

New Home Required Item Checklist

Village Required Items

- _____ Copy of Sanitary Permit. (*Darboy Sanitary, Harrison Utilities or Calumet County.*)
- _____ Completed Wisconsin Uniform Building Permit. (On line)
www.bispermits.com
- _____ New Construction Residential Building Permit Application.
- _____ 3 Sets of Building Plans showing all House Dimensions.
- _____ Completed Energy Worksheet. (*From Heating Contractor*)
- _____ Completed Erosion Control Application & Erosion Site Plan
- _____ Completed Culvert/Driveway Permit Application if Applicable
- _____ Read & Sign Village of Harrison Permit Attachment
- _____ Read and Sign Conditions of Approval Sheet
- _____ Braced Wall Plan.
- _____ Impact Fee Schedule Form.

Village Required Zoning Items

- _____ Completed Village of Harrison Zoning Permit Application.
- _____ 1 House plan- 1-Site plan showing building setbacks, elevations, grading & drainage plan. (*Example, Back side of zoning permit application*).

BUILDING PERMIT

New Construction - Residential

Permit # _____

Village of Harrison

Name: _____

Address of Project: _____

Phone: _____

Parcel/Lot # _____

Sq. Ft. of Project: _____

Cost of Project: _____

Date: _____

Up to 2000 Sq.Ft.	\$ 300.00	
2001 to 3500 Sq. Ft.	\$ 400.00	
3501 to 5000 Sq. Ft.	\$ 500.00	
5001 Sq Ft. Plus.	\$ 600.00	

Electrical Service	\$ 55.00
Electrical	\$ 110.00
Plumbing	\$ 165.00
Heating/A.C.	\$ 110.00
Erosion Control	\$ 100.00
State of WI. Stamp	\$ 35.00

Lot Grade Check Fee	\$ 860.00	\$ 860.00
Driveway Grade Check Fee	\$ 185.00	\$ 185.00
Administrative Fee	\$ 175.00	\$ 175.00
Escrow:	\$ 1,500.00	\$1,500.00
Other		
Zoning Permit	\$ 250.00	\$ 250.00
Culvert Permit:	\$150.00	
Impact Fees: (From Separate Form)		
Total		

Village of Harrison
W 5298 HWY 114
Menasha, WI 54952

Building Inspector
Paul Birschbach _____

Home Owner - Agent _____

Erosion Control Application

Village of Harrison

Name of owner. _____

Address of project. _____

City. _____

Contractor name: _____

Address: _____

City: _____

Phone #: _____

Type of erosion control to be installed: Separate site plan included: _____

Silt Fence: _____ Bales: _____ Vegetation: _____ Erosion Matt: _____

I, the undersigned Owner/Contractor, do hereby agree to comply with SPS 321.125 & 321.126 of the Wisconsin Dept. of Safety & Professional Services building code viewable at dsps.wi.gov/sb/SB-DivCodesListing.html

Home Owner or Contractor.

Date: _____

Culvert/ Driveway Access Application

Village of Harrison

Name: _____ Permit # _____

Address: _____

City: _____

Phone: _____

Location of proposed access: _____

Date: _____

Residential ____ Driveway Access / No Culvert ____ Agricultural ____

Extension ____ Replacement ____

Sec. 22-90. - General requirements.

This article requires all contractors, agricultural operators, or any other large equipment operator to install and cover, with gravel, a tracking pad/driveway before any equipment, including the back hoe, can be moved onto the site. It will be the responsibility of the contractor or operator to be sure all traffic in and out of the site is over the graveled driveway/tracking pad. It will also be the responsibility of the contractor or operator to clean any mud or other debris deposited on accepted Village roads, the same day it was deposited. If the contractor or operator fails to clean the roads in the required time period, the Village will have it cleaned and charge all costs to the contractor or operator.

Sec. 22-91. - Culvert regulations.

This article and any amendments to the ordinance from which this article is derived shall be for the purpose of protecting graded ditches and roadsides and to prevent erosion in these areas.

Sec. 22-92. - Culvert permit.

