

Residential - New Construction Requirements Checklist

Required Building Items:

- ____ Copy of Sanitary Permit (*from Darboy Sanitary, Harrison Utilities, or Mound System from Calumet County*)
- ____ Completed Wisconsin Uniform Building Permit (*found at www.bispermits.com*)
- ____ “Residential Building Permit - New Construction” application
- ____ 2 Sets of Building Plans (*showing all house dimensions*)
- ____ Completed Energy Worksheet (*from the heating contractor*)
- ____ Completed Erosion Control application & Erosion Control Site Plan
- ____ Completed “Right-of-Way Permit” application (*if applicable*)
- ____ Read & sign the “Building Permit Attachment Notice – Contractor Requirements” sheet
- ____ Read & sign the “Conditions of Approval & Required Inspections” sheet
- ____ Braced Wall Plan
- ____ Impact Fee Schedule Form

Required Zoning Items:

- ____ Completed Zoning Permit Application
- ____ 1 Set of Building Plans (*showing all house dimensions*)
- ____ 1-Site Plan (*showing building setbacks, elevations, grading & drainage plan*)
**see the example on the back side of the zoning permit application*

Residential Building Permit - New Construction

Permit # _____

Property Owner/Contractor Name: _____

Site Address: _____ Parcel/Lot # _____

Phone: _____ Email: _____

Project sq. ft: _____ Project Cost: _____ Project Date: _____

Fees per Square Foot		Amount Due
Up to 2,000 sq. ft.	\$ 300.00	\$
2,001 to 3,500 sq. ft	\$ 400.00	\$
3,501 to 5,000 sq. ft.	\$ 500.00	\$
5,001 sq. ft. and larger	\$ 600.00	\$
Permit Fees		
Electrical Service	\$ 60.00	\$
Electrical Wiring	\$ 120.00	\$
Plumbing	\$ 180.00	\$
Heating/A.C.	\$ 120.00	\$
Erosion Control	\$ 110.00	\$
Wisconsin State Stamp	\$ 35.00	\$
Lot Grade Check Fee	\$ 860.00	\$
Driveway Grade Check Fee	\$ 185.00	\$
Administrative Fee	\$ 175.00	\$
Escrow	\$ 1,500.00	\$
Zoning Permit	\$ 250.00	\$
Impact Fees (from separate form)	\$	\$
Other		\$
TOTAL DUE		\$

Property Owner/Contractor Signature: _____ Date: _____

Building Inspector Signature: _____ Date: _____

Paul Birschbach
Hours: M-F 8am to 10am
(920) 989-1062 x 110
pbirschbach@harrison-wi.org

Erosion Control Application

Property Owner Name: _____

Site Address: _____

City: _____

Contractor Name: _____

Address: _____

City: _____

Phone: _____ Email: _____

Type of Erosion Control to be Installed: (include a separate site plan)

Silt Fence: _____ Bales: _____ Vegetation: _____ Erosion Matt: _____

I, the undersigned Owner/Contractor, do hereby agree to comply with SPS 321.125 & 321.126 of the Wisconsin Department of Safety & Professional Services building code viewable at dsps.wi.gov/pages/Home.aspx

Signature of Property Owner or Contractor

Date

Right of Way Permit Application Information

Right of Ways (ROW) areas are not privately owned but are public property controlled by a village, county, or state.

The ROW on most Village of Harrison roads is a 66' wide path dedicated to the village for roads and their maintenance. The ROW on village roads with curb and gutter is typically 37' of hard surface plus approximately 14.5' of terrace on each side. On village roads with ditches, the ROW is typically 30' of hard surface plus approximately 18' ditch or terrace on each side.

Any alterations taking place within the Village's ROW, outside of mailbox placement or mowing, must be approved by the Department of Public Works for village roads. Calumet County approves ROW for county roads, and the Department of Transportation approves for state highways.

ROW Applications are available on the Village website Harrison-wi.org and at the Village Hall located at W5298 State Road 114 Menasha, WI.

Completed applications and questions shall be directed to the Village of Harrison Public Works Operations Manager at (920) 989-1062 x 6 or jfunk@harrison-wi.org.

