



# Twin Lakes



## NEW CONSTRUCTION BUILDERS PACKET

A GUIDE TO BUILDING YOUR DREAM HOME IN TWIN LAKES, WISCONSIN

VILLAGE OF TWIN LAKES

108 E MAIN ST, TWIN LAKES, WI 53181 • PHONE 262.877.3700 • WWW.TWINLAKESWI.NET

# Welcome Home

## WELCOME TO TWIN LAKES

The Village of Twin Lakes, Wisconsin is located at the Illinois border east of US Highway 12 in western Kenosha County. Incorporated in 1937, Twin Lakes has enjoyed a long history as the prime home site for Native Americans as well as Settlers who arrived later. With nearly 1000 acres of water, the twin lakes of Mary and Elizabeth have drawn vacationers to numerous resorts as well as ice harvesters in the days of "ice box" refrigeration.

Today, while the ice harvesting has ended, many homes in Twin Lakes are used for recreation and the lakes remain a popular destination. Twin Lakes is home to about 5,989 permanent residents with about a third more spending only part of the year here.

## UTILITIES

Gas:	WE Energies	800-242-9137	www.we-energies.com
Electric:	Alliant	800-862-6222	www.alliantenergy.com
Phone:	Frontier	877-462-8188	www.frontier.com
Cable/Phone:	Charter	800-581-0081	www.charter.com

No municipal water service; community or private wells only.

## LIBRARY

Twin Lakes/ Randall Community Library  
110 S Lake Avenue (by Subway)  
262-877-4281

www.communitylib.org

Hours: Monday-Thursday 10AM-8PM  
Friday & Saturday 10AM-4PM  
Sunday 12PM-4PM

Fax Service & Internet Available.

## SCHOOLS

School districts located within the Village are Lakewood, Randall and Trevor/Wilmot. Wilmot Union High School is approximately 5 miles from Twin Lakes. If you are unsure of your school district, contact the Village office or school.

Lakewood School- 1218 Wilmot Avenue, Twin Lakes WI  
262-877-2148  
www.twinlakes.k12.wi.us

Randall Consolidated School- 37101 87<sup>th</sup> Street, Burlington, WI  
262-877-3314  
www.randall.k12.wi.us

Trevor/Wilmot Consolidated School- 26325 Wilmot Road, Trevor WI  
262-862-2356  
www.trevor-wilmot.net

Wilmot Union High School- 11112 308<sup>th</sup> Avenue, Wilmot WI  
262-862-2351  
www.wilmothighschool.com





# VILLAGE OF TWIN LAKES

108 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181  
 Phone (262) 877-2858 Fax (262) 877-4019

**\*\* RETURN TO INSPECTOR FOR PERMIT ISSUANCE**

<u>New Home Checklist</u>	CHECK LIST
<b>** WI Uniform Building Permit App</b>	
<b>** Zoning Permit</b>	
<b>** Bond Posting Form &amp; \$1500 Check</b>	
<b>** Sidewalks/Driveways/Culverts</b>	
<b>** Conditions of Building/Zoning Permit</b>	
<b>** Res-Check Compliance</b>	
<b>** 2 Sets Erosion Control / Drainage Plans</b>	
<b>** 2 Sets of Construction Plans</b>	
<b>** File with WI DSPS Online Building Permit System</b>	
<b>** Plus 1 Electronic File of the above to: <a href="mailto:inspector@twinlakeswi.net">inspector@twinlakeswi.net</a></b>	
<b>Required Inspections</b>	
<b>SPS 382.30 (11-H)</b>	
<b>Foundation Survey Requirements</b>	
<b>Call Before You Dig</b>	
<b>Ord. 13.04.230(H) Sewage</b>	
<b>Erosion Control</b>	
<b>Most Common Mistakes</b>	
<b>WE Energies Service App</b>	
<b>Alliant Customer Requirements</b>	
<b>Alliant Service App</b>	
<b>Alliant Locate/Restore Agreement</b>	

Updated April 11, 2018

Wisconsin Division of Safety and Buildings	Twin Lakes Building Permit Application	Application No.
Wisconsin Stats. 101.63, 101.73		Zoning No.
		Parcel No.

**PERMIT REQUESTED**     Constr.    HVAC    Electric    Plumbing    Erosion Control    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		

<b>PROJECT LOCATION</b>	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	_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W
Building Address	County		Subdivision Name		Lot No.
Zoning District(s)	Zoning Permit No.	Setbacks:	Front	Rear	Left
			ft.	ft.	ft.

<b>1. PROJECT</b>	<b>3. OCCUPANCY</b>	<b>6. ELECTRIC</b>	<b>9. HVAC EQUIP.</b>	<b>12. ENERGY SOURCE</b>			
<input type="checkbox"/> New	<input type="checkbox"/> Single Family	Entrance Panel	<input type="checkbox"/> Furnace	Fuel	Nat	LP	Oil
<input type="checkbox"/> Alteration	<input type="checkbox"/> Two Family	Amps: _____	<input type="checkbox"/> Radiant Basebd	Gas			
<input type="checkbox"/> Addition	<input type="checkbox"/> Garage	<input type="checkbox"/> Underground	<input type="checkbox"/> Heat Pump	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Overhead	<input type="checkbox"/> Boiler	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>7. WALLS</b>	<input type="checkbox"/> Central AC				
<b>2. AREA INVOLVED (sq ft)</b>	<b>4. CONST. TYPE</b>	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Fireplace				
Unit 1	<input type="checkbox"/> Site-Built	<input type="checkbox"/> Steel	<input type="checkbox"/> Other:	<b>13. HEAT LOSS</b>			
Unit 2	<input type="checkbox"/> Mfd. per WI UDC	<input type="checkbox"/> ICF		BTU/HR Total Calculated			
Total	<input type="checkbox"/> Mfd. per US	<input type="checkbox"/> Timber/Polc	<b>10. SEWER</b>	Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)			
Unfin.	HUD	<input type="checkbox"/> Other:	<input type="checkbox"/> Municipal				
Bsmt			<input type="checkbox"/> Sanitary Permit#				
Living	<b>5. STORIES</b>	<b>8. USE</b>					
Area	<input type="checkbox"/> 1-Story	<input type="checkbox"/> Seasonal					
Garage	<input type="checkbox"/> 2-Story	<input type="checkbox"/> Permanent	<b>11. WATER</b>	<b>14. EST. BUILDING COST w/o LAND</b>			
Deck/Porch	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Municipal				
Totals	<input type="checkbox"/> Plus Basement		<input type="checkbox"/> On-Site Well				\$

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.

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.

**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.    See attached for conditions of approval.

<b>ISSUING JURISDICTION</b>	<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
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<b>FEES:</b>	<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>
Building Fee	<input type="checkbox"/> Construction		Name _____
Park Fee	<input type="checkbox"/> HVAC		Date _____ Tel. _____
Hook Up Fee	<input type="checkbox"/> Electrical		Cert No. _____
Occupancy	<input type="checkbox"/> Plumbing		
Driveway	<input type="checkbox"/> Erosion Control		
Sidewalk			
Prop Maint. Fee			
Total			

### Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) 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 s. 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 sub. (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 of 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.

### Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance

### Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the 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 or contact a Department of Natural Resources service center.

### Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Safety and Buildings. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

-----  
**INSPECTORS: PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):**

Safety & Buildings Division  
P O Box 2509  
Madison, WI 53701-2509

PERMIT # \_\_\_\_\_

### VILLAGE OF TWIN LAKES ZONING PERMIT APPLICATION

Property Owner's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\*\*\*\*\*

Contractor \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\*\*\*\*\*

Job Address \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

CSM or Subdivision, Lot, Block \_\_\_\_\_  
\*\*\*\*\*

Foundation Waiver Required \_\_\_\_\_ Foundation Waiver Successfully Filed \_\_\_\_\_

Proposed Structures and Use \_\_\_\_\_

Structure: Size \_\_\_\_\_ ft. by \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. Height \_\_\_\_\_ ft.

Fence: Total Linear Feet = \_\_\_\_\_ linear feet Height \_\_\_\_\_ ft.

Zoning District \_\_\_\_\_ Estimated Value \$ \_\_\_\_\_  
\*\*\*\*\*

**FOR ANY WORK STARTED OR COMPLETED WITHOUT A PERMIT  
(BUILDING OR ZONING), A TRIPLE FEE WILL BE CHARGED**

\*\*\*\*\*  
The undersigned hereby applies for a permit to do the work herein described and as shown on the attached Plat of Survey, site Plan and Construction Plans, and hereby agrees that all of the work will be done in accordance with the codes of the State of Wisconsin and all of the applicable Ordinances of the Village of Twin Lakes and Kenosha County, Wisconsin. The applicant further agrees to permit the inspection of the premises by the Village's Inspectors at any reasonable time.  
\*\*\*\*\*

Owner/Contractor \_\_\_\_\_ Date \_\_\_\_\_

Village Staff \_\_\_\_\_ Date \_\_\_\_\_

b1/zoning

White - Permit File

Yellow - Parcel File

Pink - Owner



**VILLAGE OF TWIN LAKES**

BUILDING DEPARTMENT  
108 E MAIN ST / PO BOX 1024  
TWIN LAKES, WI 53181  
  
(262) 877-2858 / Fax (262) 877-4019  
[www.villageoftwinlakes.net](http://www.villageoftwinlakes.net)

**CASH BONDS**

**For Occupancy, Cleaning & Repair of Streets, & Landscaping/Grading/Digging/Erosion Control.**

NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

CONTRACTOR'S NAME \_\_\_\_\_

TAX KEY \_\_\_\_\_

BUILDING PERMIT # \_\_\_\_\_

SIDEWALK	\$500
PERFORMANCE	\$1,500
***** ROAD	\$5,000
STREET PRIVILEGE	\$500

**As per Ord. 11.04.080 ; 11.04.090 ; 14.21.090**

**CHECK TO BE RETURNED TO :**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\*\*\*\*\* 11.04.080 Bond Requirement.

Before any permit shall be granted, a cash bond in the sum of \$5,000 shall be posted for the performance of Sections 11.04.050 through 11.04.070 and 11.05.115 each opening shall be considered separately and a bond posted for each. No opening shall remain open without approved warning. The Village reserves the right to require a higher bond if, in the reasonable opinion of the Village's engineer or public works foreman, the scope or risk of a particular project necessitates a higher bond amount. The bond shall be held to ensure the applicant's completion and restoration of all public facilities in a manner satisfactory to the Village. If such work is not completed within a reasonable time, or if any deficiencies are not remedied within 5 business days' notice from the Village to the applicant and to the property owner, the Village may without further notice and without recourse draw on the posted bond amount to restore the Village's facilities. Any bond amount remaining after proper restoration of the Village's facilities shall be returned to the person or entity who posted the bond. If the bond amount is inadequate to cover the costs of restoration of the Village's facilities, the applicant shall pay the Village the difference within 5 business days' notice to the applicant and to the property owner. In addition to or in lieu of any other action the Village may take, any deficiency that remains unpaid may be assessed as a special charge against the property that was benefited by the application."

By signing below, you agree to the following: Bonds **WILL BE HELD** for a **MINIMUM** of one year after occupancy. Inspections by all necessary departments will take place, with the Building Inspector and Village Administrator making the final determination to release funds when deemed appropriate.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY ACCOUNT # 100 00 27001 000

AMOUNT POSTED _____	AMOUNT RETURNED _____
DATE RECEIVED _____	DATE RETURNED _____
SITE INSPECTED BY _____	INSPECTION DATE _____



# VILLAGE OF TWIN LAKES

108 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181  
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## DRIVEWAY/SIDEWALK/CULVERT PERMIT

(Name) \_\_\_\_\_ of (Address) \_\_\_\_\_

Has requested permission to install:

Driveway

Sidewalk

Culvert

Within the limits of the Village of Twin Lakes on the road designated as: \_\_\_\_\_

A permit for the proposed installation and construction is hereby granted and the following conditions are to be met by the applicant:

- When, and as here designated, work of the type indicated be installed and maintained on highway right-of-way, all features to provide for drainage, safety and maximum use of the highway: \_\_\_\_\_ corrugated metal culvert pipe with end walls per State specifications. (see Ord.14.12.091)
- The installation shall be made without danger to or interference with traffic using the Village highway.
- All driveway surfaces and filling immediately adjacent to the traveled way shall, unless specifically authorized above, slope away from the edge of the traveled way. (see Ord.17.12.041)
- Highway surfaces, slopes, shoulders, ditches and vegetation disturbed shall be restored.
- Applicant to notify the Village when culvert is on site so that the Highway Department may prepare a ditch for the culvert. This work will be done at the Village expense. (see Ord.14.12.091)
- The work proposed under this permit shall be completed by \_\_\_\_\_.
- Base aggregate and any concrete forms *must be inspected prior to continuation of proposed job.*
- \*\*\* Inspection of the forms by the Public Works Foreman MUST BE scheduled before any concrete or asphalt is poured\*\*\***

I hereby agree to the conditions proposed in this permit.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Date

Approved:  
VILLAGE OF TWIN LAKES

\_\_\_\_\_  
Dept. of Public Works

(Installation Information)

By: \_\_\_\_\_

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

Please check:

\$50 fee for **NEW** driveway/sidewalk

Culvert

Driveway (existing)

Sidewalk (existing)

**14.12.091 Culverts.**

- A. No person shall install a drainage culvert in the right-of-way of any Village street, alley, or public right-of-way without first obtaining a permit from the Village.
- B. Application for a culvert shall be made on forms available at the Village Hall and shall be completed and filed with the Village Clerk/Treasurer, who shall refer the application to the committee for public works or superintendent of streets.
- C. Before granting a culvert permit, the superintendent of streets shall make an inspection of the site and establish the grade, size and length of the culvert, together with aprons and end walls. No permit shall be granted for any culvert having a diameter of less than fifteen (15) inches, unless the superintendent, after inspection of the site, shall determine that a twelve (12) inch culvert will provide adequate drainage. No culvert shall be installed less than five (5) feet from the adjoining property line.
- D. The applicant shall pay the costs of the culvert and end walls and materials necessary for proper installation of the culvert as required by the department of public works (superintendent of streets), except that the Village will provide one load of gravel for cover on the culvert. (Ord. 92-2-2; Ord. 90-8-1 (part); Ord. 90-2-1).