All applicants for a new, replacement, or extension to a culvert shall submit a culvert permit application and fee as set forth in the Village fee schedule on file in the office of the Village Clerk, reference this code section, before the culvert is set in place. The Building Inspector, after consultation with the Director of Public Works, shall approve the culvert location. Each culvert shall require a separate application and fee. The contractor shall be responsible for contacting the Village's designated inspector to ensure culvert pipe is set at grade prior to covering.

Sec. 22-93. - Culvert size requirements.

- (a) A culvert pipe shall have a minimum 18-inch diameter or the equivalent (18-arch pipe).
- (b) The culvert length required for a single-family residence shall be a minimum of 30 feet and a maximum of 36 feet as measured from end to end. Each culvert shall have end walls.
- (c) The culvert length required for agricultural driveways shall be a minimum of 40 feet and a maximum of 60 feet as measured from end to end. Each culvert shall have end walls. Wherever possible, the location of the driveway should be so that the driveway can be shared by 2 or more fields.
- (d) The culvert length required for all other uses shall be a minimum of 30 feet and a maximum of 60 feet as measured from end to end. Each culvert shall have end walls.
- (e) All culvert pipes shall be corrugated metal. End walls shall be required for all new and replacement culverts or extensions to culverts.
- (f) All equipment thereafter shall enter and exit the site on this culvert. There will be no driving through open ditches or on terraces at any time.

Sec. 22-94. - Variance.

- (a) A variance request to alter the size/length of the culvert shall be submitted in writing to the building inspector or designated Village personnel.
- (b) A variance request to waive the installation of a culvert shall be submitted in writing to the building inspector or designee along with an engineer certificate verifying that the installation will not alter the drainage of stormwater in the area.
- (c) The Building Inspector and Public Works Director or designee shall make a decision regarding the variance request.

Sec. 22-95. - Penalties.

Any person who violates any provision of this article shall be punished according to the general penalties described in section 1-7. The Village Board or its designee may enforce the provisions of this article by citation, injunction or other provisional remedy.

X _____
Contractor / Agent/ Owner

_____ Date

COST OF PERMIT

New Culvert. \$150.00

Replace or Extend Culvert \$ 50.00

Driveway Variance as in Sec. 22-94 (b) \$150.00

VILLAGE OF HARRISON BUILDING PERMIT
ATTACHMENT
NOTICE

CONTRACTOR REQUIREMENTS

OPEN BURNING PROHIBITED- No person, firm or corporation shall build any outdoor fire within the Village of Harrison boundaries except as set forth in Sec. 12-40 thru 12-46. This prohibition on burning includes but is not limited to, burning of construction waste and debris at construction sites or demolition of any structures. Some exemptions are allowed. The Wisconsin DNR prohibits burning by businesses and corporations, burning rules can be seen at dnr.wi.gov

NO DISCHARGE OF SUMP PUMPS IN ROAD RIGHT OF WAY- Sump pumps shall be discharged to the rear of all lots when storm sewer laterals are not provided. In the event that conditions are not conducive to rear lot drainage, and a mainline storm sewer system and service laterals within the street right-of way is not provided a secondary sewer collection system shall be provided and shall have a minimum 8" diameter. The storm sewer shall be designed for a 5 year storm. No roof drains may be connected to the storm sewer system. Sec. 22-121.

ALL EQUIPMENT SHALL ENTER AND EXIT ON TRACKING PAD- (Driveway) There will be no driving through open ditches and or curb & gutter at any time. It will be the responsibility of the General Contractor to be sure all traffic in and out of the building site is over the tracking pad. The Village of Harrison Board has set a fine of \$500.00 for anyone who violates the provision of Sec 22-90 through Sec 22-95 and Com 21.125. The Town/Village of Harrison Board or its designee (Building Inspector) shall enforce these requirements by escrow deduction, citation, provisional remedy, stop work order or withholding of the occupancy permit, until compliance is met and construction site is stabilized.

EROSION CONTROL- Erosion control measures shall be installed in accordance with DSPS 321.125 and maintained throughout the construction of the structure (s), including landscaping. The Village of Harrison Board or its designee (Building Inspector) shall enforce these requirements by escrow deduction, citation, provisional remedy, stop work order or withholding of the occupancy permit, until compliance is met and construction site is stabilized.

