

**CITY OF STOUGHTON**  
**DEPARTMENT OF PLANNING & DEVELOPMENT**  
**BUILDING/ZONING PERMIT APPLICATION**

Date of Application \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Email \_\_\_\_\_

Owners Name (other than applicant) \_\_\_\_\_ Phone \_\_\_\_\_

Subject Property Address \_\_\_\_\_

Permit for \_\_\_\_\_

Proposed use(s) \_\_\_\_\_

Project area for new structures and additions (sq. ft.) \_\_\_\_\_

\*Estimated building construction cost including labor \_\_\_\_\_

Estimated electric construction cost including labor \_\_\_\_\_

Estimated plumbing construction cost including labor \_\_\_\_\_

Estimated hvac construction cost including labor \_\_\_\_\_

Estimated zoning project cost (signage, fencing, etc...) \_\_\_\_\_

\*Do not include costs related to flooring, carpeting or painting.

.....  
**Contractor Information:**

Construction \_\_\_\_\_ Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

Electrical \_\_\_\_\_ Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

Plumbing \_\_\_\_\_ Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

HVAC \_\_\_\_\_ Phone# \_\_\_\_\_ Lic# \_\_\_\_\_

**Cautionary Statement to Owners Obtaining Building Permits**

Section 101.65 (1r) 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 Section 101.654(2)(a), the following consequences might occur:

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 this building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under this building permit.

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 sub.

(1)(a), because of any bodily injury to or death of others or damage to property of others that arises out of the work performed under this building permit or because of any bodily injury to or death of others or damage to property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under this building permit.

**Cautionary Statement to Contractors for Projects Involving Buildings Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of Chapter DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)266-6876 or go to <http://www.dhs.wisconsin.gov/lead/wilsr.htm>

**Wetlands Notice to Permit Applicants**

"You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page: (<https://dnr.wi.gov/topic/wetlands/delineation.html>) or contact a department of Natural Resources service center."

**Additional Responsibilities for Owners with Projects Disturbing One or More Acres of Soil**

I understand that this project is subject to Chapter NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

**Additional Responsibilities for Property Owners**

The owner is responsible to provide the location of lot stakes onsite for many projects to confirm setbacks including but not limited to: prior to pouring footings; new construction; building addition; fencing; accessory structures. Additionally, the owner is responsible to call the building inspector for required inspections such as: Footings (prior to pouring); electrical; plumbing; HVAC; insulation; framing. Call the Building Inspector at 608-873-7626 if you are unsure what inspections are required.

**IF APPLICABLE, A PLAN MUST BE SUBMITTED SHOWING LOT LINES AND ALL DIMENSIONS OF THE PROJECT. NO WORK SHALL BEGIN WITHOUT A BUILDING PERMIT. FEES ARE DOUBLED FOR ANY WORK THAT HAS BEGUN WITHOUT A PERMIT.**

**BY SIGNING THIS APPLICATION, YOU ARE AGREEING TO ALLOW BUILDING INSPECTION AND ZONING STAFF TO ENTER THE PROPERTY TO PERFORM ALL INSPECTIONS. IT IS UNDERSTOOD, PERMISSION WILL NEED TO BE GRANTED TO ENTER ANY STRUCTURE TO PERFORM INSPECTIONS WHICH INCLUDES A REQUEST BY THE APPLICANT OR OWNER FOR AN INSPECTION.**

**ANY QUESTIONS, CALL THE BUILDING INSPECTOR AT 608-873-7626 OR ZONING ADMINISTRATOR AT 608-646-0421. THERE IS ADDITIONAL INFORMATION AT [WWW.CITYOFSTOUGHTON.COM/PLANNING](http://WWW.CITYOFSTOUGHTON.COM/PLANNING)**

Owner/Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**City of Stoughton Department of Planning & Development**  
**MINIMUM PLAN REQUIREMENTS FOR FENCES, DECKS AND WALLS**

City of Stoughton  
Dept. of Planning & Development  
207 S. Forrest Street  
Stoughton, WI 53589  
(608) 873-6677

**PLEASE PROVIDE THE FOLLOWING**

**I. One (1) copy of the building/zoning application completely filled out and signed by the owner/contractor.**

**II. One (1) copy of a survey or site plan drawn to scale or dimensioned detailing:**

- A. Perimeter lot lines including all easements with their dimensions.
- B. Show ALL buildings, pools, garages, sheds, fencing and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- C. The name(s) of street(s) adjacent to the property.
- D. The location of the proposed fence, deck or wall with all applicable dimensions.

**Note:** A sample site plan appears on the reverse of this form that may help you create your own site plan for this project. Please note that the specifics of your site plan must reflect all of the information noted above.

**III. One (1) set of construction drawings detailing:**

- A. A cross section of the fence or wall.
- B. The structural material used.
- C. The dimensioned height above existing grade.
- D. The dimensioned penetration below grade.
- E. Footing dimensions and rebar for a masonry wall.
- F. Electrical schematic, if applicable.

**IV. Lot stakes will need to be visually identified onsite by the owner/applicant and an inspection of the stakes is required by the zoning inspector prior to construction. Zoning inspector's direct phone number 608-646-0421. The following may be helpful in determining the location of your lot stakes:**

- A. Plat maps are on files in the Office of the Zoning Administrator which can be picked up at City Hall, 207 S. Forrest Street or faxed/mailed to you. Zoning Administrator – 608-646-0421 or mstacey@ci.stoughton.wi.us
- B. Access Dane has a mapping feature that may be helpful at this website: <https://accessdane.countyofdane.com/>
- C. There may be information provided with the deed to your property such as a survey.
- D. If staff cannot confirm compliance in the field after property stakes are located, a survey will be required. If lot stakes cannot be located, a survey will be required.

# City of Stoughton Department of Planning & Development

## SAMPLE SITE PLAN

### INSTRUCTIONS FOR PREPARING SITE PLAN

- I. On an 8-1/2 x 11 sheet of standard paper (or larger), draw your individual property. Your drawing **MUST** be to scale or dimensioned and show adjacent street(s) / roads(s).
- II. Show **ALL** buildings, pools, garages, sheds, fencing and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is a **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property and project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).

