SAFEbuilt.

SAFEbuilt Wisconsin, LLC
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Waukesha, WI 53189

UDC New Home Permit Application Checklist

The following checklist details all information required by state statutes and rules such that an application for Wisconsin Uniform Building Permit may be considered complete and processed for review. Applications will not be accepted and forwarded for review unless submitted in complete form.

☐ Wisconsin Uniform Building Permit Application Form	SPS 320.09(1)
☐ Signed Cautionary Statement by owner, if owner is the applicant	101.65(1r), Statutes
☐ Conditional Approval of local planning review board, if applicable	SPS 320.02(2)(b)
☐ Two (2) full-size sets of plans, legible and drawn to scale or dimensioned	SPS 320.09(4)
O Site plan or survey showing location of dwelling, accessory structures, and sanitary dispersal fields	SPS 320.09(5)(a)
O Site plan or survey showing area of land-disturbing activity, location of erosion control measures, and name of initial downstream receiving water	SPS 320.09(5)(a) SPS 321.125 SPS 320.09(6)(d)
O Floorplans for each floor of dwelling:	SPS 320.09(5)(b)
• Architectural Information: - Size and location of all rooms, doors, windows, exits, and stairs - Proposed use of each room	
• Structural Information: - Size and location of all structural features[a] - Location, method, and construction details of wall bracing[b]	SPS 321.02(1) SPS 321.25(8)(a)
• Plumbing Information: - Location of plumbing fixtures	
• HVAC Information: - Heating distribution layout and location of all HVAC appliances and chimneys	
O Elevations of each side of dwelling detailing the following: - Exterior appearance and type of building materials - Location and size of doors, windows, roof, and chimneys - Elevation of exterior grade, footings, and foundation walls	SPS 320.09(5)(c)
☐ Energy Code Compliance Data:	SPS 320.09(6)(b)
O Identify the method of compliance chosen by designer[c]	SPS 322.02(2)
O Compliance report printed from acceptable compliance software tools	SPS 322.52(2)
O Energy code compliance certificate to be posted at project completion	SPS 322.20(6)

SAFEbuilt Wisconsin has a contractual obligation to our client municipalities to ensure their policies and procedures are compliant with the methods prescribed by WI DSPS for administration of the Uniform Dwelling Code. Thank you for your cooperation.