



CHECKLIST FOR COMPLETING BUILDING APPLICATIONS

YOUR **COMPLETED** BUILDING PERMIT APPLICATION SHOULD INCLUDE THE FOLLOWING (HARD COPIES ARE REQUIRED OF EVERYTHING UNLESS OTHERWISE STATED ON THIS CHECKLIST)

New Construction and Additions:

- COMPLETED UNIFORM PERMIT APPLICATION – RESIDENTIAL MUST INCLUDE BUILDING CONTRACTOR AND BUILDING QUALIFIER NUMBERS
- A LIST OF ALL SUB-CONTRACTORS WITH ADDRESSES, PHONE NUMBERS, EMAIL ADDRESSES, AND ANY REQUIRED STATE CERTIFICATION NUMBER
 - A.) EXCAVATOR B.) CEMENT CONTRACTOR C.) ELECTRICIAN
 - D.) BUILDER E.) HVAC CONTRACTOR F.) PLUMBING FIRM
 - G.) LANDSCAPER
- SIGNATURE OF THE APPLICANT ON BUILDING PERMIT APPLICATION
- SIGNED DEVELOPERS' APPROVAL LETTER
- SITE PLAN, DRAWN TO SCALE SHOWING ALL SETBACKS AND SITE IMPROVEMENTS (E.G. BUILDING, SIDEWALKS, DRIVEWAYS, ETC.)
- TWO COMPLETE FULL SIZE SETS OF BUILDING PLANS DRAWN TO SCALE WHICH MUST INCLUDE WIND BRACING PLAN
- ONE COMPLETE ELECTRONIC SET OF PLANS (PDF) CONTACT BUILDINGINSPECTION@TOWN.VERONA.WI.US FOR LARGE FILE, OR SUBMIT A USB DRIVE WITH THE PLANS
- COMPLETED DANE COUNTY EROSION CONTROL PLAN
- PRIVATE ON-SITE WASTE SYSTEM APPROVAL FROM DANE COUNTY
- DANE COUNTY ZONING PERMIT APPLICATION WITH ALL NAMES, ADDRESSES AND PHONE NUMBERS
- FIRE NUMBER ASSIGNED BY DANE COUNTY
- ENERGY WORKSHEET FORM WITH COMPLETED HEAT LOSS CALCULATIONS
- BUILDING CONTRACTOR'S E-MAIL ADDRESS (FOR ELECTRONIC NOTIFICATION WHEN THE PERMIT IS APPROVED.)
- COMPLETED DRIVEWAY PERMIT APPROVAL

JOB ADDRESS: _____

CONTACT NAME & EMAIL ADDRESS _____