

# Building Permit Checklist

**1.** Sanitary Permit (if required) – contact a WI Licensed Plumber

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**2.** Town Permits – check with your township

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**3.** Special Permits:

- WI Safety & Buildings – *commercial/public use (ph. # 920-492-5601)*
- WI Dept. Natural Resources – *wells; piers; > 10,000 sq. ft. land disturbance (ph. # 715-358-9200)*
- US Army Corps of Engineers – *wetland issues (ph. # 715-345-7911)*

**4.** UDC Permit (if required)

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**5.** Vilas County Permits

- Property Owner's signature
- Computer Number (Tax Parcel Identification Number)
- Total estimated cost
- Legal description & physical property address (Fire #)
- Size & dimensions of property and size & dimensions of construction activities
- Sanitary permit information
- Contractor information
- A site plan showing names, locations, distances (in feet) and dimensions of: lot lines; any bodies of water; all existing structures on the property; proposed new construction; driveways; roads; septic tanks & seepage areas; wells; and the location of North.

**PERMITS EXPIRE ONE YEAR FROM ISSUANCE DATE IF CONSTRUCTION HAS NOT STARTED.**

**IF CONSTRUCTION HAS STARTED WITHIN ONE YEAR OF ISSUANCE DATE, PERMITS ARE VALID FOR TWO YEARS.**

**\* “ALL 7 STEPS ON THE SITE PLAN MUST BE COMPLETED BEFORE THE PERMIT CAN BE ISSUED!”**