80, New Lisbon, WI 53950-9630.** The application will be reviewed by the Clearfield Zoning Administrator. Upon approval, the Clerk will then submit the appropriate paperwork (including check) to the Town Board. **Do not begin any projects until you have received a building permit. IMPORTANT: Building permits expire 1 year after date of issuance.**

If you have any questions or need further information, please contact the Clearfield Town Clerk, Cindy Suzda, at (608) 547-3543 or [clerk@townofclearfield.com](mailto:clerk@townofclearfield.com).

Town of Clearfield fees are as follows:

- ◆ New dwelling: \$100
- ◆ Additions, outbuildings, decks, mechanicals: \$40
- ◆ Fire # (sign + post): \$40
- ◆ Replacement fire # (sign only): \$30

APPLICANT- PLEASE DO NOT SEPARATE THIS FORM. Your copy will be returned to you with your permit.

# UNIFORM APPLICATION BUILDING PERMIT

Permit No. \_\_\_\_\_

**Wisconsin Statutes 101.63, 101.73**  
The information you provide may be used by other government agency programs. [(Privacy Law, S. 15.04 (1)(m)]

Project Description: \_\_\_\_\_

**PERMIT REQUESTED**

Construction  HVAC  Electric  Plumbing  Erosion Control  Other: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Tel. \_\_\_\_\_

**Contractor Name & Type**

Lic/Cert# \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tel. & Fax \_\_\_\_\_

Dwelling Contractor (Constr.) \_\_\_\_\_

Dwelling Contr. Qualifier \_\_\_\_\_

The Dwelling Contractor Qualifier shall be an Owner, CEO, COB or Employee of the Dwelling Contractor

HVAC Contractor's Name: \_\_\_\_\_

Electrical Contractor's Name: \_\_\_\_\_

Plumbing Contractor's Name: \_\_\_\_\_

**PROJECT LOCATION**

Lot area \_\_\_\_\_

Sq. ft. \_\_\_\_\_

One acre or more of soil will be disturbed \_\_\_\_\_

\_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, of Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E (or) W

Site Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Lot No. \_\_\_\_\_

Block No. \_\_\_\_\_

Zoning District(s) \_\_\_\_\_

Zoning Permit No. \_\_\_\_\_

Setbacks: \_\_\_\_\_

Front \_\_\_\_\_

Rear \_\_\_\_\_

Left \_\_\_\_\_

Right \_\_\_\_\_

**1. PROJECT**

New  
 Alteration  Repair  
 Addition  Raze  
 Other: \_\_\_\_\_  Move

**3. OCCUPANCY**

Single Family  
 Two Family  
 Commercial  
 Garage  
 Other: \_\_\_\_\_

**6. ELECTRICAL**

Entrance Panel Amps: \_\_\_\_\_  
 Underground  
 Overhead

**9. HVAC EQUIPMENT**

Forced Air Furnace  
 Radiant Baseboard/Panel  
 Heat Pump  
 Boiler  
 Central Air Cond.  
 Fireplace  
 Other: \_\_\_\_\_

**12. ENERGY SOURCE**

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"/>

**2. AREA INVOLVED**

Bsmt \_\_\_\_\_ Sq Ft  
Living Area \_\_\_\_\_ Sq Ft  
Garage \_\_\_\_\_ Sq Ft  
Other \_\_\_\_\_ Sq Ft  
Total \_\_\_\_\_ Sq Ft

**4. CONST. TYPE**

Site-Built  
 Mfd:  WI UDC  
 U.S. HUD

**7. WALLS**

Wood Frame  
 Timber/Pole  
 Steel  ICF  
 Other: \_\_\_\_\_

**10. SEWER**

Municipal  
 Sanitary Permit No.: \_\_\_\_\_

**13. HEAT LOSS**

\_\_\_\_\_ BTU/HR Total Calculated Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on WIScheck report)

**5. STORIES**

1-Story  
 2-Story  
 Other: \_\_\_\_\_  
 Plus Basement

**8. USE**

Seasonal  
 Permanent  
 Other: \_\_\_\_\_

**11. WATER**

Municipal Utility  
 Private On-Site Well

**14. EST. BUILDING COST w/o LAND**

\$ \_\_\_\_\_

I understand that I am subject to 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 and the owner shall sign the statement on the back of the permit if not signing below. 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.

**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 Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply.**

**APPLICANT'S SIGNATURE** \_\_\_\_\_

**DATE SIGNED** \_\_\_\_\_

**APPROVAL CONDITIONS**

This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.  See attached for conditions of approval.

**ISSUING JURISDICTION**

Town of  Village of  City of  County of  State

State Contracted Inspection Agency# \_\_\_\_\_

Municipality Number of Dwelling Location \_\_\_\_\_

**FEES:**

**INSPECTIONS REQUIRED**

**WI PERMIT SEAL #**

**PERMIT ISSUED BY:**

Plan Review \$ \_\_\_\_\_  
Inspection \$ \_\_\_\_\_  
WI Seal \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Footing  Underfloor Plumbing/test  
 Foundation  OS Sewer Lateral/test  
 Rough Construction  Electric Service  
 Rough Electrical  Insulation  
 Rough HVAC  Final  
 Rough Plumbing/test

Name \_\_\_\_\_  
Date \_\_\_\_\_ Tel. \_\_\_\_\_  
Cert No. \_\_\_\_\_

**RECEIPT:**

Check #: \_\_\_\_\_ From: \_\_\_\_\_ Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution  White: File

Yellow: Department of Commerce

Pink: Municipality

Gold: Applicant

Rev. 11-08

## **CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS**

101.65 (lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Ss. 101.654(2)(a), the following consequences might occur:

- (a) **The owner may be held liable** for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.
  
- (b) **The owner may not be able to collect from the contractor damages** for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under Ss. 101.654(1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death or to others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Additionally, Wisconsin Statute: 101.66 Compliance and penalties. (1) “Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one-and 2-family dwelling code.”**

### **Consequently:**

**If the owner signs the Permit Application, the owner is held responsible for any code violations, Orders for Correction and/or citation(s) that may be issued in association with the Permit.**

**If a contractor signs the Permit as agent for the owner, the contractor is held responsible for any code violations, Orders for Correction and/or citations(s) that may be issued in association with the Permit.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_