

**New Home Construction Permit Application  
 Manufactured Residential Homes**

|                         |                       |                       |
|-------------------------|-----------------------|-----------------------|
| <b>Location</b> _____   | <b>Permit #</b> _____ |                       |
| <b>Owner</b> _____      | <b>Date</b> _____     |                       |
| Address _____           | City _____            | State _____ Zip _____ |
| Phone _____             | Email _____           |                       |
| Parcel # _____          | Zoning _____          |                       |
| <b>Contractor</b> _____ |                       |                       |
| Address _____           | City _____            | State _____ Zip _____ |
| Phone _____             | Email _____           |                       |
| License # _____         | Contact Person: _____ |                       |

|  | Housing Type | Single Family | Two Family | Square Footage | <b>Project Description:</b> |                |
|--|--------------|---------------|------------|----------------|-----------------------------|----------------|
|  |              |               |            |                |                             | <b>Cost \$</b> |

| Fee Schedule- Manufactured Home      |                           |          |
|--------------------------------------|---------------------------|----------|
| <b>Base Fee</b>                      |                           | \$150.00 |
| <b>Electrical Service</b>            |                           | \$50.00  |
| <b>Electrical</b>                    |                           | \$50.00  |
| <b>Plumbing</b>                      |                           | \$50.00  |
| <b>Erosion Control</b>               |                           | \$50.00  |
| Additional Fee Schedule              |                           |          |
| <b>Escrow</b>                        | Returnable upon occupancy | \$300.00 |
| <b>Driveway/ Culvert-Road Access</b> |                           | \$25.00  |
| <b>Land Use Permit</b>               | 1/10% of 1%               |          |
| <b>Fire Number Sign</b>              | \$75.00                   |          |
| <b>Total</b>                         |                           |          |

**Permits May Be Required**

**Sanitary Permit - Fond du Lac County- If Applicable**

**Town Zoning Permit**

**Make Check Payable to:**  
 Town of Marshfield

**Return Application and Check to:**  
 Witkowski Inspection Agency, LLC  
 18 W. Main Street Suite K  
 Chilton, WI 53014

**For Inspections Call:**  
 Witkowski Inspection Agency, LLC  
 Brian Witkowski  
 Office: 920-849-9274  
 Cell: 920-912-0832

**Culvert Specs: To be Determined by Town Board**

**Inspections Required**

|                  |                          |                       |                  |
|------------------|--------------------------|-----------------------|------------------|
| _____ Footing    | _____ Electrical Service | _____ Erosion Control | _____ Insulation |
| _____ Foundation | _____ U-G Plumbing       | _____ Rough-In**      | _____ Final      |

Rough-In\*\* includes: Construction; HVAC; Electrical & Plumbing Inspections

**For Office Use Only**

Date Received \_\_\_\_\_ Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Location \_\_\_\_\_ Permit # \_\_\_\_\_

Electrical- Plumbing- HVAC Permit Applications

**Electrical Permit:** Company \_\_\_\_\_ Phone # \_\_\_\_\_

|                                 |                           |    |          |
|---------------------------------|---------------------------|----|----------|
| New Service                     | OH                        | UG |          |
| Service Change                  | OH                        | UG | OH to UG |
| All Services                    | Volts/ Amps _____         |    |          |
|                                 | Number of Meters _____    |    |          |
|                                 | Service Utility _____     |    |          |
|                                 | Phase _____               |    |          |
| Remodel                         | Location of Service _____ |    |          |
| Outbuilding                     | _____                     |    |          |
| Alternative Energy Installation | _____                     |    |          |

Signature of Licensed Electrician \_\_\_\_\_ License # \_\_\_\_\_

**Plumbing Permit:** Company \_\_\_\_\_ Phone # \_\_\_\_\_

|                        |                      |                     |
|------------------------|----------------------|---------------------|
| _____ Floor Drains     | _____ Sump Pump      | _____ Sinks         |
| _____ Dishwasher       | _____ Hose Bibs      | _____ Lav's         |
| _____ Showers          | _____ Water Softener | _____ Bath Tub      |
| _____ Garbage Disposal | _____ Other          | _____ Water Closets |
| _____ Bar Connection   | _____ Other          | _____ Laundry Box   |

