

CONTRACTOR/APPLICANT INSTRUCTIONS FOR NEW ONE AND TWO-FAMILY HOMES

- Please complete the application to the signature line to the best of your knowledge.
 - **Contractor information-** If you are the owner pulling the permit, the dwelling contractor and dwelling contractor qualifier will be left blank. If you are the owner pulling the permit, the box before the statement above the signature line must be checked.
 - **Project address-** The address number will be issued with the driveway permit. If it is not available, please enter the street.
 - **Subdivision name-** Enter subdivision name and lot number if in subdivision. If not in subdivision leave blank.
 - **Building Cost-** Enter total cost of project minus the cost of land.
 - **One or more acre of land being disturbed-** answer YES or NO. If more than 1 acre involved, there may be more erosion control and stormwater management standards required per NR 151.
- **Also needed with permit application**
- **Driveway permit-** Culvert application form (Contact Town of Hartford call or email: clerk@townofhartfordwi.gov) **Town of Hartford:** (262)673-7214
 - **2 sets of Building plans-** Complete plans with wall bracing plan is required. A readable hardcopy is preferred.
 - **Energy Calculations-** Provide heat loss data (BTUs/Hr) derived from the ResCheck report or the "Heating System Sizing Summary Calculator" available on the DSPS website <http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC>. Obtained from HVAC Contractor
 - **2 copies of Survey/Site Plan-** Showing location of structure with setbacks to side yards, rear yard, and road right of way. Driveway location and location of erosion control measures.
 - **Sanitary Permit/Shoreland Permit-** Obtained from Plumbing contractor through Washington County. Washington County will also determine if the project is in a shoreland zoning district. Washington County Planning and Parks Department
333 East Washington Street Suite 2300
West Bend, WI 53095 (262)335-4445
 - Completed online application- Follow Instructions below
 - To comply with State regulations, the applicant must complete the online building permit at <https://esla.wi.gov/PortalCommunityLogin>.
 - Step 1: **You do not have to create an account.** At top of page Select "Uniform Dwelling Code Permits" tab.
 - Step 2: Review instructions and cautionary statements.
 - Step 3: Provide acknowledgement by checking the box.
 - Step 4: Select the Click Here to Start the Permit Request button.
 - Step 5: Start application. When at Jurisdiction section, click "Townships" button and scroll to Town of Hartford, Washington. Complete as much as possible, all contractor info is needed. The building Inspector can add info that is not complete.
 - Homeowners can submit their own application. At step 5 there is a check box that needs to be checked by homeowner. The dwelling contractor information will be left blank if homeowner is submitting the application.

Any questions contact- **Building Inspector**-Jeremy Pfeifer
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