**17.12.041 Driveway Restrictions.**

- A. Access to public streets by properties located in residentially zoned districts shall be limited to one (1) such access or driveway for each lot in a platted subdivision, or one (1) such access or driveway for each unplatted lot or parcel of record as of the eighth day of May, 1989, or one (1) such access or driveway for each lot hereinafter created. Additional accesses or driveways are allowed on the aforementioned lots which are more than twice the minimum lot width as required by this Code on the basis of one (1) driveway or access per multiple of the minimum lot width. Exceptions to Paragraph A may be granted by the Village Building Inspector or Zoning Official based on safety or other specific articulated reason and upon review and recommendation of the Village Plan Commission.
- B. No access or approach shall be located less than five (5) feet from the adjoining property line and shall be constructed in accordance with this Code.
- C. All driveways installed on parcels of property where curbs, gutters and sidewalks exist shall be composed of concrete between the street and sidewalk.
- D. Existing curb height at a proposed driveway entrance may be reduced by one (1) of the following methods, at the option of the property owner:
  - 1. By making two (2) transverse sawcuts, removing a section of the existing curb and gutter, and installing a new depressed curb section in accordance with the attached specifications. Care shall be exercised to avoid damage to the adjacent street pavement. Damaged pavement shall be trimmed to neat lines by sawcutting vertically a minimum depth of two (2) inches prior to replacement of surface gradation bituminous concrete pavement material;
  - 2. By making one (1) longitudinal sawcut through the curb head section along a horizontal plane sloped to match Section A-A of the specifications attached to the Ordinance codified in this subsection and on file in the Office of the Village Clerk/Treasurer. The sawing operation shall be made by a mechanically guided diamond bladed saw designed specifically for this purpose, and finished by diamond wheel grinding. Grinding, except for finishing, and chipping or milling are not acceptable methods to achieve the required curb section.Reduction of curb height at driveway entrances is not required by Village Ordinances. Property owners desiring to do so shall make application through the Building Inspector. Work will be inspected by the Building Inspector or Department of Public Works. (Ord. 2007-10-1; Ord. 2002-5-2; Ord. 94-7-2; Ord. 94-5-3; Ord. 93-7-1; Ord. 90-8-1 (part); Ord. 89-5-1).

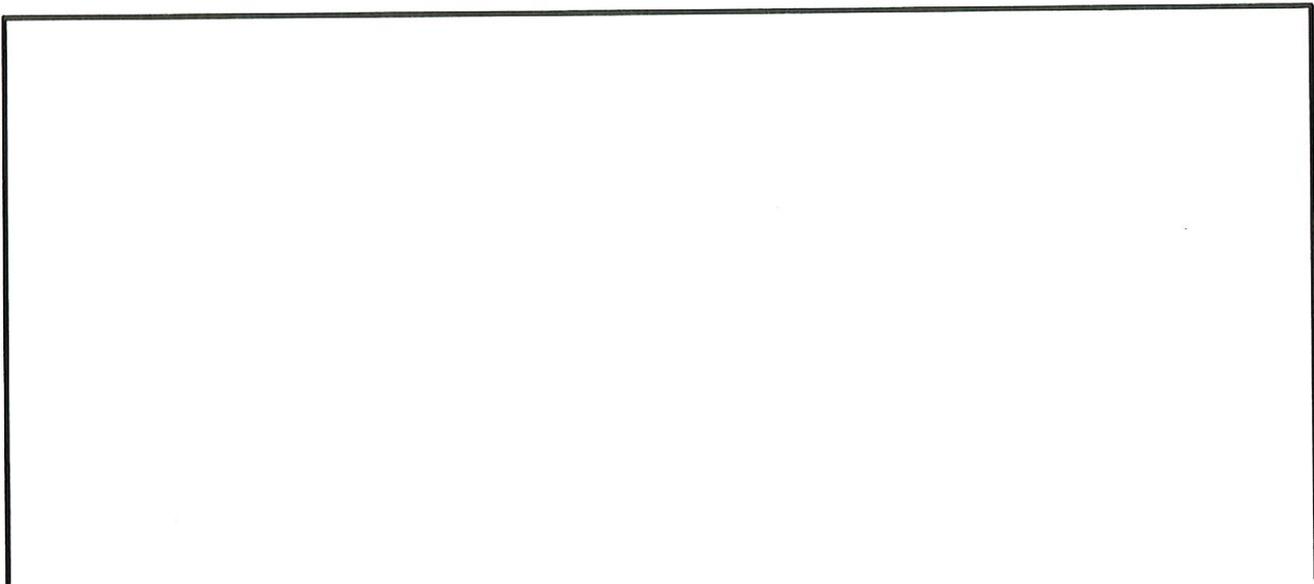
**17.12.042 Sidewalks And Approaches.**

All properties which require sidewalks to be constructed, shall have sidewalk forms inspected and approved by the Village Building Inspector or Public Works Superintendent prior to the placement of any concrete. Any concrete sidewalks completed without prior inspection approval shall be removed and replaced at the property owner's expense.

If sidewalks and approaches are not in at time of occupancy, temporary occupancy may be issued at the discretion of the Building Inspector upon receipt of a bond (cash or certified check) in the amount of the sidewalk and approach cost, with a five hundred dollar (\$500.00) minimum.

(Ord. 2007-10-1 § 2; Ord. 97-7-1).

**Diagram or sketch of proposed:**





# VILLAGE OF TWIN LAKES

108 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181  
Phone (262) 877-2858 Fax (262) 877-4019

## VILLAGE OF TWIN LAKES CONDITIONS OF VILLAGE BUILDING & ZONING PERMIT

1. Install and maintain required silt fences. Erosion control devices shall remain in place until the lawn is established.
2. Provide gravel construction driveway.
3. Provide on-site trash container.
4. Do not burn any construction material on site.
5. Do not damage any Village streets, drainage ditches or road right-of-ways.
6. Submit details of any changes made to conditionally approved plans.
7. Submit specifications of all engineered components; i.e., truss specs, T.J.I. floor layouts, etc.
8. Scheduled and have performed all required inspection including: pier footings (decks).
9. Submit accurate and current survey of parcel with newly constructed dwelling prior to rough framing inspection or submit to Village property executed Foundation Survey Waiver.
10. Do not park or block any Village road way.
11. Owner and contractor are fully responsible for all national, state and local codes.
12. Comply with Village start and stop times: Monday thru Friday -7:00 a.m. to 7:00 p.m.; Saturday -8:00 a.m. to 5:00 p.m. and Sunday -9:00 a.m. to 3:00 p.m.
13. Keep construction site clean, orderly and safe.
14. Fully comply with pre-approved drainage and grading plans.
15. Smoke Detector required in each bedroom. Also outside groups of bedrooms (120v interconnected).
16. Sewer Contractor shall give 24-hour notice to Plumbing Inspector.
17. Before any Occupancy Permit is granted on New Construction, Refuse/Recycle fees must be paid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>

**Wisconsin Department of  
Safety and Professional  
Services  
Division of Industry Services**



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**Online Building Permit System  
Instructions**

The Online Building Permit System was developed by the DSPS to allow municipalities to gain compliance with 2015 Act 211. Not all municipalities utilize the Online Building Permit System. If you do not see your municipality on the next page, your municipality should be contacted directly on how to submit a building permit.

