Construction Guide:
One & Two Family "New Home" Building Permit Process

(updated 4/2019)

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

1. Request a New Home Building Permit Application packet from the Building & Zoning Office.

2. Submit a completed Building Permit Application packet along with two sets of building plans. (One will be returned to you after approval process.)

3. The Building & Zoning Office will review completed packet and building plans for conformance with building codes and zoning regulations. The process generally takes approximately two weeks. Building permit and special fee charges will also be calculated at this time. *(Please note that the time for permit approval can vary depending on accuracy and completeness of submitted documentation.)*

4. You will be contacted by our office when plans are approved. Once payment is received, a permit will be issued and construction may commence. Permits are valid for 24 months from date of issuance.

5. Please call the Building & Zoning Office at 715-246-4268 to set up your inspection appointments (listed below). We will make every effort to perform the inspection at the time requested, however we are allowed up to 2 business days by the Wisconsin Uniform Dwelling Code to make the inspection after the notification.

Required Residential Inspections

a. Water/Sewer Laterals - DSPS 381.2 (air/water test required)

b. Footings - Prior to pouring of concrete, all footing forms and reinforcements must be inspected.

c. Foundation – Prior to pouring of concrete, formwork must be inspected. All masonry walls must be inspected after damp proofing but prior to backfill.

d. Drain Tile – If required, inspection prior to backfill.

e. Under-ground Plumbing – Must be inspected and tested prior to being covered.

f. Underslab Vapor Barrier (poly) or Insulation – Must be inspected prior to floor slab being poured.

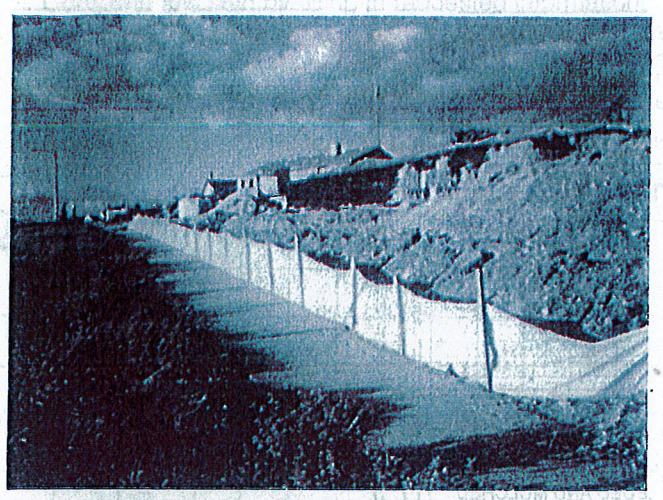
g. Temporary or New Electrical Service – Inspection required prior to NR Electric Utility's energizing service.

h. Rough-Ins: Plumbing, Electrical, Mechanical, Structural (Framing) – All drain/waste/vent piping must be tested and inspected prior to being covered. All ductwork, flues, vents, gas piping and hydronic piping must be inspected prior to being covered.

i. Insulation – Once structural & rough-in inspections have been completed, insulation may be installed. All insulation and vapor retarders must be inspected prior to being covered.

j. Final Inspection – Is required. Upon successful completion; a Certificate of Occupancy will be issued.

EROSION CONTROL FOR HOME BUILDERS



By controlling erosion, home builders keep our streets and waterways clean.

Erosion Is a Costly Problem

Eroding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:

Local taxes—Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

Dredging—The expense of dredging sediment from lakes, harbors and navigation channels is a heavy burden for taxpayers.

Lower property values—Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

Poor fishing—Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs.

Nuisance growth of weeds and algae—Sediment carries fertilizers that fuel algae and weed growth.

Controlling Erosion is Easy

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive—straw bales or silt fence, stakes, rock, plastic tubes, and grass seed.

Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- **Preserving** existing trees and grass where possible to prevent erosion;
- **Revegetating** the site as soon as possible;
- **Silt fence or straw bales** to trap sediment on the downslope sides of the lot;
- **Soil piles** located away from any roads or waterways;
- **Access drive** used by all vehicles to limit tracking of mud onto streets;
- **Cleanup** of sediment carried off-site by vehicles or storms; and
- **Downspout extenders** to prevent erosion from roof runoff.

This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre.

If you need assistance, contact your local building inspector or erosion control office.

