



Village of Holmen

421 S Main Street

Holmen, WI 54636

Phone: 608-526-4336

Fax: 608-526-4357



Three or More Unit
Condo/Townhouse Building
Construction Pack

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2> <p style="font-size: small; margin: 5px 0;">Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]</p>	Application No. _____ Parcel No. _____																																															
PERMIT REQUESTED <input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other: _____																																																	
Owner's Name _____		Mailing Address _____	Tel. _____																																														
Contractor Name & Type _____		Lic/Cert# _____	Mailing Address _____																																														
Dwelling Contractor (Constr.) _____		Tel. & Fax _____																																															
Dwelling Contr. Qualifier _____		The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.																																															
HVAC _____		_____																																															
Electrical _____		_____																																															
Plumbing _____		_____																																															
PROJECT LOCATION	Lot area Sq.ft. _____	<input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of _____																																														
Building Address _____		County _____	Subdivision Name _____																																														
Zoning District(s) _____		Zoning Permit No. _____	Setbacks: Front _____ ft. Rear _____ ft. Left _____ ft. Right _____ ft.																																														
1. PROJECT <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: _____		3. OCCUPANCY <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____	6. ELECTRIC Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead 7. WALLS <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____																																														
2. AREA INVOLVED (sq ft) <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Unfin. Bsmt</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Living Area</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Garage</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Deck/Porch</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Totals</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Unit 1	Unit 2	Total	Unfin. Bsmt	_____	_____	_____	Living Area	_____	_____	_____	Garage	_____	_____	_____	Deck/Porch	_____	_____	_____	Totals	_____	_____	_____	4. CONST. TYPE <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD 5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: _____ <input type="checkbox"/> Plus Basement	9. HVAC EQUIP. <input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____ 10. SEWER <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____ 11. WATER <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	12. ENERGY SOURCE <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Fuel</th> <th>Nat Gas</th> <th>LP</th> <th>Oil</th> <th>Elec</th> <th>Solid</th> <th>Solar Geo</th> </tr> </thead> <tbody> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>										
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Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																											
		13. HEAT LOSS _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)																																															
		14. EST. BUILDING COST w/o LAND \$ _____																																															
<p>I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.</p> <p><input type="checkbox"/> I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.</p>																																																	
APPLICANT (Print): _____		Sign: _____	DATE _____																																														
APPROVAL CONDITIONS This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <input type="checkbox"/> See attached for conditions of approval.																																																	
ISSUING JURISDICTION		<input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/> County of <input type="checkbox"/> State →	State-Contracted Inspection Agency#: _____																																														
		Municipality Number of Dwelling Location _____																																															
FEES:		PERMIT(S) ISSUED	WIS PERMIT SEAL #																																														
Plan Review	\$ _____	<input type="checkbox"/> Construction																																															
Inspection	\$ _____	<input type="checkbox"/> HVAC																																															
Wis. Permit Seal	\$ _____	<input type="checkbox"/> Electrical																																															
Other	\$ _____	<input type="checkbox"/> Plumbing																																															
Total	\$ _____	<input type="checkbox"/> Erosion Control																																															
		PERMIT ISSUED BY:																																															
		Name _____																																															
		Date _____ Tel. _____																																															
		Cert No. _____																																															

Procedure for Obtaining a Building Permit for:

*One/Two Single Family UDC Building Permit or
Three or more Unit Condo/Townhouse Building Permit (NO UDC permit).*

- 1. A full set of plans shall be submitted with the application. The required plans shall be legible and drawn to scale or dimensioned. The floor plan shall be provided for all floors and shall have the following:
 - a. The size and location of all rooms, doors, windows, structural features, exit passageways and stairs.*
 - b. The use of each room.*
 - c. The location of plumbing fixtures, chimneys, heating and cooling appliances, and a heating distribution layout.*
 - d. The location and construction details of the braced wall lines.*
 - e. The elevation plans shall show the exterior appearance of the building, including the type of exterior materials and the location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls.**
- 2. A building permit application must be filled out with all information pertaining to the project, along with all required credentials made available to the Inspection Department.*
- 3. Homeowners applying for a UDC Building Permit shall sign the cautionary statement and all requirements shall apply to the homeowner.*
- 4. State Approved Plans for Three or More Unit Condo/Townhouse Construction Site.*
- 5. UDC Compliance Certificate along with a Res-check Document approved by the Dep't of Commerce.*
- 6. Plumbing permit/Sewer hook-up. Must be signed by the Master Plumber with their License #.*
- 7. Standard Erosion Control Plan for One/Two Family Dwelling Construction Sites.*
- 8. Erosion Control/Storm Water Control Permit for Three or More Unit Dwelling Construction Site.*
- 9. Elevation/Drainage Plan.*