The owner, builder, or agents shall complete the application form and the Online Building Permit System will route it to your enforcing jurisdiction. Permit application data is used for statewide statistics on new one- and two- family dwellings, as well as for local code administration.

**APPLICANT FREQUENTLY ASKED QUESTIONS**

**Cautionary Statement to Owners Obtaining  
Building Permits**

101.65(lr) 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 s. 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



# VILLAGE OF TWIN LAKES

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## REScheck

[www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck)

**Building Energy Codes Program**

**REScheck**  
Residential Compliance Using REScheck™

The REScheck product group makes it fast and easy for builders, designers, and contractors to determine whether new homes, additions, and alterations meet the requirements of the IECC or a number of state energy codes. REScheck also simplifies compliance determinations for building officials, plan checkers, and inspectors by allowing them to quickly determine if a low-rise residence meets the code.

REScheck is appropriate for insulation and window trade-off calculations in residential detached one- and two-family buildings and multi-family buildings three stories or less in height above grade, such as apartments, condominiums, and townhouses. REScheck works by performing a simple U factor x Area (UA) calculation for each building assembly to determine the overall UA of a building. The UA that would result from a building conforming to the code requirements is compared against the UA for your building. If the total heat loss (represented as a UA) through the envelope of your building does not exceed the total heat loss from the same building conforming to the code, the software generates a report that declares your building is compliant with the code.

REScheck Desktop can be downloaded and installed directly to your desktop, while REScheck-Web™ is accessible directly from the website without having to download and install.

See if your state or county can use REScheck to show compliance.

**REScheck™ Software**

Windows | Mac | REScheck-Web | Technical Support

**REScheck™ for Windows®**  
Version 4.5.0 (Build Version 4.5.0.2)  
Runs on Windows 2000, XP, Vista, or Windows 7 in either single, multi-user, or network environments

**Supported Codes:**  
2006, 2007 (supplement to 2006 IECC), 2009 and 2012 IECC; 2006 IRC; and various state and county energy codes.

**What's New:**  
REScheck 4.5.0.2 includes the redesigned Inspection Checklist and Requirements screen for 2012 IECC. This release also adds support for the 2012 Washington State Energy Code, the Illinois Energy Conservation Code, the Utah Energy Conservation Code, and discontinues support for the 2000 and 2003 IECC energy codes.

**Download REScheck for Windows**

Taskbar: REScheck\_4.5.0\_2\_16...614 35.17/52.0 MB, 47 sec left 3:31 PM 12/11/2013



# VILLAGE OF TWIN LAKES

108 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181  
Phone (262) 877-2858 Fax (262) 877-4019

## INSPECTIONS

Please provide the following required information when calling for an inspection.

**Permit Number / Owner's Name / Address / Type of Inspection**

Inspections are done on Tuesdays and Thursdays. Please call the building department at 262-877-3700 for inspections. Calls before 10am, inspection will be same day. After 10am, inspection will be the next business day.

## INSPECTION TYPES

**FOOTING:** The excavation shall be inspected after placement of forms, shoring and reinforcement (where required) and prior to the placement of footing materials.

**FOUNDATION:** Prior to backfill

**UNDERGROUND SEWER**

**ELECTRICAL SERVICE**

**ROUGH INSPECTIONS:** General construction, electric, plumbing, heating, ventilation and air conditioning prior to insulation.

**BASEMENT DRAIN TILE:** Prior to pouring of the floor.

**SEWER LATERAL**

**INSULATION:** An inspection shall be made of the insulation and vapor retarder after they are installed but before they are concealed.

**FINAL:** The dwelling may not be occupied until a final inspection has been made, which finds that no violations of the Wisconsin State and the Town of Salem Building Codes exist, that could reasonably be expected to affect the health and safety of the occupant.

---

**NEW HOME: ALL OF THE ABOVE INSPECTIONS**

**DECK: FOOTINGS, ROUGH INSPECTIONS, AND FINAL**

**GARAGE/SHED: FOOTINGS, ROUGH INSPECTIONS, AND FINAL**

**PLUMBING: UNDERGROUND, ROUGH INSPECTIONS, AND FINAL**

**POOL: UNDERGROUND WIRE AND/OR ROUGH ELECTRIC AND FINAL**

**ELECTRIC: ROUGH INSPECTION AND FINAL**

**ROOF/WINDOW/DOOR: FINAL**

**HVAC: FINAL**

**FENCE: FINAL**



# VILLAGE OF TWIN LAKES

108 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181  
Phone (262) 877-2858 Fax (262) 877-4019

## SPS 382.30 Sanitary drain systems.

### 11. h

(h) *Locating requirements.* A means to locate buried non-metallic sewers and private interceptor main sewers discharging to municipal mains shall be accomplished in accordance with one of the following options:

Note: See ch. SPS 382 Appendix for further information.

1. A tracer wire shall be installed in accordance with all of the following:
  - a. Tracer wire shall be installed along the length of the non-metallic pipe.
  - b. Tracer wire shall be a minimum of 18 gauge, insulated, single-conductor copper wire or equivalent.
  - c. Tracer wire shall be located directly above and within 6 inches of the non-metallic pipe.
  - d. Tracer wire shall be accessible and locatable within the owner's property at 400-foot intervals or increments thereof.
  - e. Exterior access locations shall include a means of protecting the tracer wire.
  - f. In-ground sleeves shall be installed as provided in s. SPS 382.35 (5) (a) 2. c. and d.
  - g. Where tracer wire is more than 6 inches from the pipe, tracer wire insulation color shall comply with subd. 1.h.
  - h. Tracer wire insulation color for non-metallic sewer pipe shall be green.
  - i. Tracer wire conductivity shall be tested prior to use.
  - j. Conductive warning tape may not be utilized in lieu of tracer wire.
2. Global positioning system data shall be recorded with the municipality where the non-metallic pipe is installed.
3. Another equally-effective means acceptable to the department shall be employed to mark the location of the non-metallic pipe.



