

# 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](http://www.bispermits.com)
- \_\_\_\_\_ New Construction Residential Building Permit Application.
- \_\_\_\_\_ 2 Sets of Building Plans showing all House Dimensions (3 Total with zoning required below.)
- \_\_\_\_\_ 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.

## 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*

# 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
Park Fee:	\$ 800.00		\$ 800.00
Administrative Fee	\$ 175.00		\$ 175.00
Escrow:	\$ 1,500.00		\$1,500.00
Other			
Land Use Permit:	\$ 250.00		\$ 250.00
Culvert Permit:	\$150.00		

**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](http://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](http://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](http://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:** \_\_\_\_\_

## 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,( On Line) [www.bispermits.com](http://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.



# Village of Harrison

W5298 Hwy 114  
Menasha, WI 54952  
Phone: 920.989.1062

# ZONING PERMIT APPLICATION

<b>Applicant Information</b>					
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)	
<b>Landowner Information (if different than Applicant)</b>					
Name (Organization or Entity)		Contact Person		Title	
Mailing Address		City		State	Postal Code
E-mail Address		Telephone (include area code)		Fax (include area code)	
<b>Project or Site Location</b>					
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
<b>Project Information</b>					
<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		<u>Setbacks – Accessory Bldg.:</u>	
				Front:                  Side:	
				Rear:                    Side:	
				<u>Lot Coverage:</u>	
				Existing:	
				Proposed:	
				<u>Impervious Surface:</u>	
				Existing:	
				Proposed:	
				Height (to peak):	
				No. Stories:	
				Estimated Cost: \$ _____	
<b>Project Plans (see reverse side)</b>					
<input type="checkbox"/> Site Plan		<input type="checkbox"/> Building Plans		<input type="checkbox"/> Grading/Drainage Plan	
<b>Fees</b>					
<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	
<b>Certification &amp; Permission</b>					
<p><b>Certification:</b> 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 &amp; desist orders.</p> <p><b>Permission:</b> 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	

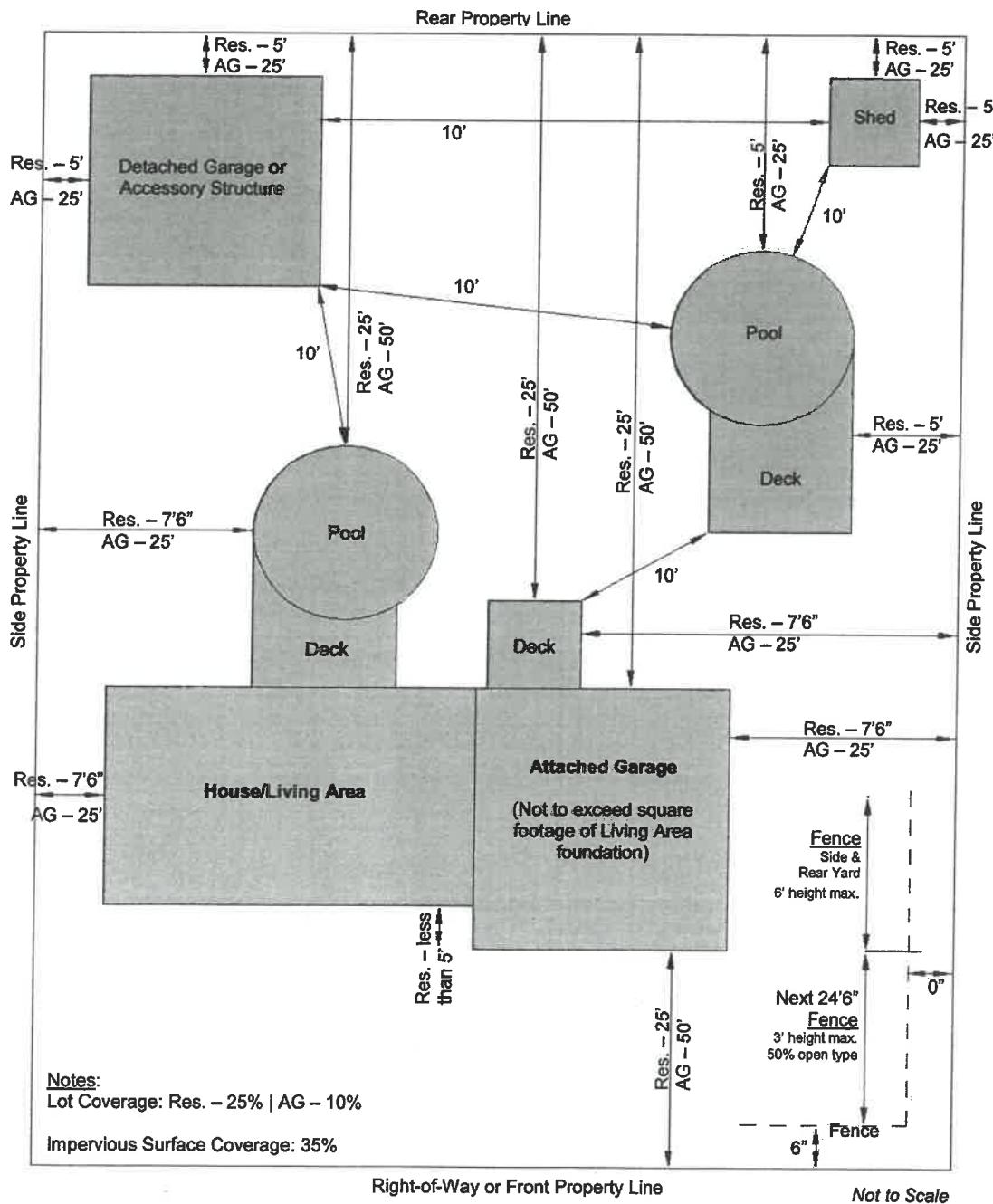
<b>LEAVE BLANK – FOR MUNICIPAL USE ONLY</b>				<b>Inspections:</b>		
Date Complete Application Received:	Fee Received:	\$	Date Approved:		Principal	Accessory
	Receipt No.:			Front:		
	Permit No.:			Side:		
				Rear:		
			Side:			
			Building Height:			
			Building Coverage:			
			Impervious Surface Coverage:			

**Project Plans**

- Site Plan.** A detailed drawing, drawn to scale, indicating lot lines, roads, driveways, sidewalks, buildings, structures, building setbacks, and any other pertinent information shall be submitted.
- Building Plans.** A detailed drawing, drawn to scale, indicating all floor plans, elevations and any other pertinent information shall be submitted.
- Grading/Drainage Plan.** A detailed drawing, drawn to scale, indicating the ground elevation at the foundation and at all lot corners. All grades must be consistent with an approved grading/drainage plan for the subdivision, if one exists. If there is no grading/drainage plan, the average grade elevation of the adjacent lands must be maintained.

**Site Plan Example**

*(with typical Setback minimums, please check zoning ordinance for actual setbacks)*



Not to Scale