



## **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](mailto: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 \_\_\_\_\_