

**City of Elkhorn**

**Residential Building Permit  
Information Packet**

**Swimming Pool**

# City of Elkhorn

## SWIMMING POOL

The following is required for all swimming pools and must be included in packet returned to the building inspector:

1. Set site and construction plans showing:
  - ✓ Dimensions of the lot
  - ✓ Location and dimensions of all existing and proposed structures on the lot
  - ✓ Distance between principal structure and proposed swimming pool
  - ✓ Location of any well septic system or leech beds
  - ✓ Distance from proposed swimming pool to side, rear and street lot lines
  - ✓ The location and dimensions of any proposed fencing or decking
  - ✓ The vertical elevation of the swimming pool
  - ✓ The vertical distance to the overhead electrical utilities
2. Building/Zoning applications
  - ✓ Applications must be filled out completely to insure prompt service
  - ✓ Applications must include the name, address and license numbers of all contractors
3. Estimated cost

\*\* It is your responsibility as the applicant to place the permit card on the premises, visible from the street and protected from the weather. Construction Drive and silt fence shall be installed prior to construction.

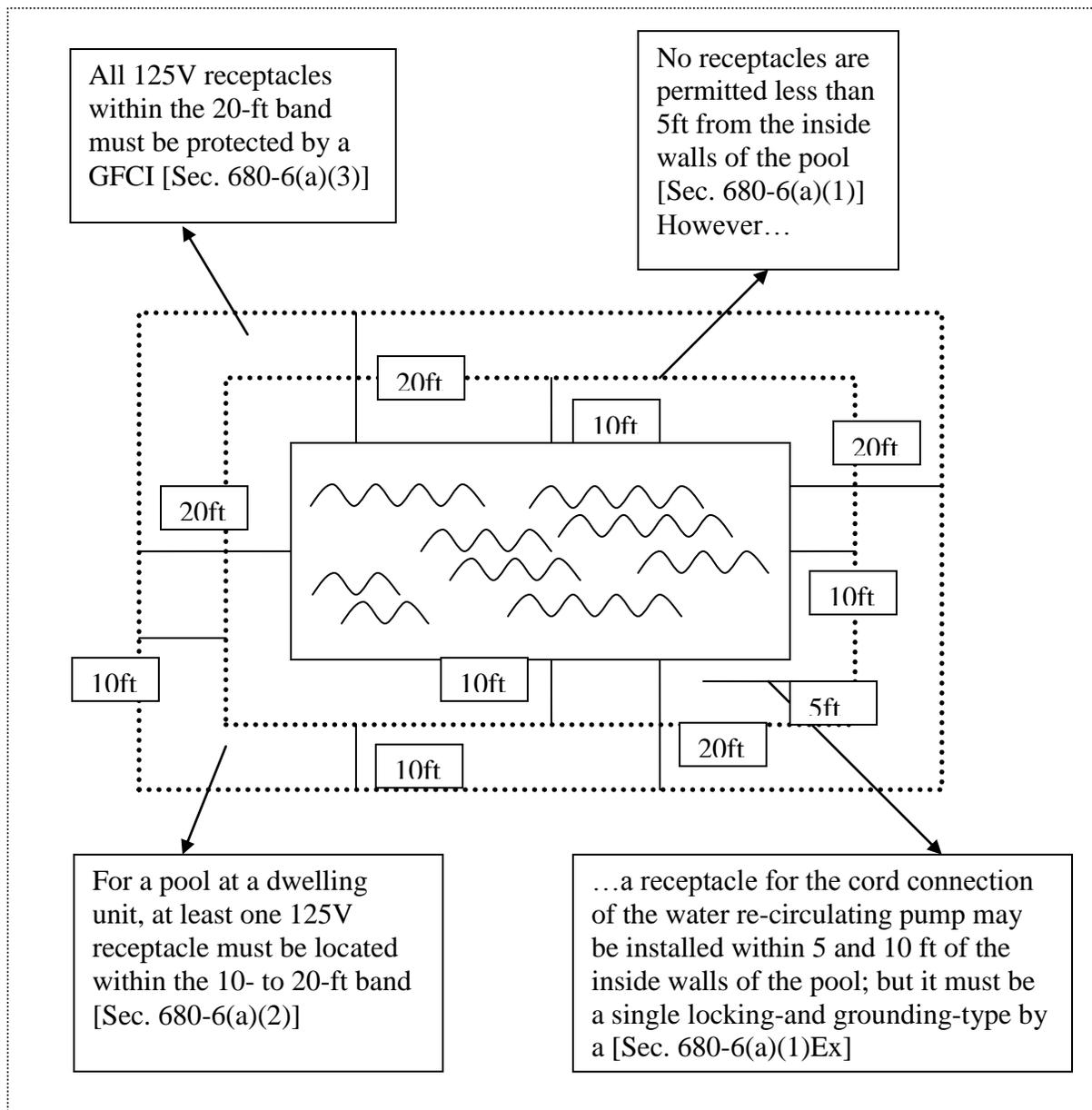
## **Elkhorn Building & Zoning**

**Bonnie Schaeffer, Zoning Administrator**  
**Tuesday & Thursday, 9am-12pm**  
**262-741-5124**

\*\*Inspection requests need to be called in at 262-215-3711, with 48 hrs. notice preferred, although same day inspections may be handled. Please see attached sheets for a list of the required inspections and the information needed when requesting an inspection.