Permit Categories:

- Culverts: New - Replace - Extend
- Ditches: Regrading - Cleaning - Obstruction
- Driveways: Install - Replace Apron
- Service Sidewalks: Install
- Utilities: A \$1,500.00 refundable escrow deposit per parcel is required

Payments Excepted:

- Cash: If paying by cash, bring the exact amount.
- Check: Make checks payable to "Village of Harrison"
- Card: 3% service fee is added to all card transactions

Office Hours: Monday – Friday 7:30 am – 4:00 pm

Village of Harrison Culvert, Driveway & Service Sidewalks Permit - Ordinance language: Sec. 22-90 thru Sec.22-123

Village of Harrison Utility Permit - Ordinance language: Sec. 22-90, thru Sec. 22-194

Right-of-Way Permit Application

Permit #: _____

Applicant Information

Contact: _____ Phone: _____

Email: _____ Date: _____

Address: _____ Fax: _____

Contractor Information (if different from above)

Contractor to Perform Work: _____

Contact: _____ Phone: _____

Proposed Work Estimated Start Date: _____ Estimated End Date: _____

Address/Location: _____

Description of Project: _____

Type of Permit Fees (check all that apply)

Culvert ☐ New, Replace, or Extend Culvert: \$150

☐ Culvert Variance (with approval): \$150

Driveway ☐ Install or Replace Driveway Apron: \$50

Service

Sidewalk ☐ Install or Replace Service Sidewalk: \$50

Utility

☐ ****Utility Permit Base Fee: \$50 + each of the following:**

☐ **Required - Escrow Deposit: \$1,500** (refunded once standards are met)

☐ Open Cut Asphalt or Concrete: \$1,500

☐ Open Cut Gravel: \$1,000

☐ Per Foot Fee - \$0.10 per linear foot

_____ linear ft. x \$0.10 = _____

Ditch ☐ Re-grading, Cleaning, Obstruction, etc.: \$50

Late Permit ☐ Work started without a permit: \$150

Total Due: _____

**** Connections or repairs to existing or new water or sanitary services shall be coordinated with Darboy Sanitary District: (920)788-6048 or Harrison Utilities: (920) 989-1062 x 114.**

The Village Board of Harrison or its designated representative hereby grants this permit according to the provisions of this permit. Given under my hand pursuant to Chapter 22 of the Municipal Code.

Applicant/Title

Date

Harrison Staff

Date

Building Permit Attachment Notice Contractor Requirements

Open Burning Prohibited - No person, firm, or corporation shall build any outdoor fire within the Village of Harrison boundaries except as outlined in Sec. 12-41 through 12-46. This prohibition on burning includes but is not limited to, the burning of construction waste and debris at construction sites or the demolition of any structures. Some exemptions may be allowed. The Wisconsin DNR prohibits burning by businesses and corporations, burning rules can be seen at dnr.wi.gov.

No Discharge of Sump Pumps in Road Right of Way - Sump pumps shall be discharged to the rear of all lots when storm sewer laterals are not provided. If conditions are not conducive to rear lot drainage, and a mainline storm sewer system and service laterals within the street right-of-way are not provided, a secondary sewer collection system shall be provided and shall have a minimum 8" diameter. The storm sewer shall be designed for a 5-year storm. No roof drains may be connected to the storm sewer system. Sec. 22-250.

All Equipment Shall Enter & Exit On Tracking Pads (Driveway) - There will be no driving through open ditches and or curb & gutter at any time. It will be the responsibility of the General Contractor to be sure all traffic in and out of the building site is over the tracking pad. The Village of Harrison Board has set a fine of \$500.00 for anyone who violates the provision of Sec 22-90 through Sec 22-95 and SPS 321.125. The Village of Harrison Board or its designee (Building Inspector) shall enforce these requirements by escrow deduction, citation, provisional remedy, stop work order, or withholding of the occupancy permit until compliance is met and the construction site is stabilized.

Erosion Control - Erosion control measures shall be installed in accordance with SPS 321.125 and maintained throughout the construction of the structure (s), including landscaping. The Village of Harrison Board or its designee (Building Inspector) shall enforce these requirements by escrow deduction, citation, provisional remedy, stop work order, or withholding of the occupancy permit until compliance is met and the construction site is stabilized.

Street Cleanup -It is the responsibility of the General Contractor to ensure that the streets within the Village of Harrison are cleared daily of mud and debris left behind by trucks, lifts, excavators, etc. Sec 22-90 and SPS 321.125.