# VILLAGE OF TWIN LAKES

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## VILLAGE OF TWIN LAKES

### 14.12.064 Foundation Survey Requirements.

- A. Any person erecting, moving, enlarging or reconstructing a structure, which, under this Chapter, requires a zoning permit shall upon completion of the construction of footings, concrete slab or other foundations, submit to the office of the Building Inspector a survey prepared by a registered land surveyor showing the locations, boundaries, dimensions, elevations and size of the following: the boundaries of the lot, all existing structures (including foundations) and their relationship to the lot lines. The Building Inspector shall compare the location of the all new or extended foundations with the location of all proposed construction activity reported on the permit application. No further construction may commence unless the Building Inspector shall find that the foundation location is consistent with the permit as issued and shall so certify.
- B. The foundation survey requirements may be waived, at the option of the permit applicant, for any construction provided that the permit applicant shall file and record with the office of the Building Inspector and with the Kenosha County Register of Deeds an "Assumption of Liability" which shall be binding on the permit applicant and his estate and which shall forewarn future owners of said parcel of the lack of a certified foundation survey verifying that structures located on the parcel are in conformity to this Chapter and further, that if an error is made on the placement of any construction or structure, or if a zoning violation is later discovered, the applicant and his estate shall move the construction or structure so as to conform with the zoning regulations effective on the date the permit was issued and shall further pay all consequent damages. Structures illegally located on a parcel are in violation of this Chapter. Applicable statute of limitations for prosecution of such violations shall not begin to run until such time as a certified survey has been filed with the Office of the Building Inspector and the Register of Deeds indicating the location of the structures on the parcel. (Ord. 99-11-2 § 2 (part)).


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[CONTRACTORS](#)
[MEMBERS](#)
[FILE ONLINE](#)
[RESOURCES](#)
[ABOUT US](#)

## Homeowners Guide

Click through the green bars to learn what every homeowner needs to know about Diggers Hotline.

### Why Contact Diggers Hotline

**IT'S FREE** - Contacting Diggers Hotline before you begin your project to have buried lines beneath your job site located is free. But if you damage a buried facility without a call to Diggers Hotline, you will be financially responsible for the damages, as well as a fine of up to \$2,000.

**IT'S EASY** - You can call Diggers Hotline simply by dialing 811 or you can submit a request through the [email-a-locate](#) program online. Call Center Representatives are available 24 hours a day, 365 days a year.

**IT'S THE LAW** - Wisconsin Statute 182.0175 requires all excavators, including homeowners and construction contractors, to contact Diggers Hotline at least three working days before any work is done that disturbs the soil in any way.

### When to Contact Diggers Hotline

Wisconsin state law requires you contact Diggers Hotline three working days before beginning excavation. A working day, as defined by law, is any day other than Saturdays, Sundays and legal holidays.

It is important to contact Diggers Hotline before starting any projects that disturb the soil in any way. This could include, but is not limited to: planting trees, hedges, gardens and installing fences, swimming pools, mail box posts and patios.

### How Diggers Hotline Works

When you plan on doing work that involves digging you will submit a locate request with Diggers Hotline either by dialing 811 or by filing online through the [email-a-locate](#) program. Diggers Hotline takes the information from the person excavating and then will relay that information to the owners of underground facilities that may have lines in that area. Diggers Hotline does not locate the underground facilities; it is up to the facility owners to put the paint and flags on the ground.

### The Call

When you make the call or submit your request online you will be asked several questions about the nature of the work. Some of the questions may not apply to you, but all questions need to be asked to everyone.

Having this information ready will shorten the call and ensure accurate locate markings from Diggers Hotline member utilities:

- Specify you are a homeowner and give your name, telephone number and address
- Specify if you are doing the work for yourself or for someone else
- The city, township or village in which the work will be done
- The street address of your work site
- The nearest intersecting road and distance to that road
- The kind of work you are doing, such as planting a tree or putting up a fence
- Whether any explosives, boring equipment or equipment that reaches 14 feet or higher into the air will be used
- The date you plan to start your work

- The area you would like to have marked for underground facilities on the property. For example, "a 20-foot radius of the tree in the back yard," or "a 10-foot perimeter of the staked area west of the garage."

**Private Lines**

Contacting Diggers Hotline will not get private facilities marked. Examples of private facilities include an electric line to a detached garage or lamp, underground sprinkler systems, security systems, sewer or water laterals and walkway lights connected by underground cables. These are facilities that are owned by the person who owns the property and will not be marked by locators working for the utilities. To get private facilities marked you can contact a locating company.

**After the Call**

Keep the ticket number you receive from Diggers Hotline; it is your legal proof that you have contacted Diggers Hotline and complied with state law.

You have 10 calendar days from your project's start date and time (which you will receive from Diggers Hotline) to begin your work. The ticket remains valid if you continue to work on your project without interruptions of more than 10 calendar days, and the marks are intact. If there is inactivity on your project for more than 10 calendar days, or the marks are missing or destroyed you will have to contact Diggers Hotline again to get a relocate.

**At the Dig Site**

After the utility markings have been placed and your start date and time have passed, you may begin your project, but do not excavate with power tools within 18 inches of the markings. If you need to dig closer to the marks, hand tools, such as shovels, may be used with caution.

If you expose an underground facility, it is your responsibility to inspect it before backfilling. If damage of any kind is discovered or suspected, you are required to notify the affected utility immediately.

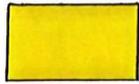
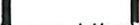
**The Marks and Flags**

After you are done with your project, it is your responsibility to remove any flags that have marked underground facilities.

If you find paint marks or flags on your property and you did not call Diggers Hotline, leave the marks or flags in place, as they are for a professional excavation project in your area.

**Color Codes**

**Utility Location Color Code: Flags or paint in the following colors denote designated facilities**

	Red: Electric Power Lines, Cables, Conduit and Lighting Cables
	Yellow: Gas, Oil, Steam, Petroleum or Gaseous Materials
	Orange: Communication, Cable TV, Alarm or Signal Lines, Cables or Conduit
	Blue: Water, Irrigation and Slurry Lines
	Green: Sewers and Drain Lines
	Pink: Temporary Survey Markings
	White: Proposed Excavation



# VILLAGE OF TWIN LAKES

108 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181  
Phone (262) 877-2858 Fax (262) 877-4019

## 13.04.230 Sewer Service Charges.

H. Service Charges, New Construction. Utility charges on new construction which is, or will be, connected to the Village Sewage System, shall commence on a date four (4) months after the date the building permit is issued for such new construction, or on occupancy of the building, whichever shall first occur.