GWQ001 Erosion Control for Home Builders. Additional copies are available from Cooperative Extension Publications, 630 W. Mifflin St., Madison, WI 53703, 608/262-3346 or Dept. of Commerce, Customer Service Center, P.O. Box 7969, Madison, WI 53707-7969, 608/267-2423.

Erosion Control Practices For Home Sites

STRAW BALE or SILT FENCE

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of land.
- Extend ends upslope enough to allow water to pond behind fence.
- Bury 8 inches of fabric in trench (see back page).
- Stake (2 stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½ inch rain. Remove sediment if deposits reach half the fence height. Replace bales after 3 months.
- Maintain until a lawn is established.

SOIL PILES

- Locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

ACCESS DRIVE

- Install an access drive using 2 to 3 inch aggregate prior to placing first floor decking on foundation.
- Lay stone 6 inches deep and at least 7 feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by *all vehicles*.
- Maintain throughout construction.
- In clay soils, use of a geotextile under the stone is recommended.

SEDIMENT CLEANUP

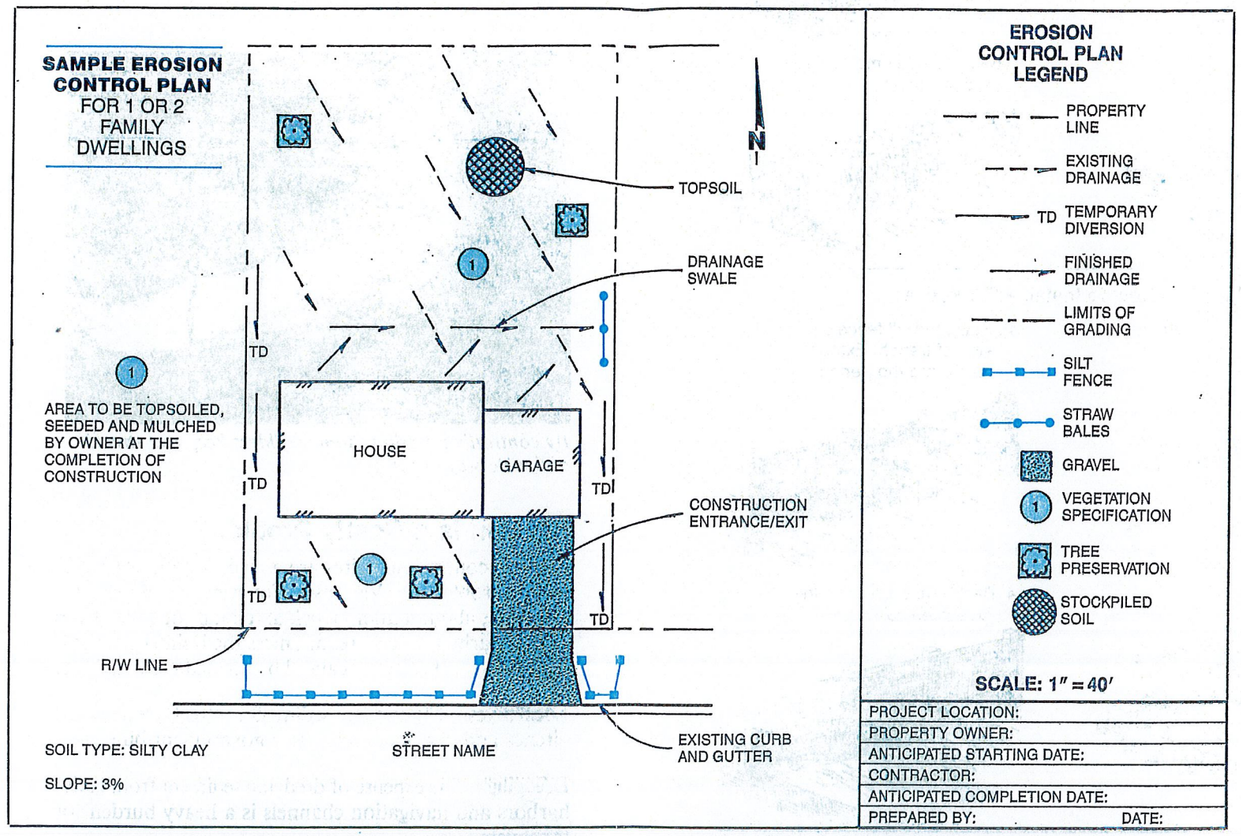
- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up the soil washed off-site.

