



**Brian L. Flannery**  
 State Certified Building Inspector  
 405 4<sup>th</sup> Street  
 Albany, WI 53502  
 Phone: (608) 558-1833  
 Email: [brianflannery@tds.net](mailto:brianflannery@tds.net)

## One and Two Family Construction Town of Decatur

**Note:** I have made every effort to insure the accuracy of the information provided in this document. However, due to the possibility of errors or other aspects of electronic communication that is beyond my control, I do not guarantee the accuracy of this document and am not liable for reliance on this information. This document was created as basic plan submittal guide under the Code in effect at the time of creation. It is not intended to cover all circumstances.

### Zoning Approval is required

Please contact the Green County Zoning and Land Use Office for further information.  
 Phone: (608) 328-9423  
 Email: [greenzone@tds.net](mailto:greenzone@tds.net)  
 Web: [www.co.green.wi.gov/](http://www.co.green.wi.gov/)

### Building & Trades Permit is required

**Items required in order to obtain a building permit.** All of the following documents are required to obtain a building permit. If you do not have all of these documents, you may obtain an early start permit for an additional fee which will allow the installation of footings and foundation only. Foundation drain tile, backfilling, or any other work is **not allowed** until a building permit is issued.

Items needed for approval:

- One copy of your Green County Zoning and Land Use Permit.
- Completed permit application. You must include all contractors' names, addresses, phone numbers and license numbers. A Wisconsin Licensed Plumber and a Wisconsin Licensed HVAC Contractor are **required** for all new one and two family dwellings. Homeowners who will occupy the dwelling are allowed to take responsibility for the construction and electric.
- Two copies of Building Plans including:
  - Elevations.
  - **Note regarding tall walls.** If any walls in the building at any point exceed 12 feet in height, the walls must be designed by a Wisconsin registered architect or engineer or by an engineered lumber manufacturer (i.e. TJI, LP, Superior, etc.). The design shall be posted on site prior to the inspection of the framing. Framing **will not** be inspected until these walls have an engineered design or some other supporting documentation showing Code compliance.
- One copy of a Side view (cut-a-way).
- One copy of your Energy worksheet.
- One copy of your Erosion control plan.
- One copy of your Driveway Permit(s).

#### How do I get a permit?

It is the responsibility for the owner or owner's agent to obtain all necessary permits and payment of all fees related to a project (i.e. structural, electric, plumbing and HVAC). You may contact the inspector by the means above to set an appointment for submittal.

#### How long does it take to get a permit?

We can issue most permits during your appointment.

### Permit Fees

(In effect as of 9/1/08)

Permit Fees are as follows:

#### Residential One and Two Family

\$0.18 per sq. foot all floors, basement, garage, and any porch/deck area

(Fees include Structural, Electric, Plumbing, HVAC and Erosion Control)

State Seal \$35.00

Early Start Permit (Footings/Foundation)

**DOES NOT INCLUDE INSPECTIONS** \$50.00

Special Inspections \$50.00

### Drain tile

A complete drain tile system is required to be installed around all foundations in accordance with Town Policy. This includes interior and exterior drain tile and bleeders every eight feet. The Town will allow a waiver of exemption to be submitted by a Wisconsin registered engineer or soil tester in lieu of drain tile installation, but it must be submitted prior to any concrete work being done.

### Inspections

Items listed under the check boxes may be done all together.

- Building Footings (or floating slab)
- Building Foundation
  - Building Foundation Drain Tile
- Groundwork Plumbing (with air or water test present)
- Building Electrical Service (Temporary and Permanent)
- Building Roughs (prior to installing insulation or any covering)
  - Rough Framing
  - Rough Electrical
  - Rough Plumbing (with air or water test present)
- Note:** An Affidavit of Testing is required to be submitted to the Inspector for all Air Admittance Valve installations.
  - Rough HVAC
- Insulation/Vapor Barrier
- Final Occupancy Inspection
 

**Note:** Prior to a Final Occupancy Inspection, the following forms must be submitted to the Inspector:

  - **Air Admittance Valve Testing Affidavit**
  - **Insulation Compliance Statement**
  - **HVAC Testing and Balancing Affidavit**

**It is the permit holder's responsibility to contact the inspector for all inspections**

## Other Information

- **Construction Driveways** must be installed prior to construction in accordance with all applicable Municipal requirements but in no cases less than 12' wide consisting of 2" to 3" aggregate stone 6" deep. Construction driveways must be kept clear of debris, snow and mud at all times to allow the inspector safe passage to the job site. **Failure to comply with these measures will result in a stop work order posted until such time safe passage is provided.**
- Important changes in pressure treated woods have resulted in the requirements for specific fasteners, such as bolts, screws, etc. Ask your lumber supplier for more information.
- Not all pressure treated (green or brown) lumber is rated for ground contact. Foundation posts must be suitable for ground contact.
- Exterior materials and finishes must complement the exterior finish of the principle building on the lot.
- All construction, energy and HVAC related methods must comply with the current Chapter COMM 21, 22 and 23 of the Wisconsin Uniform Dwelling Code.
- All wiring methods must comply with the current National Electric Code and Chapter COMM 16 of the Wisconsin Administrative Code.
- All plumbing installations must comply with the current Wisconsin Plumbing Code Chapters COMM 81 through 84.
- The Wisconsin Administrative Codes may be downloaded from the Department of Commerce Safety and Buildings Website:

<http://www.commerce.state.wi.us/SB/SB-HomePage.html>

## Additional Forms

You may request the following forms from the building inspector.