Ditch & Drainage Areas - It is the responsibility of the General Contractor to ensure that Ditch and Drainage areas remain free from debris and sediment through the completion of construction. Concrete trucks shall not rinse and or empty any leftover mix in the road

right-of-way (s). SPS 321.125 or into storm sewers, (Illicit Discharge Ordinance Sec 113-90 through 113-106.)

Unloading & Loading of Tracked Excavators - Tracked excavators and/or heavy equipment shall not be allowed to be unloaded or loaded on any blacktop or concrete roads within the Village of Harrison. Repair costs for damage to Village of Harrison roads and/or right-of-way will be billed to the General Contractor. The Village of Harrison Board or its designee (Building Inspector) shall enforce these requirements by escrow deduction, citation, provisional remedy, stop work order, or withholding of the occupancy permit until compliance is met and the problem is corrected.

Concrete Driveways - No person shall make any excavation, fill, or install any culverts or make any alteration in any Village of Harrison road right-of-way, or shall not install any concrete driveway, or culvert abutments without the express permission of the Village of Harrison Board or its designee (Department of Public Works). Any such installation shall be by the Village of Harrison road standards. Sec 22-123

Responsibility - The General Contractor of the building site(s) will be held responsible for all related parties. (Excavators-Delivery Trucks-Sub-Contractors, their lift equipment, material deliveries, returns, and waste disposal containers). The Village of Harrison Board or its designee (Building Inspector) shall enforce these requirements by escrow deduction, citation, provisional remedy, stop work order, or withholding of the occupancy permit until compliance is met.

General Information:

WE Energies Electric & Gas Contact: Customer Service Supervisor (920) 380-3545.

Code Copies of the Wisconsin Uniform Dwelling Code as referenced under SPS 321.125 on these pages can be viewed at www.dsps.wi.gov/Pages/RulesStatutes/TradesProgram.aspx, 320-325 for all Wisconsin Uniform Dwelling Codes.

Ordinances: The Village of Harrison code of ordinances referenced on these pages can be viewed or purchased at www.municode.com

I The Undersigned Have Read and Understand the Above Listed General Contractor Requirements outlined in this document:

General Contractor Signature

Date

Paul Birschbach
Hours: M-F 8am to 10am
(920) 989-1062 x 110
pbirschbach@harrison-wi.org

Conditions of Approval & Required Inspections

Needed Inspections:

1. Culvert:

- Place stakes 2' past both ends & call the Public Works Manager (920) 989-1062 x 6.
- **Do not** remove stakes before inspection.
- **Do not** concrete over the culvert or in the road right-of-way.

2. Lateral Meter: (for municipal utilities)

Call either Darboy Sanitary (920) 788-6048 or Harrison Utilities (920) 989-1062 x 1.

3. Excavation: Erosion control must be installed within 24 hours after excavating.

4. Footings: Must be inspected before installing concrete.

5. Foundation: Must be inspected before backfilling. Driveway construction is to be done after backfilling.

6. Underground Plumbing: Must be inspected before the basement floor is poured.

7. Electrical Service: Must be inspected before energizing.

8. Rough-in: This inspection includes the framing, electrical wiring, interior plumbing, and heating.

9. Insulation Inspection: Must be inspected before covering any walls (drywall/paneling/wood).

10. Final Inspection: A completed & approved final inspection is needed **before occupancy**, including erosion control.

11. Escrow Deposit Return: The \$1,500 Escrow Deposit paid with the Building Permit will be returned after the final inspection and before occupancy **if** the final grade is at the foundation & lot corners, including erosion control. If the final grade is not at the foundation & lot corners, a \$1500.00 deposit for a final grade will be needed by the property owners. **Forfeiture of Escrow Deposit will result if occupancy is taken before the approved final inspection or failure to maintain proper erosion control.**

Additional Requirements:

- Road clean-up is the responsibility of the contractor/property owner on the same day.
- Additional and unnecessary inspections will incur escrow deductions.
- Compliance with all State and Local Building Codes and Ordinances.