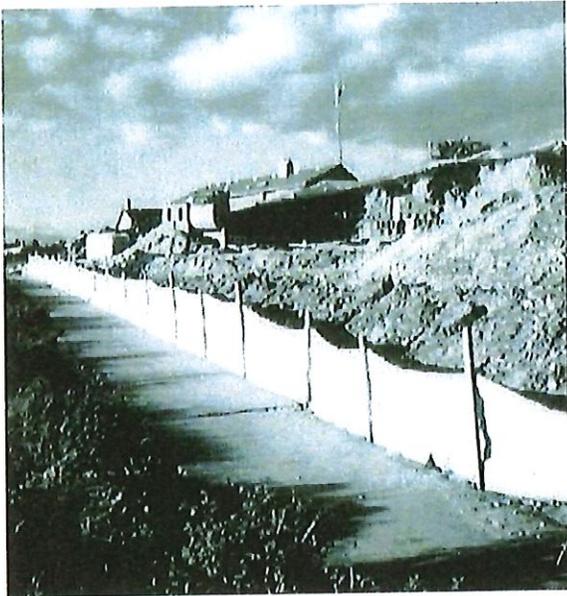
I. Payment of Sewer Service Charges. Quarterly charges shall be paid on a quarterly basis on the date set by the Village on the billing document provided by the Village. Any quarterly payment not received by the due date provided on the billing document shall be assessed a late payment fee of ten percent (10%), which shall be assessed only against the most current quarter for which insufficient payment has been received. Any payments received will be credited against the quarterly charges and late payment fees in the order in which they were assessed. Sewer service charges and late payment fees which are delinquent or become delinquent after the due date for the fourth quarterly bill shall be assessed a penalty in addition to the late payment fee and will be placed on the tax roll and collected as other tax as provided in Section 66.0809 of the Wisconsin State Statutes, as it may be amended from time to time. Change in ownership of occupancy of premise shall not be cause for reducing or eliminating these penalties. Ord. 2009-6-1; Ord. 2008-11-5; Ord. 2008-5-1; Ord. 2006-6-2 §§ 1, 2; Ord. 2004-12-1; Ord. 2004-8-3 §§ 1, 2; Ord. 2002-11-2; Ord. 98-7-7; Ord. 98-4-7; Ord. 91-6-1; Ord. 90-6-1 (part).



# Erosion Control for Home Builders

**By controlling erosion, home builders help keep our lakes and streams clean.**

**E**roding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:



#### **Taxes**

Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

#### **Lower property values**

Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

#### **Poor fishing**

Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

#### **Nuisance growth of weeds and algae**

Sediment carries fertilizers that fuel algae and weed growth.

#### **Dredging**

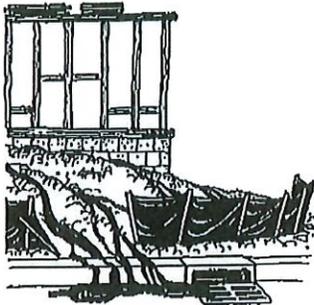
The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre. If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

## **Controlling Erosion is Easy**

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpiles;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.



**A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).**

**WARNING!** Extra measures may be needed if your site:

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

### **Straw Bale or Silt Fence**

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

### **Soil Piles**

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

### **Access Drive**

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

### **Sediment Cleanup**

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

### **Sewer Inlet Protection**

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

### **Downspout Extenders**

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

### **Preserving Existing Vegetation**

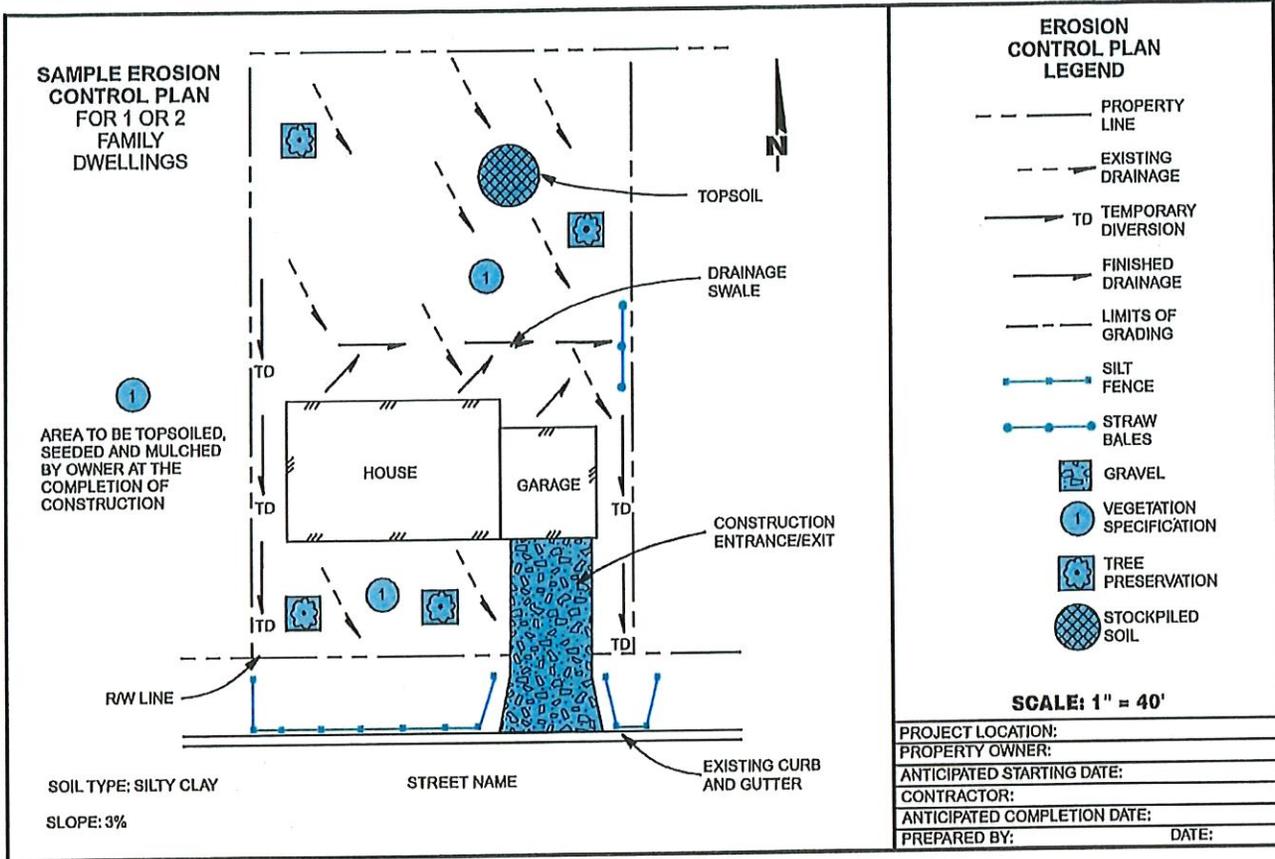
- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

### **Revegetation**

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

### **Seeding and Mulching**

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with ¼" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.



### Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15.

Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

### Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

### De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

### Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

### Typical Lawn Seed Mixtures

Grass	Percent by Weight	
	Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%

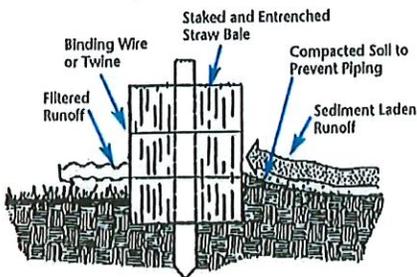
Seeding rate (lb./1000 sq. ft.)	3-4	4-5
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Source: R. C. Newman, Lawn Establishment, UW-Extension, 1988.