STREET CLEANUP -It is the responsibility of the General Contractor to ensure that the streets within the Village of Harrison are cleared daily of mud and debris left behind by trucks, lifts, excavators etc....Sec 22-90 and SPS 321.125.

DITCH /DRAINAGE AREAS- It is the responsibility of the General Contractor to ensure that Ditch and Drainage areas remain free from debris and sediment through the completion of construction. Concrete trucks shall not rinse and or empty any left over mix in the road right of way (s). DSPS 321.125 or into storm sewers, (Illicit Discharge Ordinance Sec 113-9 thru 113-106.) or State Statute 86.022

UNLOADING / LOADING OF TRACKED EXCAVATORS- Tracked excavators and /or heavy equipment shall not be allowed to be unloaded/loaded on any black top / concrete roads within the Village of Harrison. All activity to take place on the construction site. Repair costs for

damage to Village of Harrison roads and/or right-of-way will be billed to the General Contractor. The Village of Harrison Board or its designee (Building Inspector) shall enforce these requirements by escrow deduction, citation, provisional remedy, stop work order or withholding of the occupancy permit, until compliance is met and the problem is corrected.

CONCRETE DRIVEWAYS- No person shall make any excavation or fill, or install any culverts or make any alteration in any Village of Harrison road right-of-way, or shall not install any concrete driveway, or culvert abutments without the express permission of the Village of Harrison Board or its designee (Building Inspector). Any such installation shall be in accordance with the Village of Harrison road standards. Sec 22-123

RESPONSIBILITY- The General Contractor of the building site(s) will be held responsible for all related parties. (Excavators-Delivery Trucks-Sub-Contractors, their lift equipment, material deliveries, returns and waste disposal containers). The Village of Harrison Board or its designee (Building Inspector) shall enforce these requirements by escrow deduction, citation, provisional remedy, stop work order or withholding of the occupancy permit, until compliance is met.

GENERAL INFORMATION

W.E. ENERGIES CONTACT INFORMATION – Electric and Gas. Kathy Pettis –Supervisor –Field Services. 920-380-3545

CODES- Copies of the Wisconsin Uniform Dwelling Code as referenced under DSPS 321.125 on these pages can be viewed at <http://commerce.wi.gov/SB/SB-Divcodeslisting.html> DSPS/320-325 for all Wisconsin Uniform Dwelling Codes.

ORDINANCES-The Village of Harrison code of ordinances referenced on these pages can be viewed or purchased at www.municode.com

I THE UNDERSIGNED HAVE READ AND UNDERSTOOD THE ABOVE LISTED GENERAL CONTRACTOR REQUIREMENTS.

_____ Date _____
General Contractor Signature

I acknowledge that I have read both pages of this document: _____

Revised 1-11-2019

Conditions of Approval, Required Items & Required Inspections

1. **Permit issuance** Fill out completely-Village of Harrison Zoning permit application with Site plan showing foundation elevations, building setbacks & drainage plan. Energy sheet. Wisconsin Uniform Building permit, (Online) www.bispermits.com erosion control application and site drainage plan. **Other required items**-Sanitary permit, 3 sets of house plans, with braced wall plans, culvert permit if required. . **You must have all the above items before permit issuance.**
2. **Sanitary Permit.** A Sanitary Permit is needed from Harrison Utilities, Darboy Sanitary or Calumet Co.
3. **Culvert** Set stakes 2' past both ends and Call Building Inspector @ 920-989-2924 in advance. **Do not remove stakes until the inspector has inspected the culvert. Do not concrete over the culvert or in the Road Right of Way.**
4. **Lateral Meters** **Lateral Inspections** Call either Darboy Sanitary @ 788-6048, N398 CTY N or Harrison Utilities. @731-0002, N8722 Cty Rd LP
5. **Excavation** Erosion control must be installed within 24 hours after excavating.
6. **Footings** Before placement of concrete.
7. **Foundation** Prior to backfilling. Construction driveway required after backfilling.
8. **Plumbing** Before basement floor is poured.
9. **Elect Service** Before energizing
10. **Rough-in** To include framing, electrical, plumbing, and heating.
11. **Insulation** Before covering any walls.
12. **Final** A completed & approved final inspection before occupancy including erosion control.
13. **Escrow return** The escrow deposit will be returned after an approved completed final inspection before occupancy including erosion control. Final grade at foundation & lot corners. . Forfeiture of escrow will result if occupancy is taken before the approved final inspection or failure to maintain proper erosion control.