- Building Permit Application
- Drain Tile Waiver
- Air Admittance Valve Testing Affidavit
- Insulation Compliance Statement
- HVAC Testing and Balancing Affidavit



(800) 242-8511

<http://www.diggershotline.com/>

Plan ahead! Give Diggers Hotline a call at least three working days prior to the start date of your excavation. The call center is open 24 hours a day and 365 days a year, but the busiest times are Monday and Tuesday mornings.

# Installation Requirements for Foundation Drain Tile Systems

-Drain tile is to be placed AT the footing level, not setting on the footing, as the code is specific in Comm 21.17 (3)(d) 4.

-The tile must set on 2 inches of coarse aggregate and be covered with at least 12 inches of coarse aggregate. This includes the outside or side exposed to earth of the tile as well as the top. Normally since one side of the tile (connected to the bleeders) is up against the footing, only the top and side needs the 12 inches of cover.

-The coarse aggregate that meets all of the following criteria:

- a. 100% of the aggregate shall pass a 1-inch sieve.
- b. 90-100% of the aggregate shall pass a 3/4-inch sieve.
- c. 0-55% of the aggregate shall pass a 3/8-inch sieve.
- d. 0-5% of the aggregate shall pass a #8 sieve.

Note 1: A #8 sieve has square openings of 2.36 mm or 0.09 inch.

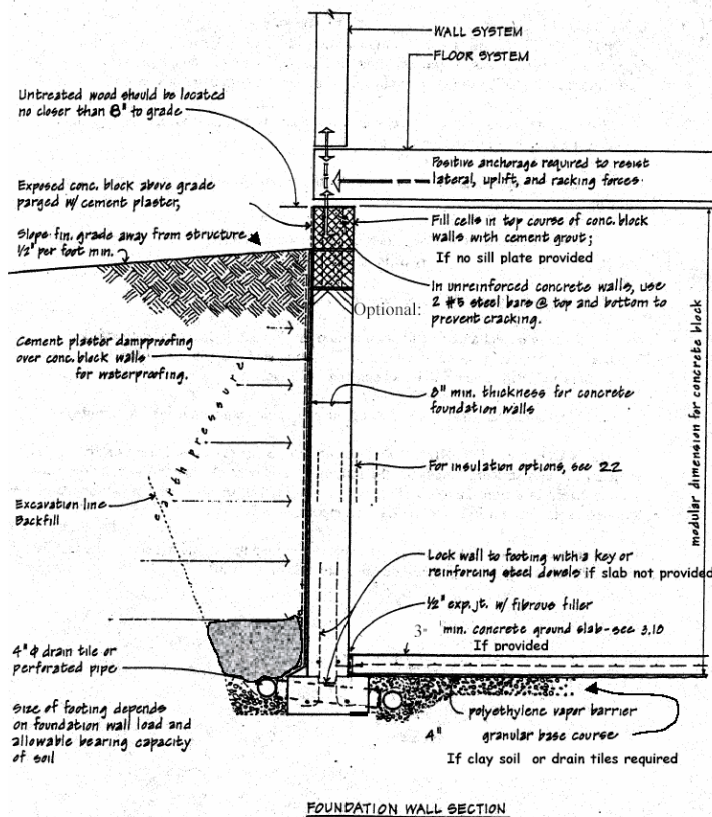
Note 2: These specifications encompass aggregate sizes #6 and #67 per ASTM standard C33. Of the two sizes, #6 is coarser.

-Drain tile or pipe shall have an inside diameter of at least 3 inches, and shall have open seams, joints, or perforations to allow water to enter. Where individual tiles are used, they shall be laid with 1/8 inch open joints. Joints between tiles shall be covered with a strip of asphalt or tar impregnated felt.

-Bleeder tiles or pipes shall be provided at no more than 8-foot intervals to connect the exterior drain tile or pipe to the interior drain tile or pipe. Comm 21.17(3)(d) 5. requires bleeder tiles to connect to interior and exterior drain tile. The drain tile may be provided with a tee for connection or cut, NOT just butted together, to fit to the bleeder. In either case, the intent is to permit the free flow of water once it has reached the exterior drain tile thereby reducing any hydraulic pressure at the footing, foundation wall and basement slab.

The drain tiles or pipe that lead from the footing tiles to the sump pit shall be laid at a grade of at least 1/8 inch per foot leading to the sump pit. The remaining drain tiles or pipe shall be level or graded downward to the line leading to the sump pit.

-Basement floor slabs. The basement slab shall be placed on at least 4 inches of clean graded sand, gravel or crushed stone.