ALL TESTS ON ROUGH INSTALLATIONS AS PER WIS. PLUMBING CODE. ALL INFORMATION ON THIS PERMIT IS PURSUANT TO THE WISCONSIN STATUTE 145.06(1)(A), STATING THAT PLUMBING WORK MUST BE PERFORMED BY A CONTRACTING MASTER PLUMBER. The applicant agrees to comply with the Wisconsin Uniform Dwelling Code and other Municipal Ordinances and with the conditions of this permit, understands that the issuance of the permit creates no legal liability, expressed or implied on the Department or Municipality, certifies that all the information is accurate. I the undersigned hereby applies for a permit for the execution and of installation of Plumbing as herein described.

Signature of Master Plumber \_\_\_\_\_ License # \_\_\_\_\_

**HVAC Permit** Company \_\_\_\_\_ Phone # \_\_\_\_\_

|                                   |                                |
|-----------------------------------|--------------------------------|
| _____ New Furnace                 | _____ Fireplace or Wood Burner |
| _____ New Boiler                  | _____ Replacement of Equipment |
| _____ Unit Heater(s) _____        | _____ Air Conditioning         |
| _____ Roof Top Unit(s) _____      | _____ Ventilation _____        |
| _____ Addition to existing system | _____ Other _____              |

Description of Work \_\_\_\_\_

Type of Fuel \_\_\_\_\_

Calculated BTU Heat Loss \_\_\_\_\_

Size of Unit (BTU Rating) \_\_\_\_\_ Output \_\_\_\_\_ Input \_\_\_\_\_

The undersigned certifies that all of the above information is correct, and applies for a permit to do the work above described and hereby agrees that such work will be done in accordance with the descriptions set forth herein; and it is further agreed that such work will be done in strict compliance with the Wisconsin Heating/ Cooling/ Ventilation Code as in SPS 322.01 & 323.01

Signature of HVAC Contractor \_\_\_\_\_ License # \_\_\_\_\_

Location \_\_\_\_\_ Permit # \_\_\_\_\_

**Erosion Control Application**

Owner's Name \_\_\_\_\_

Address of Project \_\_\_\_\_

City/ Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_

City/ Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Type of Erosion Control to be Installed \_\_\_\_\_ Separate Site Plan Included Yes \_\_\_\_\_  
No \_\_\_\_\_

Silt Fence \_\_\_\_\_ Bales \_\_\_\_\_ Vegetation \_\_\_\_\_ Erosion Mat \_\_\_\_\_

I, the undersigned Owner/ Contractor, do hereby agree to comply with SPS 321.125 & 321.126 of the Wisconsin Department of Safety & Professional Services building code viewable at [dsps.wi.gov/sb/SB-DIVCodesListing.html](http://dsps.wi.gov/sb/SB-DIVCodesListing.html)

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

or

Signature of Contractor \_\_\_\_\_ Date \_\_\_\_\_

**Manufactured Home Required Checklist Items**

**County Required Items if in Shoreland Zoning**

- \_\_\_\_\_ Completed County Land Use Permit
- \_\_\_\_\_ Site Plan from County with all houses & garage dimensions
- \_\_\_\_\_ Address from County if not in a sub-division

**Town Required Items**

- \_\_\_\_\_ Copy of Sanitary Permit
- \_\_\_\_\_ Completed Wisconsin Uniform Building Permit- Online
- \_\_\_\_\_ 2 Sets of Building Plans showing all house dimensions
- \_\_\_\_\_ Completed Energy Worksheet
- \_\_\_\_\_ Completed Erosion Control Application
- \_\_\_\_\_ Completed Site Plan showing all Erosion Control
- \_\_\_\_\_ Culvert Permit if Applicable
- \_\_\_\_\_ Read and Sign the Town of Marshfield Permit Attachment
- \_\_\_\_\_ Read and Sign the Conditions of Approval Sheet
- \_\_\_\_\_ Site Plan for Town with all houses and garage dimensions

**Town of Marshfield**

**Driveway/ Culvert Permit Application- Town Road**

**Type of Driveway being applied for:**

- \_\_\_\_\_ 20' to 30' New Residential Driveway
- \_\_\_\_\_ Relocation of an Existing Driveway