10. *Permit to open Streets, Alleys, or Sidewalks.*
 11. *Building Permit Addendum regarding New Construction and Easements.*
 12. *Application for Unmetered Water Service (optional).*
 13. *Final Inspection and Occupancy/Completion Permit Application.*
-

If New Contractor give: *Contractor Info Packet*
 Plumbing Pipes Tracer Info
 Support Wall Bracing Info

Single family: *\$800-building permit*
 \$540-plumbing permit/sewer hook-up
 \$1463-impact fee
 \$25.00-street opening permit
 \$52.60-water service (optional)
 \$310- aid in construction (if applicable)

Duplex/twin-do/condo *\$500/unit-building permit*
 \$540/unit for the first two units and \$378 for the next 14 units and
 \$270/unit over 16-plumbing permit/sewer hook-up
 \$1463/unit-impact fees/Irrigation meter would have additional fee
 \$25.00-street opening permit
 \$52.60/per owner-water service (optional)
 \$75 if < or = 5A/\$150 if > 5A- Erosion control permit
 \$125.00- Storm water permit
 \$310/unit-aid in construction (if applicable)

(There is not an aid in construction fee on permits issued in Deerwood Estates, Lee Estates, and Pine Ridge Estates, and Village Crossing.

VILLAGE OF HOLMEN
Plumbing Permit/Sewer Hook-up Fees

Date _____

The undersigned hereby applies for a permit to install/connect or alter plumbing appurtenances according to the following statement:

Address of Installation _____

Owner Name _____

Work Being Done: Outside Plumbing _____ Inside Plumbing _____

4" or 6" (circle one) Sewer Lateral _____ Size of Water Meter _____ Other _____

Firm Name _____ Address _____

Plumbers Signature _____ License # _____ Date _____

Public Works Director Signature _____ Date _____

THIS PERMIT IS VALID UPON RECEIPT OF CHARGES BY THE VILLAGE TREASURER

NOTE: On installations requiring excavation in a street right-of-way, the Contractor may be required to provide a certificate of insurance or a bond to the Village of Holmen before work commences.

Residential Fees: Single-Family, Duplex, Twin do, Condo

Sewer Hookup fees: \$540 each for the first 2 units, \$378 each for next 3-16 units and \$270 each for next 17 units and over.

Southern Service Area: A Contribution in Aid assessment of \$310 per REU, and \$225 per Mobile Home is applicable.

Northwest Service Area: A Contribution in Aid assessment of \$310 per REU (subject to annual adjustment based on CPI) is applicable.

Northern Service Area: A Contribution in Aid assessment of \$900/Acre is applicable.

Commercial, Industrial & Institutional Fees: Determine # of REU according to Village Code Chapter 150-46.

Sewer hook-up fees are \$540 for first two REU, \$378 next 14 REU, and \$270 for each additional REU. Within *Southern Service Area*, a Contribution in Aid assessment of \$1,000/acre is applicable. Within the *Northern Service Area* a Contribution in Aid assesment of \$900/acre is applicable. Within *Northwest Service Area*, a Contribution in Aid assessment of \$310 per REU (subject to annual adjustment based on CPI) is applicable.