Property Owner/Contractor _____ Date _____

Residential & Commercial – Impact Fee Schedule

Permit # _____

Property Owner/Contractor Name: _____

Site Address: _____ Parcel/Lot # _____

Phone: _____ Type of Project: _____

Project sq. ft: _____ Project Cost: _____ Project Date: _____

Law Enforcement Fees			Amount Due	
Single-Family Residential			\$86.00	\$
Multi-Family	per #units		\$79.00	\$
Commercial/Institutional	per sq. ft.		X 0.035	\$
Industrial	per sq. ft.		X 0.026	\$
Fire Impact Fees				
Single-Family Residential			\$727.00	\$
Multi-Family	per #units		\$673.00	\$
Commercial/Institutional	per sq. ft.		X \$0.29	\$
Industrial	per sq. ft.		X \$0.22	\$
Park Impact Fees				
Single-Family Residential			\$1,187.00	\$
Multi-Family	per #units		\$1,100.00	\$
Transportation Impact Fees				
Single-Family Residential			\$2,726.00	\$
Commercial/Institutional	per sq. ft.		X \$0.84	\$
Industrial	per sq. ft.		X \$0.63	\$
			TOTAL DUE	\$

Comments: _____

Paul Birschbach
Hours: M-F 8am to 10am
(920) 989-10862 x 110
pbirschbach@harrison-wi.org

Zoning Permit Application

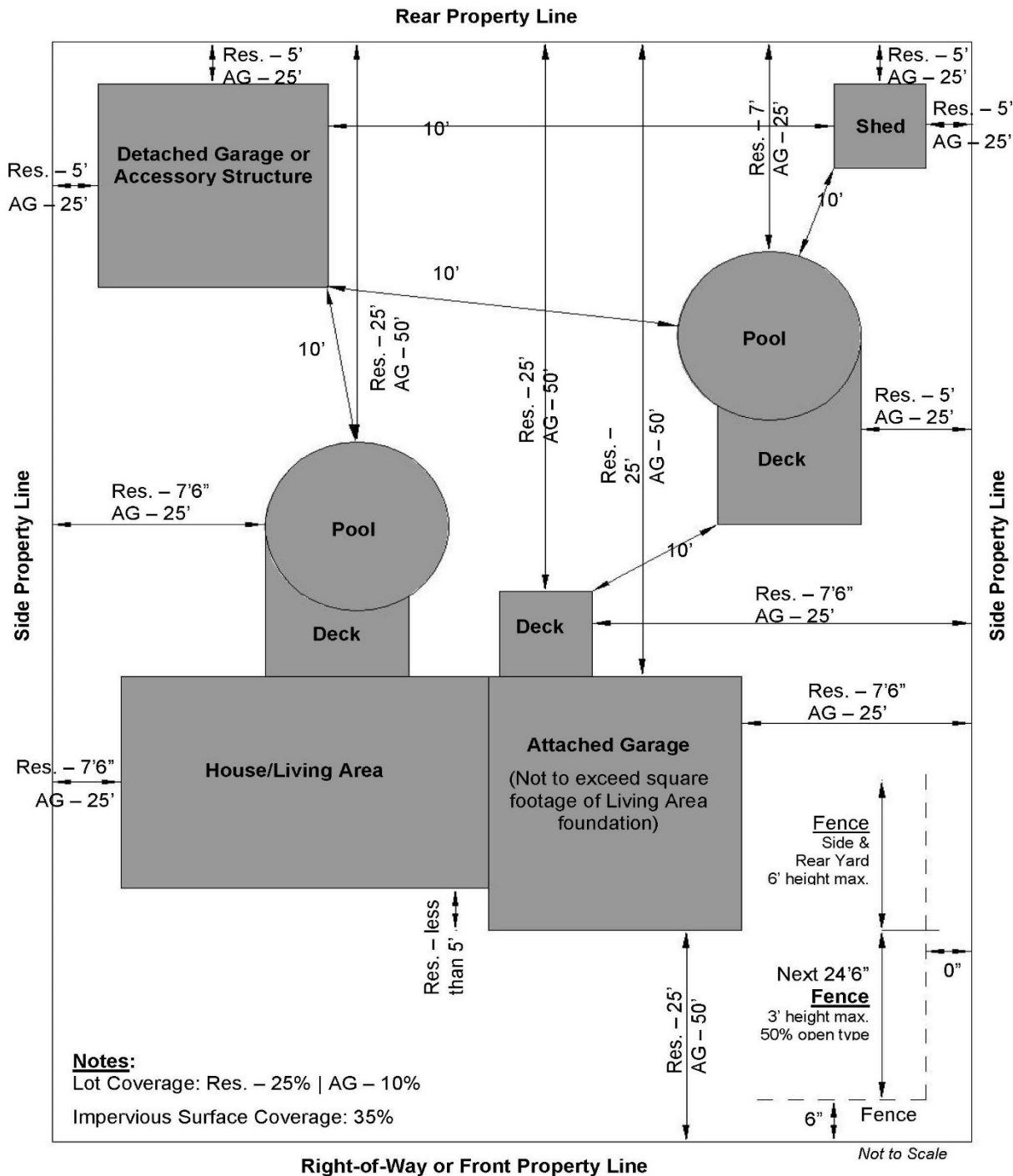
Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