Additional Requirements

2. **Road clean up** is the responsibility of the contractor/owner on the same day.
3. Additional unnecessary inspections will be extra.
4. Comply with all State and Local Building Codes and Ordinances.

Owner/Contractor _____

Date _____

Questions? Call Building Inspector. 989-2924. 8:00-9:30 Daily.

Impact Fees -Village of Harrison

Impact Fee Schedule-Residential-Commercial **Permit #**

Name	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%;" type="text"/>		
Phone :	<input style="width: 100%;" type="text"/>		
Sq. Ft. of Project:	<input style="width: 95%;" type="text"/>		
Cost of Project :	<input style="width: 95%;" type="text"/>		
Date	<input style="width: 95%;" type="text"/>		
Type of Project:	<input style="width: 95%;" type="text"/>		

Law Enforcement Facilities Fee Commercial/Institutional - Industrial -Residential

Commercial-Institutional-Sq Ft	<input style="width: 95%;" type="text"/>	X 0.032	
Industrial		X 0.020	
Single Family Residential.		\$78.00	
Multi-Family Per Unit # Units	<input style="width: 95%;" type="text"/>	X= \$72.00	

Fire Impact Fee Commercial/Institutional - Industrial -Residential

Commercial-Institutional-Sq Ft	<input style="width: 95%;" type="text"/>	X 0.267	
Industrial		X 0.200	
Single Family Residential.		\$660.00	
Multi-Family Per Unit # Units	<input style="width: 95%;" type="text"/>	\$ 611.00	

Park Impact Fee

Single Family Residential.		\$1,078.00	
Multi-Family Per Unit # Units	<input style="width: 95%;" type="text"/>	\$ 999.00	

TOTAL: Check -Village Of Harrison

Comments: _____

Building Inspector.
 Paul Birschbach Office Hours 8:00-9:30 AM Daily
 Harrison Office 920-989-2924
 W 5298 HWY 114
 Menasha, WI 54952

Village of Harrison

W5298 Hwy 114
 Harrison, WI 54952
 Phone: 920-989-1062

ZONING PERMIT APPLICATION

Applicant Information					
Applicant Name (Indiv., Org. or Entity)		Authorized Representative		Title	
Mailing Address		City		State	Postal Code
E-mail Address		Telephone (include area code)		Fax (include area code)	
Landowner Information (if different than Applicant)					
Name (Organization or Entity)		Contact Person		Title	
Mailing Address		City		State	Postal Code
E-mail Address		Telephone (include area code)		Fax (include area code)	
Project or Site Location					
Site Address / Location:		Location ID(s):		Plat / CSM / Lot No.:	
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE		Section:		Township: N	Range: E
Legal Description:					
Current Zoning:			Current Use:		
Lot Dimensions: Front:		Side:	Rear:	Side:	Lot Area: <input type="checkbox"/> acres or <input type="checkbox"/> square feet
Project Information					
<u>Structure:</u>		<u>Type:</u>		<u>Use:</u>	
<input type="checkbox"/> Principal		<input type="checkbox"/> New		<input type="checkbox"/> Res. <input type="checkbox"/> One-Family	
<input type="checkbox"/> Accessory		<input type="checkbox"/> Addition		<input type="checkbox"/> Two-Family	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____		<input type="checkbox"/> Multi-Family	
<u>Project Description:</u>		<input type="checkbox"/> Com./Ind./Civic		<u>Setbacks – Principal Bldg.:</u>	
		<input type="checkbox"/> Agricultural		Front: Side:	
				Rear: Side:	
				<u>Lot Coverage:</u>	
				Existing:	
				Proposed:	
				<u>Impervious Surface:</u>	
				Existing:	
				Proposed:	
Estimated Cost: \$ _____			Height (to peak):		No. Stories:
Project Plans (see reverse side)					
<input type="checkbox"/> Site Plan		<input type="checkbox"/> Building Plans		<input type="checkbox"/> Grading/Drainage Plan	
Fees					
<input type="checkbox"/> New Construction - \$250.00		<input type="checkbox"/> Accessory Building (i.e. shed, detached garage) - \$50.00		<input type="checkbox"/> Deck - \$25.00	
<input type="checkbox"/> Addition - \$100.00		<input type="checkbox"/> Accessory Structure (i.e. driveway, patio) - \$25.00		<input type="checkbox"/> Fence - \$25.00	
Certification & Permission					
<p>Certification: I hereby certify that I am the landowner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation and cease & desist orders.</p> <p>Permission: As landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, to determine compliance with the ordinances and to perform corrective actions after issuing proper notice to the landowner.</p>					
Applicant Signature				Date Signed	
Landowner Signature (required)				Date Signed	