	RESIDENTIAL PROPERTY	or	COMMERCIAL PROPERTY
# of Units or REU's _____	Units 1&2 = \$540 x _____ = \$ _____ Units 3-16 = \$378 x _____ = \$ _____ Units 17 & up = \$270 x _____ = \$ _____		REU's 1 & 2 = \$540 x _____ = \$ _____ REU's 3 - 16 = \$378 x _____ = \$ _____ REU's 17 & up = \$270 x _____ = \$ _____
In Southern Service Area?	If YES, then: \$310 x _____ units = \$ _____ OR For mobile homes \$225 x _____ units = \$ _____		If YES, then: \$1000 x _____ Acres = \$ _____
In NW Service Area?	If YES, then: \$310 x _____ units = \$ _____		If YES, then: \$310 x _____ REU's = \$ _____
In Northern Service Area?	If YES, then: \$900 x _____ Acres = \$ _____		If YES, then: \$900 x _____ Acres = \$ _____
Deferred Assessment?			
TOTAL FEES			

150-46. Residential equivalency charge

The following list of Residential Equivalency Charges (REC) shall be assigned for initial connections after December 31, 1999. Any category of users not listed shall be assigned an REC by the approving authority after a recommendation by the Village Engineer.

Category of User	Residential Equivalency Charge
Barbershops and beauty parlors	1
Bowling Alleys	1
Car Washes	4
Churches	1
Commercial establishments utilizing garbage grinder	Additional 2
Dentists	1 per care station
Domestic use from industrial	1 per 10 employees (Full-Time)
Duplexes	2 (1 per unit)
Firehouses	1
Funeral homes	1
Greenhouses	1
Halls (Banquet)	3
Hotels/motels	0.75 per rentable unit
Laundromats	0.333 per washing machine
Medical clinics	2
Multiple family 3 units and up	1 per unit
Nursing homes	0.333 per sleeping room
Office buildings	1 per 10 employees
Post offices	1
Refreshment stands (carry out)	1
Restaurants (having a food preparation kitchen)	2 for each 50 capacity
Retail stores, warehouses, shops and banks Up to 10 employees	1
Over 10 employees	1 each additional 10
Schools Without shower facilities	1 per 75 students capacity
With shower facilities	1 per 15 students capacity
Single family	1
Taverns	1 per each 50 capacity
Telephone exchanges	1
Vacant lots	0
Vehicle service garages Up to 10 employees	1
Over 10 employees	1 each additional 10
Village offices	1

Village of Holmen
APPLICATION for EROSION CONTROL / STORM WATER CONTROL PERMIT
 Per Village Code of Ordinances Chapter 56 (adopted 11-9-06)

NOTICE TO APPLICANT: Submission of this application grants permission for the Village or its agents to enter the property for inspection or curative action per Village Code Chapter 56-9 E(5) and H(3).

APPLICANT INFORMATION

Applicant Name: _____

Address & Phone: _____

Property Owner & Phone: _____
 (if not applicant)

Permit Applied for (circle both if applicable): Erosion Control Storm water Control

Applicant Signature: X _____ Date: _____
 (if applicant is not landowner, a signed & notarized statement authorizing applicant to act as owners agent must be included)

SITE INFORMATION

Site Address or Parcel # or Location: _____

Work Description: _____
 (new home, commercial bldg. , subdivision, utility work, road work, driveway, landscaping, expansion or remodeling, etc...)

Size of Work Area: _____
 (dimensions, square footage or yardage, acres, cubic yards of excavation or fill, etc...)

WORK SCHEDULE (list estimated begin & end dates by task for all construction activities)

EROSION CONTROL COSTS (list estimated costs by task)

OTHER PERMITS - Attach copies of any permits required by other governmental agencies.

STOP HERE STOP HERE STOP HERE STOP HERE STOP HERE

FOLLOWING SECTIONS TO BE FILLED OUT BY VILLAGE OF HOLMEN STAFF ONLY

Fee (circle): \$125(SW) \$75(EC<or = 5ac) \$150(EC> 5ac) Date Paid _____ Rec'd By _____

ATTACHMENTS

Notarized Owners Statement	Y	N	Copies of Other Permits	Y	N
Preliminary Review Letter	Y	N	Construction Plans	Y	N
Erosion Control Plans	Y	N	Storm Water Control Plans	Y	N