SEWER INLET PROTECTION

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

DOWNSPOUT EXTENDERS

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area.
- Maintain until a lawn is established.



WARNING! Extra measures may be needed if your site:

- Is within 300 feet of a stream or wetland
- Is within 1000 feet of a lake
- Has a waterway or ditch
- Is steep (slopes of 12% or more)
- Receives runoff from 10,000 sq. ft. or more of adjacent land
- Has more than an acre of disturbed ground

For information on appropriate measures for these sites, call your local building inspector or erosion control office.

Typical Lawn Seed Mixtures

Grass	Percent by Weight Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%
Seeding rate (lb./1000 sq. ft.)	3–4	4–5

Source: R.C. Newman, Lawn Establishment, *UW-Extension, 1988.*

PRESERVING EXISTING VEGETATION

- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the area below their branches.

REVEGETATION

Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

SEEDING AND MULCHING

- Spread 4 to 6 inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10–10–10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with ¼″ of soil. Roll lightly.
- Mulch with straw (70–90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is 2 inches tall.

SODDING

- Spread 4 to 6 inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10–10–10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top, laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil 6 inches deep (or until water stands 1 inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for 2 weeks.
- Generally, the best times to sod or seed are early fall (Aug. 15–Sept. 15) or spring (May).

If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15. Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites

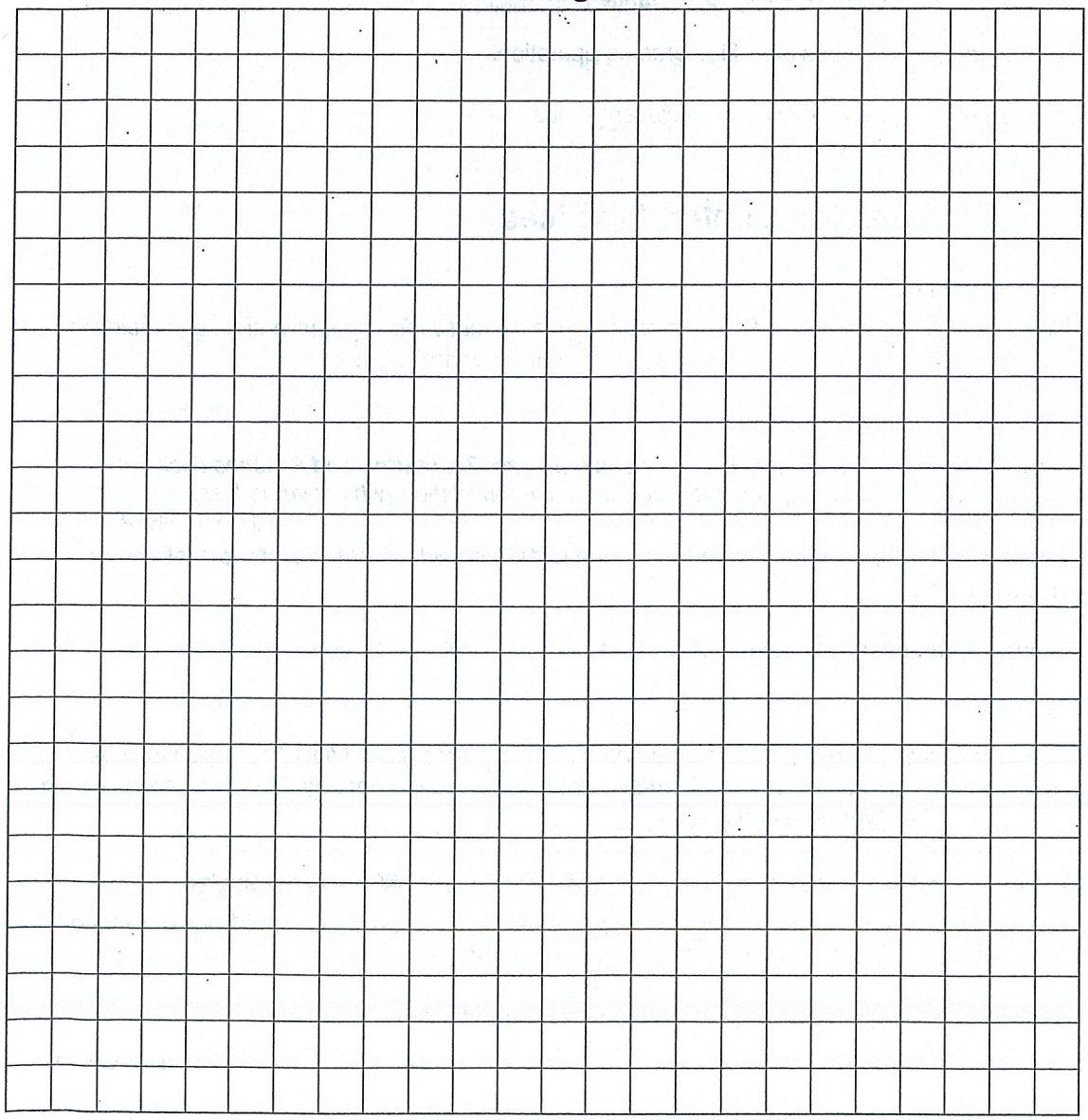
According to Chapters ILHR 20& 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1 & 2 family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

