

Property Owner Name:

UNIFORM DWELLING CODE APPLICATION CHECKLIST

General Application Requirements	<input type="checkbox"/> Complete Application and Checklist
	<input type="checkbox"/> Copy of scaled site plan. Show setbacks and improvements. (max size 11" x 17")
	<input type="checkbox"/> Access permit approval, if applicable
	<input type="checkbox"/> Address application, with scaled site plan, if applicable
	<input type="checkbox"/> Sanitary permit or public sewer authorization letter
	<input type="checkbox"/> Well or public water authorization
	<input type="checkbox"/> Other approvals and permits or licenses
	<input type="checkbox"/> 1 and 2 family home building permits must be applied for online at: https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx
	<input type="checkbox"/> Recent property transfers must provide a copy of the recorded deed.
	<input type="checkbox"/> Erosion control / storm water management plan (may be on site plan) - TWO SETS
	<input type="checkbox"/> Floor plan: All floor levels including basement - THREE SETS
	<input type="checkbox"/> Elevations: View from all sides (Front, back, left, right) - THREE SETS
	<input type="checkbox"/> Cross sections with details (walls, foundations, piers, roof, etc.) - THREE SETS
	<input type="checkbox"/> Structural member detail (headers, beams, columns, etc.) - THREE SETS
	<input type="checkbox"/> Truss plans and layout (have on site for framing inspection)
	<input type="checkbox"/> Firewall design, fire stopping, garage firewall, fire rated doors, etc.
	<input type="checkbox"/> Energy calculations (including window and door schedule) 2009 IECC & 2009 UDC
<input type="checkbox"/> For all components designed through structural analysis (e.g. floating slabs, unique construction methods, etc.), formulas, calculations and data with preparer(s) name, address and phone, as well as all installation information on heating appliances are to be provided or retained on site for review	
<input type="checkbox"/> Manufacture dwelling UDC submit copy of data plate	
<input type="checkbox"/> Manufactured dwelling HUD serial numbers registration	

Contractor List

Type	Phone#	Certification#
Dwelling Contractor		
Dwelling Contr. Qualifier		
HVAC		
Electrical		
Electrical Master Electrician		
Plumbing		