## Swimming Pool Information

1. The pool shall be no closer than ten (10) feet from the principal residence or primary structure. A fence shall be a minimum of four (4) feet in height and limit access through it of objects larger than four (4) inches in diameter. The fence shall not exceed the maximum of six (6) feet in height, presently allowed by the Elkhorn Municipal Code.
2. Electrical permit must be obtained simultaneously with pool permit. A Wisconsin Licensed Master Electrician shall perform all pool electrical work. Homeowner may apply for electrical permit; provided the electrician's complete information is on the application.



Requirements for the location of receptacles in the pool area are spelled out in Sec. 680-6

## **Sample of Scale Plot Plan – Directions**

1. List the direction of north on the plot
2. List what the scale is (e.g. 1'=30')
3. Draw all structures existing and proposed on the plan to scale
4. Show location of well and septic
5. Be sure that the setbacks listed on the application are the same as on the plot plan
6. Label all structures
7. Setbacks are the distances from the closest point of a structure to a lot line
8. Show all streets that border the property
9. Setback requirements with a scaled plot plan are one and one half times the normal requirement that would be accepted with a plat of survey. EX: If the zoning requirement setback from the rear yard to the structure is 50 feet, it would be 75 feet if you are using a scaled plot plan. (A plat of survey is a survey done by a Wisconsin licensed surveyor).
10. Show the location of the driveway. This locates the front of the structure for zoning purposes