## COMMONLY USED EROSION CONTROLS

### Straw Bale Fences

#### Cross Section of Straw Bale Installation



Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

#### How to Install a Straw Bale Fence



1. Excavate a 4" deep trench.



2. Place bales in trench with bindings around sides away from the ground. Leave no gaps between bales.



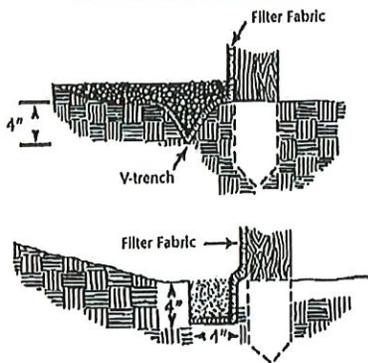
3. Anchor bales using two steel rebar or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".



4. Backfill and compact the excavated soil.

### Silt Fences

#### Cross Sections of Trenches for Silt Fences

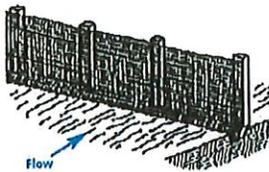


Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

#### How to Install a Silt Fence



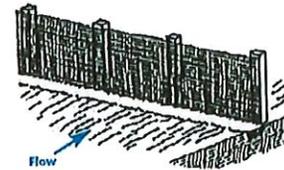
1. Excavate a 4" x 4" trench along the contour.



2. Stake the silt fence on downslope side of trench. Extended 8" of fabric into the trench.



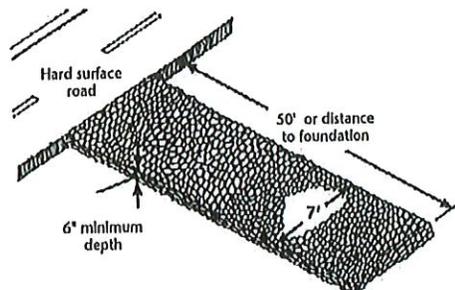
3. When joints are necessary, overlap ends for the distance between two stakes.



4. Backfill and compact the excavated soil.

### Access Drive

#### How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.

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Extension



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GWQ001 Erosion Control for Home Builders

DNR WT-457-96

R-1-00-10M-25-S



# VILLAGE OF TWIN LAKES

108 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181  
Phone (262) 877-2858 Fax (262) 877-4019

## VILLAGE OF TWIN LAKES MOST COMMON MISTAKES

### FOUNDATION

- Not providing sufficient frost protection for footings and/or piers (deck piers). Minimum soil cover of 48".
- Not enough stone cover over foundation drain tiles. Minimum of 12" of 3/4" washed stone.
- Improperly installed under slab vapor barrier.
- Sump pump crock set at or below surface of basement floor (needs to have rim 1" above floor).

### FRAMING

- Not securing sill plate to foundation.
- Improper fastening of plywood decking and sheeting.
- Improper window and door header support.
- Undersized interior cased doorways and interior bedroom and full bathroom doors. Minimum 2'8" x 6'8".
- Undersized second floor bedroom exit windows. Minimum size 20" wide by 24" high, clear opening.
- Improper installation of king beams steel columns (columns shall be installed so that threaded screw is down).
- Improper notification of changes to building plans.
- Improper nailing of wood beams, girders and headers.
- Use of undersized second exit door. Minimum size 2'8" x 6'4".
- Lack of fire stops. Fire stops are required at the connection of all concealed vertical and horizontal connections; i.e., back of soffits, tray ceilings, balloon frame, tops of furred walls such as in basement.
- Improper lateral support of roof trusses.
- Improper separation of top plates. Minimum split shall be 48".
- Improper lapping of top plates at corners and interior walls.
- Excessive notching and boring of floor and wall framing members. (See attached.)
- Improper construction of wood frame stairs:  
Minimum Tread 9" nose to nose.  
Maximum Rise 8" tread to tread.  
Minimum Width 3'.  
Minimum Head Room 6'4".
- Undersized windows for natural light. All habitable rooms shall be provided with at least 8% natural light.

### INSULATION

- Improper sealing of holes in bottom and top plates.
- Lack of insulation behind exterior wall outlet and switch boxes.
- Improper separation of insulation from recessed can lights.
- Seal all holes in exterior wall receptacle, switch and light boxes.

### HEATING VENTING AND AIR CONDITIONING (HVAC)

- The improper venting of bathroom and kitchen exhaust fans (exhausts shall terminate outside of dwellings, not just laid into roof soffits).
- Lack of code required make up air. 40% of CFM's vented out of dwelling. Example:  
Master Bath Fan 120 CFM                      360 CFM x 40% = 144 CFM's brought into dwelling as make up air.  
Hall Bath                      70 CFM  
Kitchen Range Hood 170 CFM                      Total      360 CFM

### CONSTRUCTION SITE

- Improper installation and maintenance of silt fence.
- Failure to keep construction site clean.
- Burning on construction site without written permit.

### OCCUPANCY

- Lack of house number.
- Unlabeled circuits in electric panel.
- Improper installation of handrails.
- Lack of bonding from electric panel to metal water line.
- Improper exit landing and/or stair at second exit.
- Lack of code required GFCI Protected Outlets.
- Lack of mechanical hammer arresters at automatic washer connections.
- Damage of Village pavement.



### **Customer Requirements ---- Before Project Is Engineered**

1. Sign & return the original "Application & Agreement For New Utility Service" to: **Alliant Energy, 400 Koopman Ln, Elkhorn, Wi. 53121.**
2. Sign & return a "Location & Restoration Agreement" for all underground electric installations.
3. Provide the new construction address, house or fire number and road name.
4. Provide a scaled site plan or certified survey showing the location of the house, septic, and well locations. Show proposed decks, swimming pools, and patio locations on the plan.
5. Inform the engineer in charge of your project of the landscaping design (retaining walls, etc.). Provide information about a future swimming pool or outbuildings on the lot. This communication is essential to eliminate future conflicts with the route of the underground or overhead cable.
6. Show the preferred meter location on the survey, including footage from a corner of the house. **PLEASE NOTE----THIS LOCATION MUST BE APPROVED BY THE ENGINEER IN CHARGE OF YOUR PROJECT.**
7. Provide any and all easements and secure right of way for the extension of utility service. Alliant Energy will be responsible for securing highway permits.

### **Customer Requirements ---- Before Project Is Scheduled**

1. Payment if any, for the electric installation must be made prior to scheduling. **Winter construction charges are in effect December 1<sup>st</sup> through March 31<sup>st</sup>.**
2. Alliant must receive a faxed electrical inspection for all electric service entrance installations. This service is provided by the local city, town, or village electrical inspectors. A wiring statement is required if there is no electrical inspector.
3. Backfilling shall be within 6" of final grade. **NOTIFY ALLIANT WHEN COMPLETED.**
4. A 10' wide path, clear of dirt piles, construction material, with brush & trees cut to the ground line shall be provided for all electric underground installations. **NOTIFY ALLIANT WHEN COMPLETED.**
5. Locate and mark all existing CUSTOMER OWNED underground facilities. This includes septic, sprinkler, well, water, gas lines, and electric systems. Alliant Energy will not be held responsible for damage to CUSTOMER OWNED facilities that are not located or have been mismarked.
6. For a duplex, apartments, and multi-unit buildings, meter sockets & their corresponding breaker panels must be clearly and permanently identified with **ADHESIVE NUMBERS & LETTERS.** The use of permanent marking pens is not acceptable.