Applicant Information					
Applicant Name (Indiv., Org. or Entity)			Authorized Representative		Title
Mailing Address			City	State	Zip Code
E-mail			Phone	Fax	
Landowner Information (if different than Applicant)					
Name (Org. or Entity)			Contact Person		Title
Mailing Address			City	State	Zip Code
E-mail			Phone	Fax	
Project or Site Location (Fill in Site Address / Location Only)					
Site Address / Location:		Location ID(s):		Plat / CSM / Lot No.:	
Quarter:	☐ NW	☐ NE	☐ SW	☐ SE	Section: Township: N Range: E
Legal Description:					
Current Zoning:			Current Use:		
Lot Dimensions: Front:		Side:	Rear:	Side:	Lot Area: ☐ acres or ☐ square feet
Project Information					
<u>Structure:</u>		<u>Type:</u>		<u>Use:</u>	
☐ Principal		☐ New		☐ Res. ☐ One-Family	
☐ Accessory		☐ Addition		☐ Two-Family	
☐ Other: _____		☐ Other: _____		☐ Multi-Family	
<u>Project Description:</u>		☐ Com./Ind./Civic		<u>Setbacks – Principal Bldg.:</u>	
		☐ Agricultural		Front: Side:	
				Rear: Side:	
				<u>Lot Coverage:</u>	
				Existing: Impervious Surface:	
				Proposed: Proposed:	
Estimated Cost: \$ 			Estimated Start Date: _____		No. Stories:
Height (to peak):					
Project Plans (see reverse side)					
☐ Site Plan ☐ Building Plans ☐ Grading/Drainage Plan					
Fees (Payable to Village of Harrison)					
☐ New Construction - \$250.00		☐ Accessory Building (shed, detached garage) - \$100.00		☐ Deck/Patio - \$75.00	
☐ Addition - \$100.00		☐ Accessory Structure - \$75.00 (driveway, pool, filling & grading)		☐ Fence - \$75.00	
Certification, Permission, & Wetland Notice					
Certification: I hereby certify that I am the landowner of the property subject to this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines/forfeitures, stop work orders, permit revocation, and cease & desist orders. Permission: As the landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, determine compliance with the ordinances, and perform corrective actions after issuing proper notice to the landowner. Wetland Notice: You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page (https://dnr.wi.gov/topic/wetlands/identification.html) or contact a Department of Natural Resources service center.					
Applicant Signature					Date
Landowner Signature (required)					Date
OFFICE USE ONLY				Inspections:	
Date Complete Application Received:	Fee Received:	\$	Date Approved:		Principal
	Receipt No.:			Front:	Accessory
	Permit No.:			Side:	
				Rear:	
				Side:	
			Building Height:		
			Building Coverage:		
			Impervious Surface Coverage:		

Site Plan Example

Example-Project Plans

- ☐ **Site Plan.** A detailed drawing, drawn to scale, indicating lot lines, roads, driveways, sidewalks, buildings, structures, building setbacks, and any other pertinent information shall be submitted.
- ☐ **Building Plans.** A detailed drawing, drawn to scale, indicating all floor plans, elevations, and any other pertinent information shall be submitted.
- ☐ **Grading/Drainage Plan.** A detailed drawing, drawn to scale, indicate the ground elevation at the foundation and all lot corners. All grades must be consistent with an approved grading/drainage plan for the subdivision if one exists. If there is no grading/drainage plan, the average grade elevation of the adjacent lands must be maintained.



