

Building Permit Checklist

1. Sanitary Permit (if required) – contact a WI Licensed Plumber

2. Town Permits – check with your township

3. Special Permits:

- WI Safety & Buildings – *commercial/public use (ph. # 920-492-5601)*
- WI Dept. Natural Resources – *wells; piers; > 10,000 sq. ft. land disturbance (ph. # 715-358-9200)*
- US Army Corps of Engineers – *wetland issues (ph. # 715-345-7911)*

4. UDC Permit (if required)

5. Vilas County Permits

- Property Owner's signature
- Computer Number (Tax Parcel Identification Number)
- Total estimated cost
- Legal description & physical property address (Fire #)
- Size & dimensions of property and size & dimensions of construction activities
- Sanitary permit information
- Contractor information
- A site plan showing names, locations, distances (in feet) and dimensions of: lot lines; any bodies of water; all existing structures on the property; proposed new construction; driveways; roads; septic tanks & seepage areas; wells; and the location of North.

PERMITS EXPIRE ONE YEAR FROM ISSUANCE DATE IF CONSTRUCTION HAS NOT STARTED.

IF CONSTRUCTION HAS STARTED WITHIN ONE YEAR OF ISSUANCE DATE, PERMITS ARE VALID FOR TWO YEARS.

*** “ALL 7 STEPS ON THE SITE PLAN MUST BE COMPLETED BEFORE THE PERMIT CAN BE ISSUED!”**