Instructions:

1. Complete this plan by filling in requested information, completing the site diagram and marking (✓) appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

Site Diagram

Scale: 1 inch = _____ feet



EROSION CONTROL PLAN LEGEND

- PROPERTY LINE
- EXISTING DRAINAGE
- TD TEMPORARY DIVERSION
- FINISHED DRAINAGE
- LIMITS OF GRADING
- SILT FENCE
- STRAW BALES
- GRAVEL
- (1) VEGETATION SPECIFICATION
- TREE PRESERVATION
- STOCKPILED SOIL

Please indicate north by completing the arrow below.

PROJECT LOCATION _____

BUILDER _____ OWNER _____

WORKSHEET COMPLETED BY _____ DATE _____

EROSION CONTROL PLAN CHECKLIST

Completed / Not Applicable

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

Site Characteristics

☐ North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.

☐ ☐ Location of existing drainageways, streams, rivers, lakes, wetlands or wells.

☐ ☐ Location of storm sewer inlets.

☐ Location of existing and proposed buildings and paved areas.

☐ The disturbed area on the lot.

☐ Approximate gradient and direction of slopes before grading operations.

☐ Approximate gradient and direction of slopes after final grading operations.

☐ ☐ Overland runoff (sheet flow) coming onto the site from adjacent areas.

Erosion Control Practices

☐ ☐ Location of temporary soil storage piles.

Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway.

☐ Location of access drive(s).

Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).

☐ ☐ Location of sediment controls (filter fabric fence, straw bale fence or 10-foot wide vegetative strips) that will prevent eroded soil from leaving the site.

☐ ☐ Location of sediment barriers around on-site storm sewer inlets.

☐ ☐ Location of diversions.

Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.

☐ ☐ Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).

Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or by seeding with use of erosion control mats.

☐ ☐ Location of practices that will control erosion in areas of concentrated runoff flow.

Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices <u>should not</u> be installed in perennial streams (streams with year-round flow.)

☐ ☐ Location of other planned practices not already noted.

Planned Not Planned

Indicate management strategy by checking (✓) the appropriate box:

Management Strategies

☐ ☐ Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1st and September 15th), or by other cover, such as tarping or mulching.

☐ Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

Indicate re-vegetation method: Seed ☐ Sod ☐ Other ☐ _____

Expected date of permanent re-vegetation: _____

Re-vegetation responsibility of: Builder ☐ Owner/Buyer ☐

Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? Yes ☐ No ☐

☐ ☐ Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

☐ ☐ Trapping sediment during dewatering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

☐ Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.

☐ Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the barrier's height.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

For more assistance on plan preparation, refer to Chapters ILHR 20 & 21 of the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook,* and UW–Extension publication *Erosion Control for Home Builders.*

The Wisconsin Uniform Dwelling Code and the *Wisconsin Construction Site Best Management Handbook* are available through State of Wisconsin Document Sales, 608/266-3558.

Erosion Control for Home Builders (GWQ001) can be ordered through Cooperative Extension Publications, 608/262-3346 or the Department of Commerce, 608/267-2423.

