

Town of Clearfield
Building Permit Application Information

Applications for additions for homes require the following paperwork:

- ◆ Building Permit Application
- ◆ Building Plan (1 copy)
- ◆ Plot Plan showing placement of buildings, septic, well relative to lot lines and road (1 copy)
- ◆ Cautionary Statement to Owners (signed; 1 copy)
- ◆ Check payable to Town of Clearfield for permit fee

Applications for outbuildings (sheds greater than 80 sq. ft.), decks, detached garages, etc. require the following paperwork:

- ◆ Building Permit Application
- ◆ Building Plan (1 copy)
- ◆ Plot Plan showing placement of buildings, septic, well relative to lot lines and road (1 Copy)
- ◆ Cautionary Statement to Owners (signed; 1 copy)
- ◆ Check payable to Town of Clearfield for permit fee

Structures must be at least 25 feet from each lot line and 50 feet from the center of the road.

All paperwork, including checks, should be sent to the Town Clerk, Cindy Suzda at: Town of Clearfield, N8856 State Road 80, New Lisbon, WI 53950-9630. The application will be reviewed by the Clearfield Zoning Administrator. Upon approval, the Clerk will then submit the appropriate paperwork (including check) to the Town Board. **Do not begin any projects until you have received a building permit. IMPORTANT: Building permits expire 1 year after date of issuance.**

If you have any questions or need further information, please contact the Clearfield Town Clerk, Cindy Suzda, at (608) 547-3543 or clerk@townofclearfield.com.

Town of Clearfield fees are as follows:

- ◆ New dwelling: \$100
- ◆ Additions, outbuildings, decks, mechanicals: \$40
- ◆ Fire # (sign + post): \$40
- ◆ Replacement fire # (sign only): \$30
- ◆ Replacement fire # posts \$30
- ◆ Driveway Permit \$20

FOR INSPECTIONS CALL: _____		GENERAL BUILDING PERMIT APPLICATION GENERAL ENGINEERING COMPANY OFFICE: (608) 745-4070 FAX: (608) 745-5763				PERMIT # _____				
						EXPIRATION DATE: _____				
Parcel Number: _____		Property is Located in <input checked="" type="radio"/> Town of <input type="radio"/> Village of <input type="radio"/> City of _____				Municipality Number _____				
PROJECT DESCRIPTION (Submit Building Plans & Site Plan)						Does this project require any additional approvals or permits? <input type="radio"/> yes <input type="radio"/> no				
Building Project Address: _____						Finished Project Value \$ _____				
Zoning District(s): _____		Zoning Permit No.: _____		Corner Lot <input type="radio"/> yes <input type="radio"/> no	Bldg. Height _____ Ft.	Setbacks: _____	Front _____	Rear _____	Left _____	Right _____
Owner's Name(s) _____				Mailing Address _____				Telephone _____		Email _____
Contractor Name & Type _____				Licen. / Cert # _____	Exp. Date _____	Mailing Address _____			Telephone & Email _____	
Construction Contractor									Tel. _____	Email _____
Dwelling Contractor Qualifier						The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.			Tel. _____	Email _____
HVAC Contractor									Tel. _____	Email _____
Electrical Contractor									Tel. _____	Email _____
Master Electrician									Tel. _____	Email _____
Plumbing Contractor									Tel. _____	Email _____
RESIDENTIAL Single Family/Duplex	Addition: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control									
	Detached Accessory Building: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.									
	Remodel: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft.									
	Other: <input type="checkbox"/> Fence <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ sq. ft. <input type="checkbox"/> Erosion Control <input type="checkbox"/> Electrical Service Upgrade (Amp____) <input type="checkbox"/> Removal of Structure (Raze) <input type="checkbox"/> _____									
COMMERCIAL	New Commercial Building: _____ Bldg. Sq. Ft. <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control									
	Commercial Addition/Alteration: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction <input type="checkbox"/> Erosion Control _____ Building Sq. Ft. <input type="checkbox"/> Electrical Service (Amp____) <input type="checkbox"/> Fence <input type="checkbox"/> Sign <input type="checkbox"/> Removal of Structure (Raze)									
	State of Wisconsin Plan Approval Needed: <input type="radio"/> yes <input type="radio"/> no (Approved plans must be submitted with permit application)									
Zoning – When applicable, owner shall research setback information regarding height, lot coverage, etc. prior to submittal of this application.										
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side of the last ply of this application. 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. It is the Owner/Contractors Responsibility to Call in ALL INSPECTIONS to the Inspector.										
APPLICANT'S SIGNATURE _____						DATE SIGNED _____				
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.										
BELOW SECTION FOR OFFICE USE ONLY										
FEES:			PERMIT(S) ISSUED				PERMIT ISSUED BY:			
Construction \$ _____			<input type="checkbox"/> Construction				Name _____			
Plumbing \$ _____			<input type="checkbox"/> HVAC				Date _____ Telephone _____			
Electrical \$ _____			<input type="checkbox"/> Electrical				Cert No. _____ Census Code _____			
HVAC \$ _____			<input type="checkbox"/> Plumbing				www.generalengineering.net VER. 1/3/2018			
Zoning \$ _____			<input type="checkbox"/> Erosion Control							
Other _____ \$ _____			<input type="checkbox"/> Other _____							
Administrative \$ _____										
Total Permit Fee \$ _____										

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65 (1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Ss. 101.654(2)(a), the following consequences might occur:

- (a) **The owner may be held liable** for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.
- (b) **The owner may not be able to collect from the contractor damages** for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under Ss. 101.654(1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death or to others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Additionally, Wisconsin Statute: 101.66 Compliance and penalties. (1) “Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one-and 2-family dwelling code.”

Consequently:

If the owner signs the Permit Application, the owner is held responsible for any code violations, Orders for Correction and/or citation(s) that may be issued in association with the Permit.

If a contractor signs the Permit as agent for the owner, the contractor is held responsible for any code violations, Orders for Correction and/or citations(s) that may be issued in association with the Permit.

Owner Signature: _____ Date: _____