Drainage/Grading Plan Process and Guidelines

The Village of Harrison contracts with McMahon Associates as the Village's Engineer, to perform foundation elevation checks, lot grading elevation checks, and driveway elevation checks. The purpose of these verifications is to ensure proper grading in accordance with the grading/drainage plan for the subdivision/development or infill development. As part of your building permit and zoning permit application packet, a Site Plan with proposed grading must be submitted (see the example on the next page).

The following is an outline of the procedures that will be used.

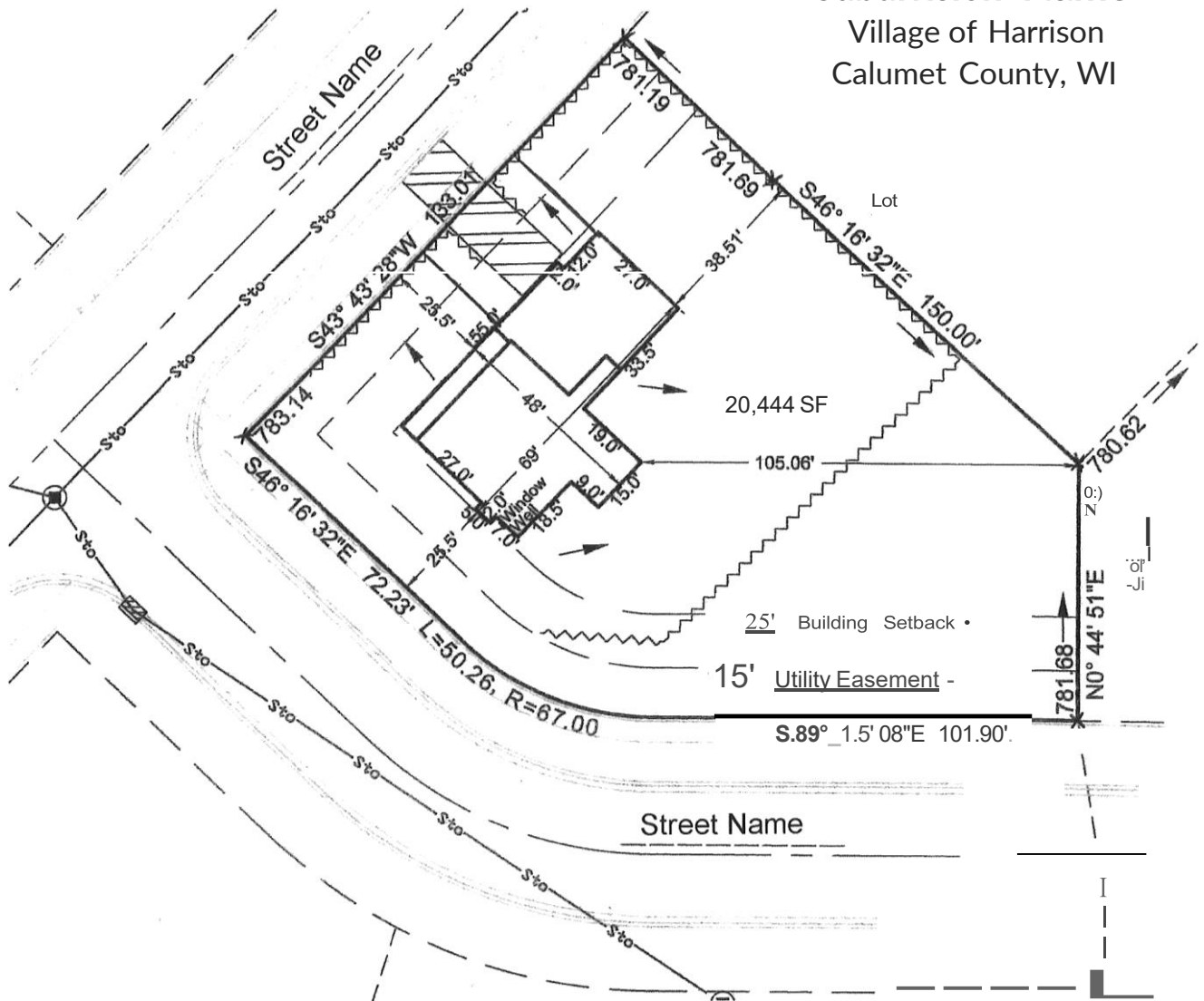
1. A zoning permit application and building permit application is received by the Village. Such application to include the following:
 - a. Building Plans and Braced Wall Plan (where applicable)
 - b. Site Plan with lot lines, building footprint, setback distances, benchmark, proposed lot corner and midpoint grades, proposed ditch/swale grades (as applicable), proposed ground at foundation grade, proposed top of foundation wall grade, and driveway grade at right-of-way line.
 - c. Erosion Control Plan
 - d. Garner's Creek Stormwater Permit Application (where applicable)
 - e. Water/Sanitary Permit
 - f. Signed Conditions of Approval Sheet
2. Village notifies McMahon of application.
3. McMahon will review Site Plan for drainage conformance with master grading plan, if available, or for consistency with adjacent properties if there is no master grading plan. Email confirmation will be sent to the Village.
4. McMahon will set a temporary grade stake for the lot. The temporary grade stake will be a wood stake and lath set in the right-of-way at the corner of the lot to avoid the driveway and laterals. Lath is to include cut fill to top of foundation and top of stake elevation. McMahon will contact the Village when completed.
5. The village will notify McMahon when the foundation is poured.
6. McMahon will check the foundation height to ensure the top of the foundation is 8 inches above the proposed ground grade at the foundation (+/- 2 inches is allowable). An email confirmation will be sent to the Village. Foundation inspection will not be approved, and construction may not continue until the foundation check is completed and approved.
7. Builder/Owner will contact the building inspector for an occupancy permit. If the final grade is not complete at the time of occupancy a \$1,500 grading escrow is required.
8. Village staff will check driveway elevation at the right-of-way line for conformance with sidewalk elevation as part of street plans. If completed, Village staff will also check lot grade elevations.
9. If lot grade elevations are not completed, a Grading Permit and escrow will be required before final building occupancy is granted.
10. Within one year of Grading Permit issuance, all final lot grades and seeding shall be completed and checked by Village staff and if inspection is passed, escrow will be returned.