LEAVE BLANK – FOR MUNICIPAL USE ONLY				Inspections:		
Date Complete Application Received:	Fee Received: \$	Date Approved:	Principal		Accessory	
	Receipt No.:		Front:			
	Permit No.:		Side:			
			Rear:			
			Side:			
			Building Height:			
			Building Coverage:			
			Impervious Surface Coverage:			



Attention Builders/Contractors

Effective **January 1, 2017**, the Village of Harrison and Town of Harrison have contracted with Short Elliott Hendrickson, Inc., (SEH®), who has partnered with Meridian Surveying, to perform foundation elevation checks, lot grading elevation checks, and driveway elevation checks. The purpose of these checks is to ensure proper grading in accordance with the grading/drainage plan for the subdivision/development or infill development. As part of your building permit and zoning permit application packet, a Site Plan with proposed grading must be submitted (see example on back side).

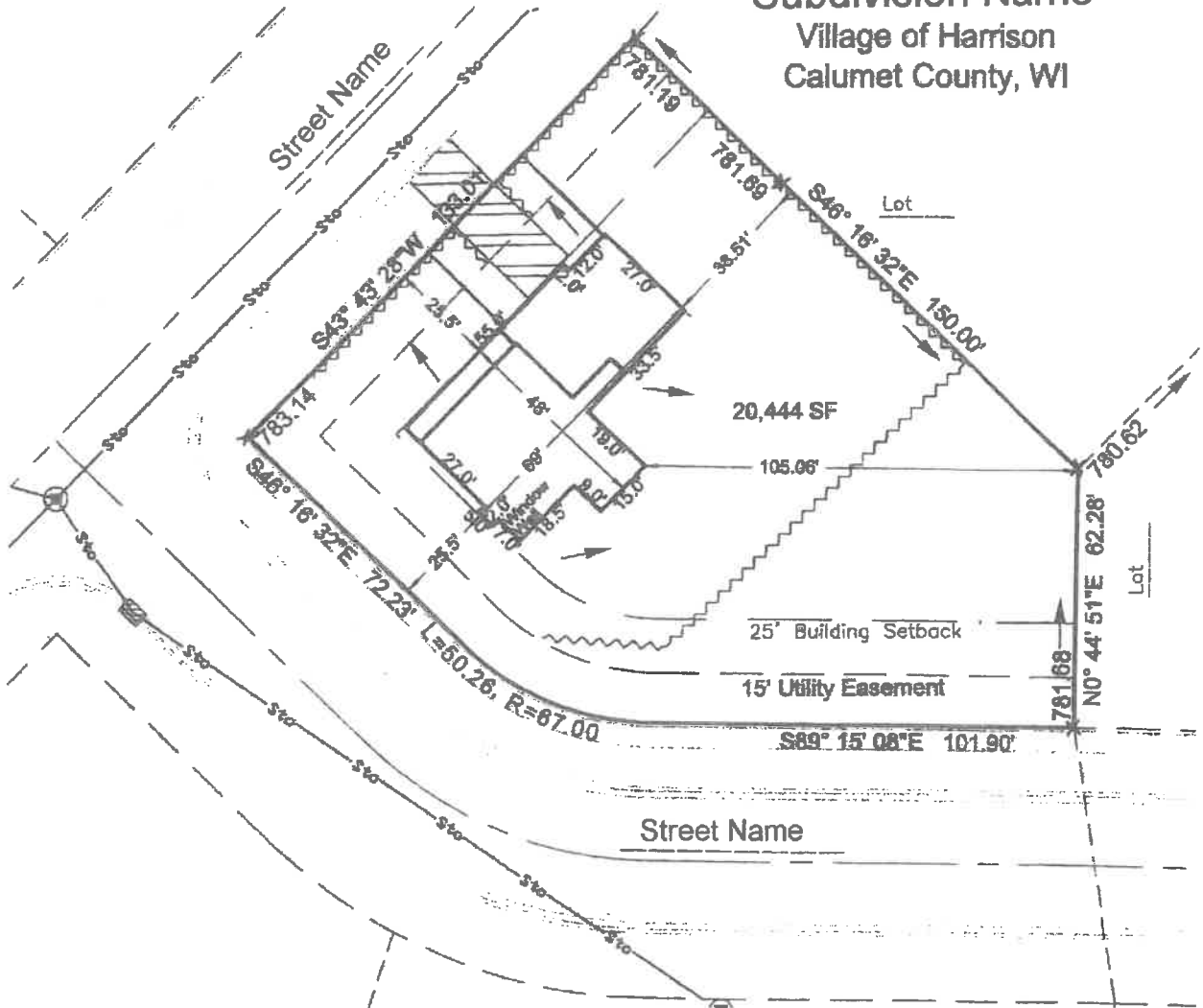
The following is an outline of the procedures that will be used.

