

Get a Land Use permit, if needed, from the Municipality or County zoning office.  
Get a Sanitary permit, if needed, from the Municipality or County zoning office.  
Get a Driveway permit, if needed from the Municipality or County.  
Get a Water and Erosion Control permit, if needed, from the County or the DNR.

**NEW for 2018** All new Dwellings need to complete the Online permit using the [Wisconsin Online Building Permit Application](#). If an owner-occupant signs the application, they need to mark the owner-occupant statement box above the signature.

All other permit applications need to use the [old Wisconsin Uniform Building Permit Application](#).

New Dwelling construction permits need to submit the completed application online, along with **TWO** sets of the following plans either via regular mail or email to Moriak Enterprises.

**The Plot plans** which shows the location of the dwelling in relationship to any other buildings, well, septic system, or property lines. It shall also have the driveway area and the slope of the land along with any erosion control measures that will be implemented.

**The Floor Plans** for each floor with **size** and **location** and **use** of all rooms, along with the size and location of the **braced wall panels**, doors, windows, stairs, along with plumbing fixtures and electric panel locations indicated, also include any calculations or information that is available to determine if the products meet the requirement of the building code.

**The Elevation Plans** of all the exterior portions of the dwelling, along with the size of the footings and foundation walls. This shall also identify the interior and exterior covering materials of the house, including vapor retarder and insulation R-Value.

**One copy of the Energy Calculation.**

**Applications for Additions / outbuildings or Manufactured Homes** may not need to supply all this information. Please call Moriak Enterprises Inc. to find out what is needed.

The Inspector will review the building plans to verify that everything is code compliant. If changes are needed, it will be noted on the application or plans and stamped conditionally approved. The permit will be issued and returned with one set of plans.

You will be notified when the permit is available along with the permit fees payable at the time of issuance. Included with the permit, you will receive additional information, on a colored sheet, about the inspection process that will need to take place during the building phase of your project.

If you have any questions at any time during the permit process, please feel free to call me.

I hope this information will be helpful to you and will ease the stress of your new building project.

**Craig Moriak**

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