Example Drainage/Grading Plan

Lot #

Subdivision Name

Village of Harrison
Calumet County, WI



LEGEND

Notes:

/ 000.0 Benchmark (identify location)

/ 000.0 Grade at Foundation

/ 000.0 Proposed Top of Wall
Elevation(+/- 8-in. from
grade at foundation)

/ 000.0 Driveway Grade at ROW

X 000.00 Proposed Grade

- Direction of Drainage

-v-v-v-v- BMP's for Erosion Control

O Lot Corner

Proposed Tracking Pad

Proposed Inlet Protection

The shown location of Best Management Practice (BMP) for erosion control based upon final drainage pattern. Addition BMP's shall be placed where necessary during construction, dependent on existing site conditions.

Dimensions are to the exterior foundation wall, not including the brick ledge.

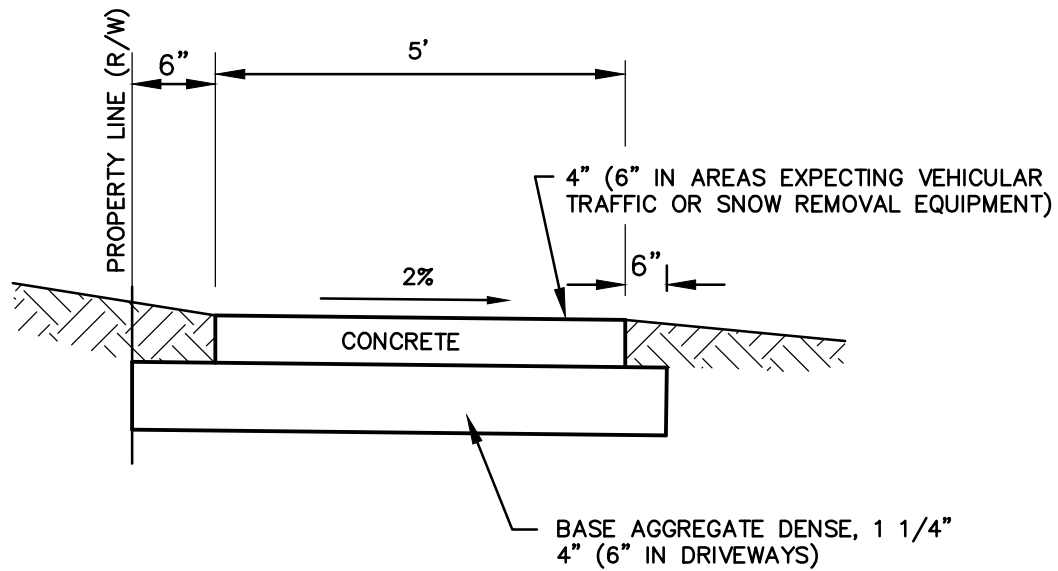
Setback Requirements

Front: 25'