1. A zoning permit application and building permit application is received by the Village. Such application to include the following:
 - a. Building Plans and Braced Wall Plan (where applicable)
 - b. Site Plan with lot lines, building footprint, setback distances, benchmark, proposed lot corner and midpoint grades, proposed ditch/swale grades (as applicable), proposed ground at foundation grade, proposed top of foundation wall grade, and driveway grade at right-of-way line.
 - c. Erosion Control Plan
 - d. Garner's Creek Stormwater Permit Application (where applicable)
 - e. Heat Calculations
 - f. Sanitary Permit
 - g. Signed Conditions of Approval Sheet
2. Village notifies SEH of application.
3. SEH will review Site Plan for drainage conformance with master grading plan, if available, or for consistency with adjacent properties if there is no master grading plan. Email confirmation will be sent to the Village.
4. Within 2-business days of notification, Meridian Surveying will set a temporary grade stake for the lot. The temporary grade stake will be a wood stake and lath set in the right-of-way at the corner of the lot to avoid the driveway and laterals. Lath is to include cut fill to top of foundation and top of stake elevation. Email confirmation of completion will be sent to the Village.
5. Village will notify SEH when foundation is poured.
6. Within 2-business days, SEH will check foundation height to ensure top of foundation is 8-inches above proposed ground grade at foundation (+/- 2-inches is allowable). Email confirmation will be sent to the Village. Foundation inspection will not be approved and construction may not continue until the foundation check is approved.
7. Village will notify SEH prior to final occupancy inspection.
8. Within 2-business days, SEH will check driveway elevation at right-of-way line for conformance with sidewalk elevation as part of street plans. If completed, SEH will also check lot grade elevations. Email confirmation will be sent to the Village.
9. If lot grade elevations are not completed, a Grading Permit and escrow will be required prior to final building occupancy being granted.
10. Within 1-year of Grading Permit issuance, all final lot grades and seeding shall be completed and checked by SEH. Email confirmation will be sent to the Village.

Example Drainage/Grading Plan

Lot

Subdivision Name
Village of Harrison
Calumet County, WI



LEGEND

- 000.0 Benchmark (identify location)
- 000.0 Grade at Foundation
- 000.0 Proposed Top of Wall Elevation (+/- 8-in. from grade at foundation)
- 000.0 Driveway Grade at ROW
- x 000.00 Proposed Grade
- Direction of Drainage
- ~~~~~ BMP's for Erosion Control
- Lot Corner
- ▨ Proposed Tracking Pad
- ★ Proposed Inlet Protection

Notes:

The shown location of Best Management Practices (BMP) for erosion control based upon final drainage pattern. Addition BMP's shall be placed where necessary during construction, dependent on existing site conditions.

Dimensions are to the exterior foundation wall, not including the brick ledge.

Setback Requirements
Front: 25'
Rear: 25'
Sides: 7.5'

Site Plan For: