

**NOTICE TO ALL CONTRACTORS**  
**ONE & TWO FAMILY DWELLINGS**  
**NEW AND ADDITIONS**

The following will be required in order for application and processing of new single and two family dwelling permits.

- 1) Three sets of plans showing:
  - Detailed floor plans
  - Complete building elevations
  - Basement plan showing size and location of beams
  - Section detail
  
- 2) Plot plan showing:
  - Property lines
  - House Location with setbacks
  - Building elevation
  - Direction of all slopes on site
  - Erosion control measures
  - Stone driveway
  
- 3) Set of heat loss calculations- (WIScheck or Dept. of Commerce heat loss worksheet.)
  
- 4) Dept. of Commerce contractor credential card. (this does not apply to electrical, HVAC or plumbing contractors.) Cards may be obtained by contacting the department at **1-608-266-3151**. Permit applications will **not** be accepted unless this card is presented.
  
- 5) Wisconsin uniform building permit application. (SBD-5823)

Note: Permits will **not** be issued the same day. Every effort will be made to expedite permits in order of the date of application.