EROSION CONTROL REGULATIONS

UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

PROJECTS AFFECTED

- All new 1 and 2 family dwellings in Wisconsin started on or after December 1, 1992.
- Additions to dwellings built after June 1, 1980.

APPLICATION PROCESS

- Erosion control measures must be included on the plot plan submitted with the building permit application to the local building inspector in communities where the dwelling code is enforced
- Plot plan must show:
  - —Location of the dwelling, other buildings, wells, surface waters and disposal systems on the site with respect to property lines
  - —Direction of all slopes on the site
  - —Location and type of erosion control measures

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes
- Access drive
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets
- Additional controls if needed for steep slopes or other special conditions

MAINTENANCE AND WASTE DISPOSAL

- Sediment controls must be maintained until the site is stabilized by mulching and seeding, sodding or landscaping
- All building waste must be properly disposed to prevent pollutants and debris from being carried off-site

ENFORCEMENT

- Erosion control inspections will be made during other regular inspections (footing and foundation, rough construction, final, etc.)
- Violations must be corrected within 72 hours
- Stop work orders may be issued for noncompliance

FOR MORE INFORMATION, CONTACT

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7969, Madison, Wisconsin 53707, (608) 266-2128.

STORMWATER PERMIT (DNR)

PROJECTS AFFECTED

- Any grading or construction project that disturbs **5 acres** or more and is not covered by a building permit
- Smaller sites that are part of a planned development involving 5 acres or more of land disturbance
- Effective October 1, 1992 for any new or continuing project
- Exceptions: Indian tribal lands and work done by local government staff

APPLICATION PROCESS

- File a "notice of intent" application (Form #3400–161) with the Department of Natural Resources (DNR) 14 days before construction begins
- Application must include:
  - —Timetable for land disturbing activities and installation of erosion control measures including project start and completion dates
  - —Proposed erosion and storm water pollution control practices during and after construction
  - —Documentation that an erosion control and storm water management plan which meets DNR standards has been prepared (plan does not need to be submitted with the application)
  - —Other information related to site location and permit holder

CONTROLS REQUIRED

- Erosion control measures specified in the Wisconsin Construction Site Best Management Practice Handbook
- Measures to control storm water after construction

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 266-7078

LOCAL ORDINANCES

Check with your county, and city, village or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1 & 2 family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

A publication of the University of Wisconsin–Extension in cooperation with the Wisconsin Department of Natural Resources and Department of Commerce, Ron Struss, Water Quality Educator, UWEX Western Area and Carolyn D. Johnson, Urban Water Quality Educator, UWEX Southeast Area. UW–Extension provides equal opportunities in employment and programming. This publication is available from county UWEX offices or from Extension Publications, 630 W. Mifflin St., Madison, WI 53706, (608) 262-3346.

GWQ001A Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites **DNR: WT–458–96** **R–02–97–2M–10–S**

Dept of Safety & Professional Services
Industry Services Division
Wisconsin Stats. 101.63, 101.73

Wisconsin Uniform Building Permit Application

Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m)]

Application No.

Parcel No.

PERMIT REQUESTED ☐ Constr. ☐ 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 Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.	
HVAC			
Electrical			
Plumbing			

PROJECT LOCATION | Lot area Sq.ft. | ☐ One acre or more of soil will be disturbed | ☐Town ☐Village ☐City of | ____ 1/4, ____ 1/4, of Section ____, T____N, R ____E/W

Building Address	County	Subdivision Name	Lot No.	Block No.

Zoning District(s)	Zoning Permit No.	Setbacks:	Front ft.	Rear ft.	Left ft.	Right ft.

1. PROJECT
☐ New ☐ Repair
☐ Alteration ☐ Raze
☐ Addition ☐ Move
☐ Other:

2. AREA INVOLVED (sq ft)

	Unit 1	Unit 2	Total
Unfin. Bsmt			
Living Area			
Garage			
Deck/ Porch			
Totals			