Date Approved _____ Permit # _____ # of Inspections Req'd. _____

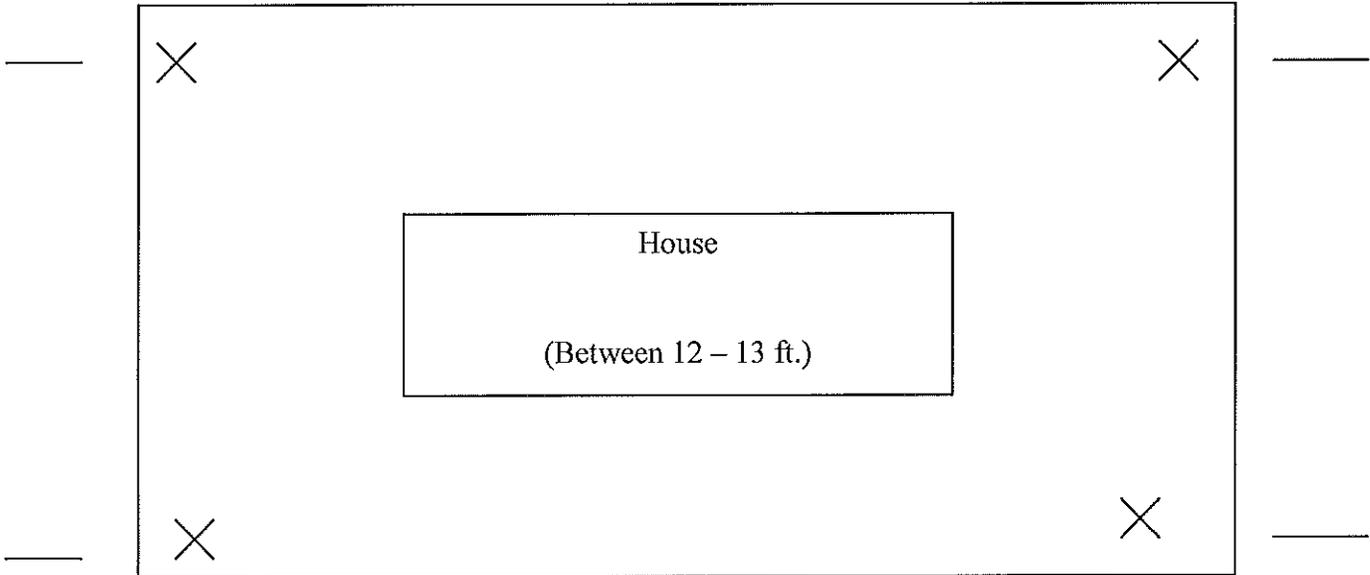
Bond Req'd. Y N Bond Type & Amount _____ Date Rec'd _____

Register of Deeds Affidavit Document # _____
 (not required for erosion control permits)

If Permit Denied, Date of Fee Return _____
 (revised 08/25/2011)

Village of Holmen
Elevation and Drainage Plan

On the Diagram Below: Use 10.00' as the top of the curb elevation (located at the center of the lot) to indicate the elevation at the top of the basement wall and also at the areas designated with an X.



Use 10 foot as the top of the curb to determine your side yard elevations.

Street Name

2 ft. Minimum
3 ft. Maximum

APPLICANT IS RESPONSIBLE FOR PROTECTING NEIGHBORING PROPERTIES FROM EROSION DURING CONSTRUCTION UNTIL FINISHED LANDSCAPING IS COMPLETED.

Approved By
Revised 9/28/15

Signature of Applicant



DRIVEWAY/SIDEWALK/ALLEY/UTILITY CONTRUCTION PERMIT
Public Works Department * Phone: 526-3513 * Fax: 526-4357

Application Date: _____

Owner Name:			
Owner Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Are you insured? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will you be doing the work? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Contractor Name:		Supervisor:	
Contractor Address:			
City:	State:	Zip Code:	
Phone:	Email:		

Type of Property:	Commercial <input type="checkbox"/>	Residential <input type="checkbox"/>
Project Address:		
Approximate Start Date:		
Driveway width at sidewalk to be	feet and at the curb	feet.
Applicant is Requesting:	New Curb Cut \$25 <input type="checkbox"/>	Replacement Driveway \$25 <input type="checkbox"/>
(Check all that Apply)	New Sidewalk \$25 <input type="checkbox"/>	Replacement Sidewalk \$25 <input type="checkbox"/>
		Water/Sewer Repair \$25 <input type="checkbox"/>
See Attached detail for requirements.		

The undersigned understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on and attached to this form. The undersigned also agrees that if the work does not comply with all permit provisions, the applicant shall make needed corrections directed by the Public Works Department. Temporary traffic control shall be provided and maintained by the applicant and shall comply with part 6 of the Manual on Uniform Traffic Control Devices (MUTCD).