This is the minimum of information that is required

**WITHOUT THIS INFORMATION YOUR APPLICATION WILL BE DENIED AND  
LENTHEN THE TIME IT TAKES TO ISSUE YOUR PERMIT**

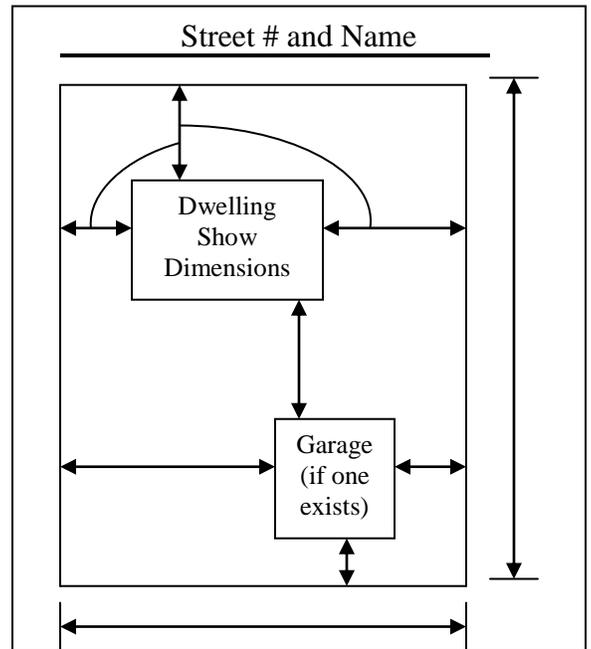
# Building Permit – Plot Plan

EXAMPLE:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Present Zoning: \_\_\_\_\_

**Important Required Data:**

- A – Lot Stakes Must Be Accessible
- B – Show All Present Existing Buildings or Structures on your Lot
- C – Lot Size and Building Location
- D – Indicate North Direction
- \* Dimensions as Per Zoning Ordinance



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**Sketch Your Plot Plan Below – Supply Complete Information – Locate Buildings On Lot & Show All Dimensions To Lot Lines – See Sketch Above For Example**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

Wisconsin Division of Safety and Buildings  Wisconsin Stats. 101.63, 101.73		<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b>				Application No.		
		<b>Instructions on back of second ply.</b> The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]				Parcel No.		
<b>PERMIT REQUESTED</b>		<b>D Constr. D HVAC D Electric D Plumbing D Erosion Control D Other:</b>						
Owner's Name			Mailing Address			Tel.		
Contractor Name & Type			Lic/Cert#	Mailing Address		Tel. & Fax		
Dwelling Contractor (Constr.)								
Dwelling Contr. Qualifier			The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.					
HVAC								
Electrical								
Plumbing								
<b>PROJECT LOCATION</b>		Lot area Sq.ft.	D One acre or more of soil will be disturbed	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E (or) W				
Building Address			Subdivision Name		Lot No.	Block No.		
Zoning District(s)		Zoning Permit No.		<b>Setbacks:</b>	Front ft.	Rear ft.	Left ft.	
<b>1. PROJECT</b>		<b>3. OCCUPANCY</b>		<b>6. ELECTRIC</b>		<b>9. HVAC EQUIP.</b>		
D New D Alteration D Addition D Other:		D Single Family D Two Family D Garage D Other:		Entrance Panel Amps: _____ D Underground D Overhead <b>7. WALLS</b>		DFurnace DRadiant Basebd DHeat Pump DBoiler DCentral AC Fireplace DOther:		
D Repair D Raze D Move		D Site-Built DMfd. per WI UDC DMfd. per US HUD		D Wood Frame D Steel ICF Timber/Pole Other:		Fuel Nat Gas LP Oil Elec Solid Solar		
<b>2. AREA INVOLVED (sq ft)</b>		<b>4. CONST. TYPE</b>		<b>8. USE</b>		<b>12. ENERGY SOURCE</b>		
Unit 1 Unit 2 Total		D 1-Story D 2-Story D Other: D Plus Basement		D Seasonal D Permanent D Other:		Space Htg Water Htg		
Unfin. Bsmt		<b>5. STORIES</b>		<b>10. SEWER</b>		<b>13. HEAT LOSS</b>		
Living Area				DMunicipal DSanitary Permit#		_____ BTU/HR Total Calculated		
Garage				<b>11. WATER</b>		Envelope and Infiltration Losses ("Maximum Allowable Heating Equipment Output" on Energy Worksheet; "Total Building Heating Load" on Rescheck report)		
Deck				D Municipal D On-Site Well		<b>14. EST. BUILDING COST w/o LAND</b>		
Totals						\$ _____		
<p>I understand that I am subject to all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.</p> <p><b>D I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply.</b></p>								
<b>APPLICANT (Print):</b> _____ <b>Sign:</b> _____ <b>DATE</b> _____								
<b>APPROVAL CONDITIONS</b> This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <b>D See attached for conditions of approval.</b>								
<b>ISSUING JURISDICTION</b>		DTown of DVillage of DCity of DCounty of DState→			State-Contracted Inspection Agency#:		Municipality Number of Dwelling Location	
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>		<b>WIS PERMIT SEAL #</b>		<b>PERMIT ISSUED BY:</b>		
Plan Review \$ _____		D Construction				Name _____		
Inspection \$ _____		D HVAC				Date _____ Tel. _____		
Wis. Permit Seal \$ _____		D Electrical				Cert No. _____		
Other \$ _____		D Plumbing						
Total \$ _____		D Erosion Control						

## INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

### PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

### PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site.
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
  - Basements - include unfinished area only
  - Living area - include any finished area including finished areas in basements
  - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE - Sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Safety & Buildings Division  
P O Box 2509  
Madison, WI 53701-2509

Call: (262) 723-2223 ILHR 20-06(a)3	<b>UNIFORM EROSION CONTROL PERMIT APPLICATION</b>	APPLICATION NO.  TAX KEY #
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<b>ISSUING MUNICIPALITY</b>	CITY OF ELKHORN	<b>PROJECT LOCATION</b>	
		<b>PROJECT DESCRIPTION</b>	

Owner's Name _____	Mailing Address _____	Telephone - Include Area Code _____
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Contractor's Name _____	Mailing Address _____	Telephone - Include Area Code _____
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<b>PROJECT</b>	_____ 1/4, _____ 1/4, SECTION _____, T _____ N, R _____ E(or)W _____	Building Address _____	Subdivision Name _____	Lot No. _____	Block No. _____
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Total lot area \_\_\_\_\_ square feet.  
 Area to be disturbed by construction \_\_\_\_\_ square feet.  
 Duration of land disturbance \_\_\_\_\_ days.  
 Estimated date when permanent seeding/sodding will be installed \_\_\_\_\_.  
 Distance between disturbed area and any body of water or wetland \_\_\_\_\_ feet.

• For land disturbing activities covering less than one acre (43,560 sq. ft.), please submit a Survey Map to include the following:  
 existing site conditions, elevations/grade, project boundaries, proposed stock pile locations, proposed Erosion Control devices and location, final site conditions with grade, temporary drive locations, bodies of water within 200 feet of property.

• For land disturbing activities covering more than one acre, refer to Ordinance.

The applicant has reviewed and understands the Municipal code regarding Erosion Control, and shall implement the control plan for this project as approved by the Municipality; understands that the issuance of the permit created no legal liability, express or implied, of the Department, Municipality, Agency or Inspector; and certifies that all the above information is accurate.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CONDITIONS OF APPROVAL** This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. Have Permit/Application number and address when **requesting inspections**. Call (262) 723-2223. Give at least 72 hours notice.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FEES:	PERMIT(S) REQUIRED	PERMIT EXPIRATION:	PERMIT ISSUED BY MUNICIPAL AGENT:
Plan Review Fee _____	<input type="checkbox"/> Construction _____	Permit expires per _____	Name _____
Inspection Fee _____	<input type="checkbox"/> HVAC _____	Ordinance _____	Date _____
Administration Fee _____	<input type="checkbox"/> Electrical _____		Certification No. _____
Other _____	<input type="checkbox"/> Plumbing _____		
Total _____	<input type="checkbox"/> Other _____		

## **Cautionary Statement To Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Ss. 101.654 (2) (a), the following consequences might occur:

**(a) The owner may be held liable** for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**(b) The owner may not be able to collect from the contractor damages** for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under Ss. 101.654(1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Additionaly:** Wisconsin Statute: 101.6 Compliance and penalties. (1) "Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one and two family dwelling code."

**Consequently:** If the owner signs the Permit Application, the owner is held responsible for any code violation, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

If a contractor signs the Permit as agent for the owner, the contractor is held responsible for any code violations, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_