3. OCCUPANCY
☐ Single Family
☐ Two Family
☐ Garage
☐ Other:

4. CONST. TYPE
☐ Site-Built
☐ Mfd. per WI UDC
☐ Mfd. per US HUD

5. STORIES
☐ 1-Story
☐ 2-Story
☐ Other:
☐ Plus Basement

6. ELECTRIC
Entrance Panel Amps: _____
☐ Underground
☐ Overhead

7. WALLS
☐ Wood Frame
☐ Steel
☐ ICF
☐ Timber/Pole
☐ Other:

8. USE
☐ Seasonal
☐ Permanent
☐ Other:

9. HVAC EQUIP.
☐ Furnace
☐ Radiant Basebd
☐ Heat Pump
☐ Boiler
☐ Central AC
☐ Fireplace
☐ Other:

10. SEWER
☐ Municipal
☐ Sanitary Permit# _____

11. WATER
☐ Municipal
☐ On-Site Well

12. ENERGY SOURCE

Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo
Space Htg						
Water Htg						

13. HEAT LOSS
_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)

14. EST. BUILDING COST w/o LAND
$

I understand that I am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this 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 of this form.**

APPLICANT (Print:) _____ **Sign:** _____ **DATE** _____

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:		PERMIT(S) ISSUED	WIS PERMIT SEAL #	PERMIT ISSUED BY:
Plan Review	$_____	☐ Construction		Name _____
Inspection	$_____	☐ HVAC		
Wis. Permit Seal	$_____	☐ Electrical		Date _____ Tel. _____
Other	$_____	☐ Plumbing		
		☐ Erosion Control		
Total	$_____	_____		Cert No. _____

SBD-5823(R07/13) Distribute: ☐ Ply 1 – Issuing Jurisdiction; ☐ Ply 2- Issuer forwards to state w/in 30 days; ☐ Ply 3- Inspector; ☐ Ply 4- Applicant

CITY OF NEW RICHMOND

BUILDING & ZONING REQUIREMENTS

(Updated 04/2019)

1. No construction or excavation allowed without permit issuance. Permits will not be issued or valid until payment is received. Double permit fees will be assessed for work started without a permit per Ord. Sect. 105-33. Strict erosion control compliance including off-site tracking will be enforced. Placement of dumpsters on City streets requires prior approval from the Director of Public Works.

2. Check with local Building Inspection/Zoning Administrator office prior to any home improvements, landscaping, fencing, pools, excavation, antennas, outdoor wood stoves, paving, planting, misc. construction projects, etc. **Always check private covenants before building. It is the applicant's responsibility to adhere to private covenants.**

3. Municipality NOT responsible for:
   - Any site work or construction performed prior to plan review and building permit issuance.
   - Property line locations.
   - Proper lot/building site validation.
   - Enforcing private covenants.

4. Owner/Builder IS responsible for:
   - Zoning compliance. Inquire about specific zoning requirements.
   - Obtaining utility easements for any services traversing adjacent/contiguous lots or parcels.
   - Verifying that sub-contractor licensing through the State of Wisconsin is current.
   - Declaring if property lines are present at common walls on the building permit application for two unit buildings under separate ownership.
   - Building plans matching the intended construction.
   - Displaying property lines upon initial footing inspection. Setbacks are NEVER measured from the curb - always measure from the property lines
   - Final inspection notification upon completion of project. Occupancy NOT permitted until completion of all conditions on the final inspection report is satisfied.

5. 48-hour UDC inspection notification preferred. Allowances will be made on a case-by-case basis. Any re-inspection shall be subject to a $75.00 fee for each incident.

6. City of New Richmond Building Inspection/Zoning Administrator office reserves citation authority for violations.

7. City of New Richmond building permit expires 24 months from date of issuance.

8. **Cautionary Statement to Owners Obtaining Building Permits:** 101.65(Ir) of the Wisconsin State 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 s. 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 an negligence of 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 any damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or ordinance enacted under sub. (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 or death of others or damage to property that is caused by negligence by the contractor that occurs in connection with the work performed under the building permit.

9. **I agree 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, expressed or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility.**

I, _____, understand and agree to these aforementioned conditions.

Dated _____ Building Permit # _____

CITY OF NEW RICHMOND
SITE STABILIZATION AND LANDSCAPE DEPOSIT

A Site Stabilization and/or Landscape Deposit may be required depending on your project or if you have a Developers Agreement which mandates landscaping conditions. Deposits are collected at the time of building permit issuance and will be deposited into the General Fund. Your deposit will be returned when a satisfactory site stabilization or landscape inspection has been completed by the Building Inspector. If landscaping is not complete by time of the occupancy inspection; site inspections will then be performed only twice a year.