Applicant Signature

Date

OFFICE USE ONLY

Issue Date:	
(Permit expires 6 months after the date)	
Approved <input type="checkbox"/>	Referred to Public Works Committee <input type="checkbox"/>
Date Referred:	
Total Fee: \$	Fee Paid Date:
Fee Paid By:	Invoice No:
Driveway Type: Std. <input type="checkbox"/>	Special <input type="checkbox"/>
Sub-Type: Entrance to Private Residence <input type="checkbox"/>	Parking Lot <input type="checkbox"/>
	Drive-In <input type="checkbox"/>
	Commercial or Industrial Bldg <input type="checkbox"/>
	Gasoline Filling Station <input type="checkbox"/>
Parcel Number:	
Approved By:	Date:

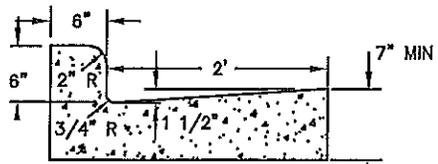
REGULATIONS GOVERNING STREET, ALLEY & SIDEWALK OPENINGS

(A) No opening in the streets, alleys or sidewalks shall be permitted for any purpose when the ground is frozen, except where necessary as determined by the Village Public Works Department.

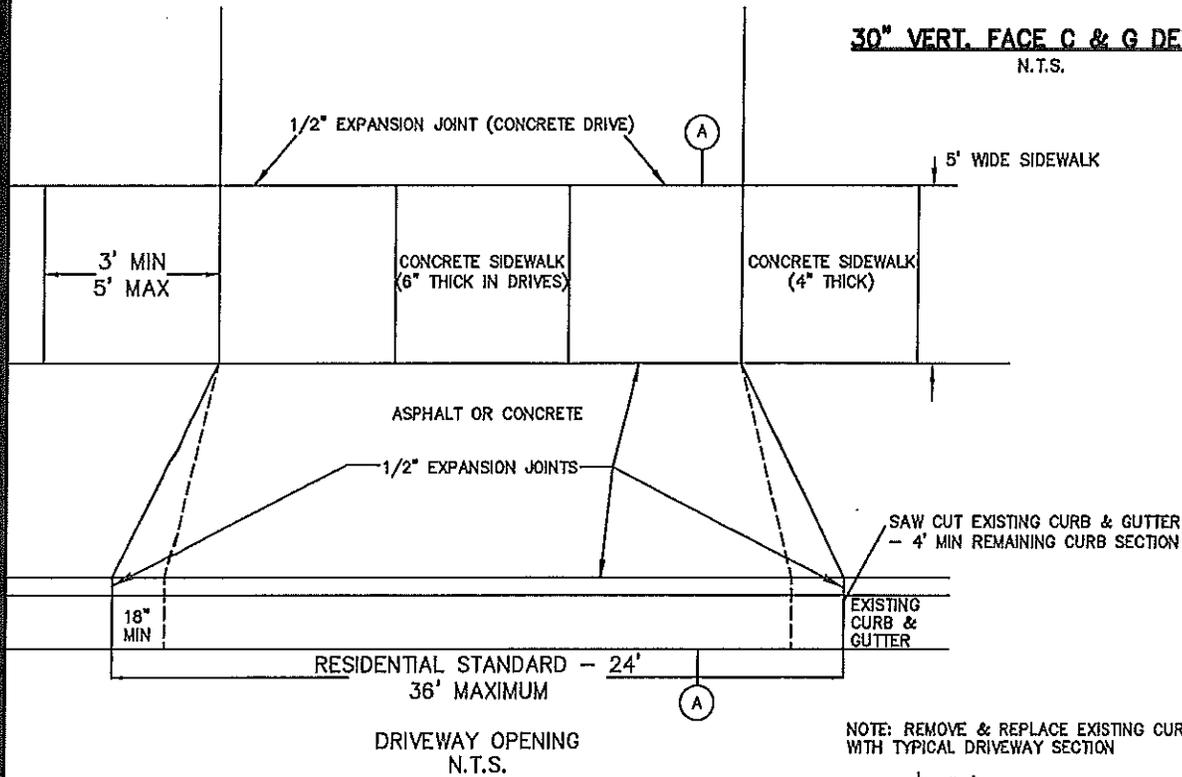
(B) In opening any street or other public way, all paving or ballasting materials shall be removed with the least possible loss of or injury to surfacing materials and, together with the excavated material from trenches, shall be placed so as to cause the least practicable inconvenience to the public and permit free flow of water along gutters.