## Office of the Building Inspector

Brian L. Flannery, State Certified Building Inspector # 249647

405 4<sup>th</sup> St. Albany, WI 53502

Phone: (608) 558-1833 Email: [brianflannery@tds.net](mailto:brianflannery@tds.net)

### Drain Tile Waiver

Property Address: \_\_\_\_\_

Subdivision and lot or legal description: \_\_\_\_\_

I, (Print Name) \_\_\_\_\_, being duly certified by the State of Wisconsin as an engineer or certified soil tester, having examined the current soil conditions at the aforementioned property on (Examination Date) \_\_\_\_\_, have concluded that the seasonal and or periodic groundwater levels are below the footing depth of (Enter Footing Depth) \_\_\_\_\_. In making this determination, a complete drain tile system as prescribed in the Wisconsin Uniform Dwelling Code, chapter COMM 21.17 is **not required** for this property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**If choosing to use this option, this form must be completed, signed, and the original returned to the Inspector at the address listed above PRIOR TO BACKFILLING.**



## Office of the Building Inspector

Brian L. Flannery, State Certified Building Inspector # 249647  
405 4<sup>th</sup> St. Albany, WI 53502  
Phone: (608) 558-1833 Email: [brianflannery@tds.net](mailto:brianflannery@tds.net)

# Affidavit of Compliance

**HVAC System Balancing**

All HVAC systems are required to be balanced in accordance with either the Wisconsin Enrolled Commercial Building Code (WECBC) Section 64.0313 or the Wisconsin Uniform Dwelling Code (UDC) Section 23.18(2).

I hereby certify that I have tested and balanced the HVAC system at the property listed below as required by said codes set forth by the Wisconsin Department of Commerce, Safety and Buildings Division.

Project Address and Permit Number: \_\_\_\_\_

1. Please Circle the Applicable Code                      WECBC                      UDC

2. If circled WECBC for #1, state location on site of balancing report (Balancing report is required to be left on site).

\_\_\_\_\_

Name of Person and/or Company Doing Work: \_\_\_\_\_

Signature of Person Doing Work: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete, sign, and return original to Inspector at the address listed above PRIOR TO FINAL INSPECTION.**



## Office of the Building Inspector

Brian L. Flannery, State Certified Building Inspector # 249647

405 4<sup>th</sup> St. Albany, WI 53502

Phone: (608) 558-1833 Email: [brianflannery@tds.net](mailto:brianflannery@tds.net)

### Insulation Compliance Statement

Type of Permit: \_\_\_\_\_

Project Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

**I hereby certify that the following insulation products were installed in the above referenced dwelling in compliance with COMM 22:**

#### **Wall Cavity Insulation:**

Manufacturer: \_\_\_\_\_

\_\_\_\_\_ Blown Insulation      \_\_\_\_\_ Batt Insulation

R Value: \_\_\_\_\_ Initial Thickness: \_\_\_\_\_ Settled Thickness: \_\_\_\_\_

#### **Ceiling Insulation:**

Manufacturer: \_\_\_\_\_

\_\_\_\_\_ Blown Insulation      \_\_\_\_\_ Batt Insulation

R Value: \_\_\_\_\_ Initial Thickness: \_\_\_\_\_ Settled Thickness: \_\_\_\_\_

Installer Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Installation Date: \_\_\_\_\_

**Please complete, sign and return this form to the address listed above  
PRIOR TO A FINAL INSPECTION**



# Office of the Building Inspector

Brian L. Flannery, State Certified Building Inspector # 249647  
405 4<sup>th</sup> St. Albany, WI 53502  
Phone: (608) 558-1833 Email: [brianflannery@tds.net](mailto:brianflannery@tds.net)

## Affidavit of Compliance

### Air Admittance Valves

All air admittance valves for plumbing systems used in the State of Wisconsin must be approved by the Safety and Buildings division and listed in the Plumbing Products Register. Each approved make and model carry specific testing and installation instructions.

I hereby certify that I have tested and installed the air admittance valve(s) listed below according to all conditions of approval attached to the specific product as listed by the Wisconsin Department of Commerce, Safety and Buildings Division.

Project Address and Permit Number: \_\_\_\_\_

<u>Make and model of air admittance valve(s)</u> (List each valve separately).	<u>Location on premises</u>	<u>Date of Testing/Installation</u>
---	-----------------------------	-------------------------------------

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Name of Person and/or Company Doing Work: \_\_\_\_\_

Signature of Person Doing Work: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete, sign, and return original to Inspector at the address listed above PRIOR TO FINAL INSPECTION.**



**Brian L. Flannery**

State Certified Building Inspector  
405 4<sup>th</sup> Street  
Albany, WI 53502  
Phone: (608) 558-1833  
Email: [brianflannery@tds.net](mailto:brianflannery@tds.net)

**One and Two Family Construction**

**Acknowledgement**

I certify that I have read and understand the requirements for permits and inspections as set forth in the One and Two Family Construction Document.

Permit Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_