- Site Stabilization includes: having lawns seeded, stabilized and long term erosion controls implemented.
- Landscaping includes installation of all plantings as required by Sec. 121-55 of the Zoning Ordinance.

Failure to complete the site stabilization and/or required landscaping within 6 months of issuance of the occupancy permit will result in the City completing the required work through contracted services unless prior written agreement has been put in place. Any remaining deposit will be returned to the depositor of record.

The deposit amount required is based on your project site unless otherwise determined by a Developers Agreement.

Site Deposits:	
One and Two Family Buildings	$1,000.00 (Each Building Site)
Multi-Family Buildings	$500.00 (Each Dwelling Unit)
Commercial Buildings	$1,000.00 (Each Building Site)
Hangar Lots	$0 - Under Airport Jurisdiction
Landscape Deposit	Check or Letter of Credit for 125% of Landscaping Costs

****

I, _____ agree to the above terms.

Dated: _____

Please return my $_____ deposit to the name and address listed below:

Name and Address: _____

_____

_____

_____

Office Use Only:

Approved by: _____ **Date:** _____

Building Permit # _____ **Property Address:** _____

Construction Guide:
New Utilities Service (Contractor Only)

(update 4/2019)

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

To establish service for a new residential or commercial building the contractor shall complete the "Contractor Form – Application to Establish New Service".

Applications may be submitted to New Richmond Utilities through the following methods:

Mail: New Richmond Utilities, 156 E First Street, New Richmond, WI 54017

Fax: 715-246-7129

Email: dthielke@newrichmondwi.gov

In person: Monday through Friday, 7:30 am to 4:30 pm

Submission of the application does not guarantee approval. You will receive an email confirmation upon application acceptance, generally within three business days.

If you are a new contractor to the City of New Richmond, you will be required to show proof of identity with a valid picture ID at the Utility office before the application will be accepted. An email of acceptance will be sent after validation.

If you are a contractor who has built within the City of New Richmond and had utility service put into your name or your company's name in the past five years, you are not required to show ID at this time.

CONTRACTOR FORM

APPLICATION TO ESTABLISH NEW SERVICE (ELECTRIC/WATER/WASTEWATER)

The Federal Trade Commission (FTC) requires municipal utilities to have an "Identity Theft Prevention Program" in place. In accordance with this, customers are now required to submit an application in person and show a photo ID. Failure to provide proof of identity may be constructed as a red flag & may be reported to the proper authorities. All information provided will be confidential.

SERVICE START DATE: _____ **(M-F Only)**
(24-hour minimum advance notice required)

Address of where Service(s) are to be provided: _____
House # Street Name Suite # Lot #

Mailing address if different from Service Address: _____
House # Street Name Apt #

_____
City State Zip

Application for service shall be made in the legal name(s) of the party obligated to pay for service.
Primary Person(s)/Entity responsible for paying Utility Bills:

A. NAME FOR BILLING: _____

BUSINESS NAME IF DIFFERENT FROM BILLING NAME: _____

CONTACT PERSON: _____

BUSINESS PHONE #: (_____)_____ _____CELL PH#:(_____)_____
(You must provide at least one phone number where you can be reached.)

B. DRIVERS LICENSE INFORMATION: #: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ STATE: _____DOB:_____

SOCIAL SECURITY NO. . #: _ _ _-_ _-_ _ _ _ **OR**

FEIN#_____-_____ STATE INCORPORATED: _____

E-MAIL ADDRESS: _____ ☐ **Go Paperless – Check here for EBILLING**

Do you have or have you had other construction accounts with New Richmond utilities? No_____ Yes_____

Comments:

_____ _____ _____
Customer Signature Please Print Name Date

MUST BE SIGNED TO BE VALID, ELECTRONIC SIGNATURE ACCEPTED

False information can be cause for disconnection per Public Service Commission of Wisconsin Service rules PCS 113.0301. Service may be disconnected or refused for: (i) Failure of an applicant for utility service to provide adequate verification of identity and residency, as provided in sub.(3). Social Security number is not required.

OFFICE USE ONLY Reviewed & Validated by:_____ Move In: Account No.:_____-____ Customer No. _____
Approved or Denied by:_____ Letter Sent:_____ Move Out: Account No: _____-____

Rev: 4/2019