**Location of Driveway you are applying for:**

1. Name of the nearest intersection of Town, County, or State Roads: \_\_\_\_\_
2. Driveway location is approximately \_\_\_\_\_ ( Miles) \_\_\_\_\_ ( N, E, S, W) of said intersection
3. Looking both ways down the road, is vision clear for 600'( Feet) \_\_\_\_\_ Yes \_\_\_\_\_ No
4. This driveway will result in how many driveways serving this property? \_\_\_\_\_

**\*\* Applicant shall place stakes in ditch line where he/she wants to place the driveway so the proposed location will be inspected and has been approved by the Town or Designees.**

**Owner's Covenant**

- A. Any grading, special ditching, alteration of slope or any other disturbance of any portion of the road right-of-way shall be restored by and at the expense of the applicant, to the condition existent prior to such disturbance and to the satisfaction of the Town Board or its designated appointee.
- B. The entire cost of the driveway construction or installation shall be the obligation of the applicant.
- C. Applicant shall keep driveway/ culvert free of debris and obstructions to provide proper drainage along the road
- D. Maintenance and upkeep of driveway on or over Town Road right-of-way shall be the responsibility of the applicant
- E. Applicant may not develop any driveway with-in the setbacks set by the Town. The setback shall be measured parallel to the pavement edge.
- F. The centerline of the driveway lying on the county right-of-way shall be at approximately right angles to the pavement except as topography may make angular placement necessary.
- G. Driveway width is measured at the ditch line and is equal to the actual drivable width.
- H. Culvert materials are restricted to: Corrugated Steel, Concrete, and/or Corrugated Polyethylene pipe meeting AASHTO M 294, Type 5 Specifications, with a minimum of 12" inches of granular cover
- I. The permittee, his/her successors or assigns, agree to hold harmless the Town of Marshfield and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the issuance or exercise of this permit.
- J. All new driveways are to be constructed to have permanently vegetated sloped sides, unless the road/ street has curb and gutter. Such construction shall be accomplished using only soil materials. The side slopes of the driveway shall be sloped at no more than a length to height ratio of 2.5:1 All slopes shall be seed or sodded by the owner.
- K. Construction needs a negative grade as to not drain onto the road

I, hereby certify that I have read the Owner's Covenant and understand and agree to abide by the following special regulations and provisions of this permit and all applicable provisions and restrictions which are shown on this application.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Note\* Diameter of culvert to be determined by Town Board

|                                 |            | For Town Use Only |                             |
|---------------------------------|------------|-------------------|-----------------------------|
| Culvert required under driveway | YES        | NO                | Diameter _____ Length _____ |
| Conditions                      | _____      |                   |                             |
| Permit Approved by              | Date _____ |                   |                             |

## Mailbox Size & Construction Standards

A mailbox with the Postmaster General's (PMG) seal of approval meets USPS size and construction standards.

If you build your own or buy a custom-made one, it must meet the PMG Standards. Show your local postmaster your mailbox plans or your custom-made box for approval.

### Where to Place the Mailbox ( Roadside/ Curbside)

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 45" to 47" from the road surface to the bottom of the mailbox or point of entry.
- Place your mailbox 8" to 10" back from the curb/ road edge.
- Put your house number on the mailbox.
- If your mailbox is on a different street from your house, put your full address on the mailbox.

### Installing the Mailbox Post

The Federal Highway Administration recommends:

- A 4 x 4 wooden support or a 2" diameter standard steel or aluminum post
- Avoid unyielding and potentially dangerous supports like heavy metal pipes, concrete posts, and farm equipment ( e.g.- milk cans filled with concrete)
- Bury your post no more than 24"

### Maintenance

Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address.

- Tighten loosen hinges on the door
- Take care of rusty or loosen parts
- Replace missing or fading house numbers
- Keep the path to your mailbox clear

NOTE\* PLEASE SEE YOUR LOCAL POSTMASTER FOR RULES AND REGULATIONS FOR INSTALLATION OF MAILBOX

This picture represents the correct size for the mailbox.