(C) Every person shall enclose with sufficient barriers each opening which he shall make in the streets or other public ways of the Village. All machinery and equipment shall be locked or otherwise effectively safeguarded from unauthorized use when not being used by the permittee, his agents or employees. Lights shall be installed according to the Wisconsin Department of Transportation Manual on Uniform Traffic Control Devices (latest edition), kept burning from sunset to sunrise, lights to be placed at each end of the opening in the street or other public way and other lights sufficient in number and properly spaced to give adequate warning. Except by special permission from the Village Public Works Department, no trench shall be excavated more than 250 feet in advance of pipe laying nor left unfilled more than 500 feet where pipe has been laid. All necessary precautions shall be taken to guard the public effectively from accidents or damage to persons or property through the period of work. Each person making such openings shall be held liable for all damages, including costs incurred by the Village in defending any action brought against it for damages, as well as costs of any appeal, that may result from neglect by such person or his employees of any necessary precaution against injury or damage to persons, vehicles or property of any kind.

(D) In opening any street, alley or sidewalk, the paving materials, sand, gravel and earth or other materials moved or penetrated and all surface monuments or hubs must be removed and replaced as nearly as possible in their original condition or position and the same relation to the remainder as before. Any excavated material which in the opinion of the Village Public Works Department is not suitable for refilling shall be immediately removed, leaving the street or sidewalk in perfect repair, the same to be so maintained for a period of one year. In refilling the opening, the earth must be puddle or laid in layers not more than six inches in depth and each layer rammed, tamped or flushed to prevent after-settling. When the side of a trench will not stand perpendicularly, sheathing and braces must be used to prevent caving. No timber, bracing, lagging, sheathing or other lumber shall be left in any trench. The Village may elect to make the pavement repairs itself for any street or sidewalk opening, in which case the cost of making such repair and of maintaining for one year shall be charged to the person making the street opening.

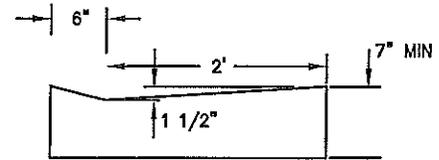


30" VERT. FACE C & G DETAIL
N.T.S.

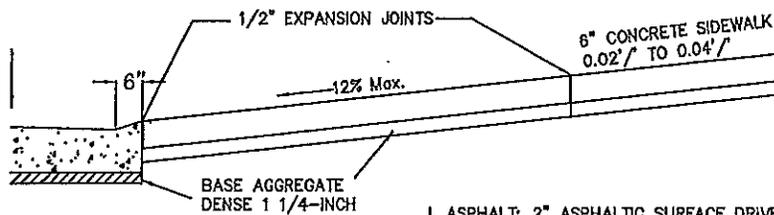


DRIVEWAY OPENING
N.T.S.

NOTE: REMOVE & REPLACE EXISTING CURB & GUTTER WITH TYPICAL DRIVEWAY SECTION



DRIVEWAY SECTION
N.T.S.



SECTION A-A
N.T.S.

- I. ASPHALT: 2" ASPHALTIC SURFACE DRIVEWAYS AND FIELD ENTRANCES ON 6" BASE AGGREGATE.
- II. CONCRETE: CONCRETE DRIVEWAYS 6" ON 2" GRANULAR.

SIDEWALK, CURB & GUTTER, DRIVEWAYS STANDARD DETAILS



P.O. Box 158
Holmen, WI, 54638
608-826-3513
dolson@holmenwi.com

**Village of Holmen Building Permit Addendum
Owner's Testimonial Regarding New Construction and Easements**

Please read carefully

Addendum to Building Permit # _____

I hereby acknowledge and accept all responsibility for the construction of a new structure on my property, and agree that I (including my builder/contractor) will comply with all zoning and building regulations of the Village of Holmen, La Crosse County and the State of Wisconsin. I further acknowledge that should I (including my builder/contractor) fail to comply with any zoning and building regulations that I shall be subject to fines, forfeitures and penalties, and shall be immediately responsible to rectify any such violation to the specifications of the Village.