Rear: 25'

Sides: 7.5'

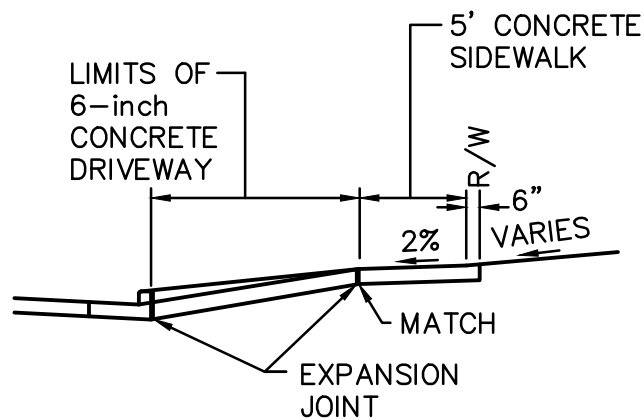
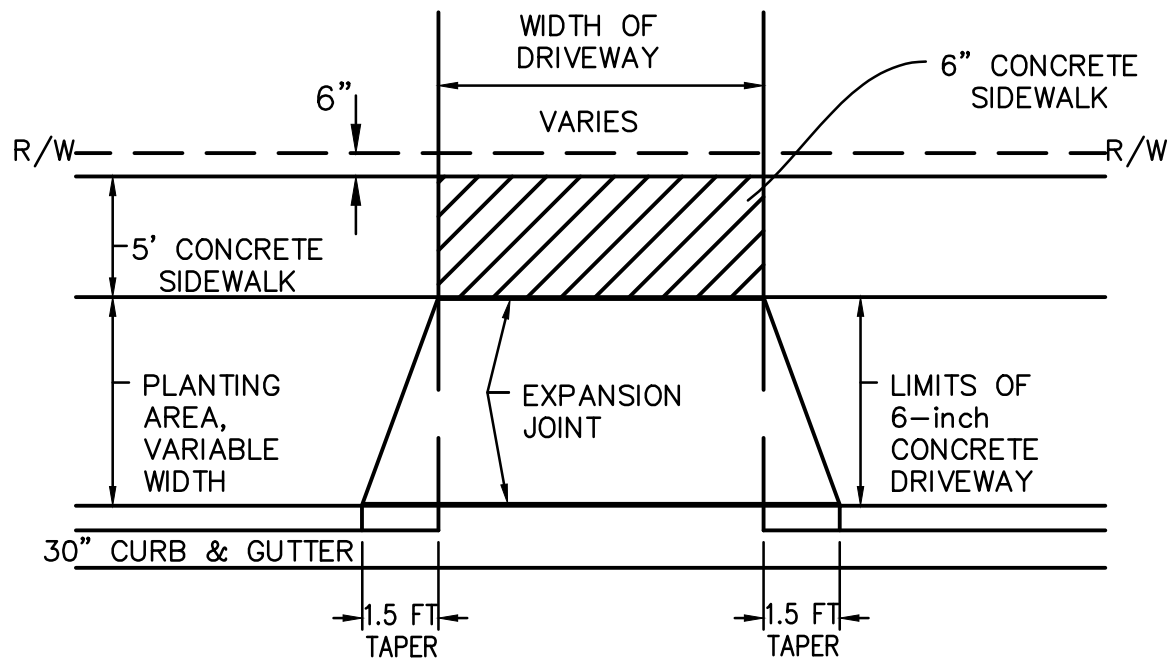
Site Plan For:



CONCRETE SIDEWALK

McMAHON
ENGINEERS ARCHITECTS

1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284
www.mcmgrp.com



CONCRETE DRIVEWAY DETAIL

McMAHON

ENGINEERS ARCHITECTS

1445 McMAHON DRIVE NEENAH, WI 54956
 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
 Tel: (920) 751-4200 Fax: (920) 751-4284
 www.mcmgrp.com