Initials: _____

I hereby acknowledge that I have properly indicated all recorded easements (ie: electric, telecommunication, sewer, water, storm sewer, gas, etc.) on my permit application and that no encroachment on any such easement will occur due to the construction and building activities for which I am seeking a building permit. I further acknowledge that should my activities (including the activities of my builder/contractor) violate any easement restrictions on my property, that I hereby hold the Village of Holmen harmless, and I shall be immediately responsible to rectify any such violation, including the complete removal of the structure if so directed, and I shall immediately forfeit my building permit and all rights given to me therefor, until such time the violation to the easement is made whole.

Initials: _____

Signed: _____ Date: _____

(Owner/Rep)

Witnessed: _____ Date: _____

(Village/Rep)

OFFICE STAFF USE

NOTES:

- There are **no** known easements that affect this construction.
- This property **has** a utility easement that will require a waiver (see contacts below).

Utility Contacts:

___ Xcel Energy (Electric)-Ed Przytarski (608) 789-3631

___ Xcel Energy (Gas)-Dan Marti (608) 789-3629

___ River land Energy -Sharon Sluga (608) 323-3381

___ Charter Communications-Perry McClellan (715) 370-7140

___ Century Link-Monica Megyesi (330) 372-6048

Village of Holmen
Inspection Department
421 S Main St
Holmen, Wi 54636

Phone: (608) 526-4336//Fax: (608) 526-4357

CERTIFICATE OF COMPLETION/OCCUPANCY

Note: The Applicant will be assessed a re-inspection fee of \$50 per inspection category if the project is not complete and requires a second visit. Application received and time is stamped prior to 10:00am will be processed five working days from the date of application. Those received after 10:00am on the application day will require five full working days following the application date. The Village reserves the right to inspect sooner than five working days if conditions warrant.

Owner/Applicant Name _____ Telephone _____

Contractor Name _____

Location of Construction _____

COMMERCIAL REQUIREMENTS FOR PERMIT:

- | | |
|---|--|
| <input type="checkbox"/> Commercial Site Plan Conditions Complete | <input type="checkbox"/> Exterior Building Complete |
| <input type="checkbox"/> Address Numbers Installed & Visible | <input type="checkbox"/> Outside Grading Complete |
| <input type="checkbox"/> All Prior Inspections Corrections Made | <input type="checkbox"/> Erosion Control in Place |
| <input type="checkbox"/> Electrical Complete | <input type="checkbox"/> All Egress Elements Complete |
| <input type="checkbox"/> Plumbing Complete | <input type="checkbox"/> Safety Issues Complete (smoke alarms, etc.) |
| <input type="checkbox"/> Heating System Balanced & Reported | <input type="checkbox"/> Building Interior Totally Completed |
| <input type="checkbox"/> HVAC Complete | <input type="checkbox"/> Landscaping Completed |
| <input type="checkbox"/> Architect's Compliance Statement Sent | |

RESIDENTIAL REQUIREMENTS FOR PERMIT:

- | | |
|---|--|
| <input type="checkbox"/> Address Numbers Installed & Visible | <input type="checkbox"/> Outside Grading Complete |
| <input type="checkbox"/> All Prior Inspections Corrections Made | <input type="checkbox"/> Erosion Control in Place |
| <input type="checkbox"/> Electrical Complete | <input type="checkbox"/> Exterior Building Complete |
| <input type="checkbox"/> Plumbing Complete | <input type="checkbox"/> Safety Issues Complete (smoke alarms, etc.) |
| <input type="checkbox"/> HVAC Complete | <input type="checkbox"/> Landscaping Completed |
| <input type="checkbox"/> Building Interior Completed | If not, What is left: _____ |

By signature below, I hereby request a final occupancy inspection for the above stated property.

Name _____ Date _____

Seal/Permit # _____ Parcel/Tax ID # _____

Remarks / Approved _____

Erosion/Building Inspector _____ Date _____

Zoning Administrator _____ Date _____