**Please contact the Alliant Engineering Dept. with requirement updates or concerns @ 800-862-6222 Ext.7410934, direct number 262-741-0934, fax number, 262-741-0952.**



Interstate Power and Light Company and Wisconsin Power and Light Company are Alliant Energy companies

## RESIDENTIAL ELECTRIC AND NATURAL GAS SERVICE APPLICATION AND AGREEMENT

FOR OFFICE USE ONLY			
Date Received	Electric WR No.	Gas WR No.	Customer Account No.
Alliant Energy Representative		Work Phone No. ( )	Map Location

HOME OWNER AND SITE INFORMATION				
Home Owner Name (Last/First/MI)				Social Security No.
New Service Address / Fire No.	Street	City	State	Zip
Existing Mailing Address / Fire No.	Street	City	State	Zip
Home Phone No. ( )	Cell Phone No. ( )	Work Phone No. ( )	Fax No. ( )	E-mail Address
City / Town / Village (check one and enter name) <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village (Name)			Subdivision Name	Lot No.
County	Square Footage of Dwelling	Dwelling Type <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Unit (Number of Units)		

BILLING INFORMATION		
Who should be billed for electric/gas installation? <input type="checkbox"/> Builder <input type="checkbox"/> Building Owner		Who should be billed for electric/gas usage during construction? <input type="checkbox"/> Builder <input type="checkbox"/> Building Owner

CONTRACTOR INFORMATION				
Builder/Contractor Name		Contact Person Name	Federal Tax I.D. No.	
Address / Fire No.	Street	City	State	Zip
Home Phone No. ( )	Cell Phone No. ( )	Work Phone No. ( )	Fax No. ( )	E-mail Address
Electrical Contractor	Work Phone No. ( )		Cell Phone No. ( )	
Heating Contractor	Work Phone No. ( )		Cell Phone No. ( )	

ELECTRIC SERVICE REQUIREMENTS			
Date Permanent Electric Service Needed (MM/DD/YY): / /		Date Temporary Electric Service Needed (MM/DD/YY): / /	
Service Amps <input type="checkbox"/> 100 <input type="checkbox"/> 200 <input type="checkbox"/> 300 <input type="checkbox"/> Other	Service Type <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	Voltage <input type="checkbox"/> 120/240 <input type="checkbox"/> Other	
Electric Equipment <input type="checkbox"/> Electric Heat <input type="checkbox"/> Walla <input type="checkbox"/> Water Heater	Quantity	<input type="checkbox"/> Central A/C	Tons
		<input type="checkbox"/> Ground Source Heat Pump	Locked Rotor Amps (LRA)
<input type="checkbox"/> Other (Hot Tubs, etc.)			

GAS SERVICE REQUIREMENTS			
Estimated Date Permanent Gas Service Will Be Needed (MM/DD/YY): / /		Delivery Pressure Needed <input type="checkbox"/> 1/4 psi / 7" water column (wc) <input type="checkbox"/> 2 lbs. per square inch (psi)	
Natural Gas Equipment <input type="checkbox"/> Heating	Quantity	BTU's	<input type="checkbox"/> Water Heater
			Quantity
<input type="checkbox"/> Range	Quantity	BTU's	<input type="checkbox"/> Dryer
			Quantity
<input type="checkbox"/> Instantaneous Water Heater	Quantity	BTU's	<input type="checkbox"/> Other (Generator, Pool Heater, etc.)
			Quantity

BUILDING SKETCH AND METER LOCATION REQUIREMENTS
Customer must include a building site sketch with this application and mark the following information on the map: 1. Mark a "G" for your proposed gas meter location with a measurement from the nearest corner of the dwelling 2. Mark an "E" for your proposed electric meter socket/pedestal location with a measurement from the nearest corner of the dwelling 3. Show all decks, pools, walls, septic, underground tanks/fuel lines, drain tiles/downspouts, customer owned wires, sprinkler systems, yard lighting, etc.

INTERSTATE POWER AND LIGHT COMPANY SERVICE INSTALLATION CONNECTION		
Type an "X" in the following boxes to ensure the steps have been completed. If they do not apply to your installation, type "N/A" in the box.		
<input type="checkbox"/> 1) Application filled out completely and signed	<input type="checkbox"/> 2) Sketch of customer owned facilities included with application	<input type="checkbox"/> 3) Payment of construction charges, if applicable
<input type="checkbox"/> 4) Electric/gas route within 8 inches of final grade and clear of all obstructions (lumber, machinery, etc.)	<input type="checkbox"/> 5) Recorded copy of certified survey map or platted lot and lot corners staked	<input type="checkbox"/> 6) Appropriate inspection form or statement turned into Alliant Energy for gas and electric utilities
<input type="checkbox"/> 7) Expose or locate (with staking, flagging and/or other durable marking) the physical location of any customer owned underground facilities, i.e., wells, septic, underground tanks/fuel lines, drain tiles/downspouts, customer owned wires, sprinkler systems, and yard lighting	<input type="checkbox"/> 8) Other: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>	
NOTE: Alliant Energy and/or its agent will not be held responsible for damage occurring to customer owned underground facilities that are not properly located and marked before the installation of electric and/or natural gas service.		



Alliant Energy Corporation  
400 Koopman Ln  
Elkhorn, WI 53121  
[www.alliantenergy.com](http://www.alliantenergy.com)  
262-741-0934  
262-741-0962 Fax

## Location and Restoration Agreement

*Before construction will be scheduled this form must be signed, dated and returned to our office.*

Customer Name \_\_\_\_\_ Work Request # \_\_\_\_\_

Construction Address \_\_\_\_\_

City, Village, Town, \_\_\_\_\_

### Locating

The Customer requests that Alliant Energy install poles, anchors, or underground cable to provide electric service to the above address. Alliant Energy will call Diggers Hotline to facilitate the marking of existing underground facilities including electric, telephone, cable TV and natural gas, etc.

The Customer agrees to physically mark the location of their privately owned obstacles that lie underground within 10 feet on either side of the proposed trench route. Such obstacles include, but are not limited to, lot pins or survey markers, septic and sewer systems, water systems, buried wires for out-buildings or decorative lighting and gas lines. The Customer shall mark the location of all obstacles with stakes, or flags or by painting the ground. ***The customer hereby accepts any and all responsibility for damage to, or damage done by striking, any such underground obstacle the Customer fails to mark or marks incorrectly.*** Customer shall also be responsible for repair arrangements.

### Restoration

The Customer is responsible for the restoration of property owned by others that may be affected by the installation of electric facilities for the above project. Alliant Energy will bill costs to the Customer and arrange for the restoration of the property involved. The Customer is also responsible for complete restoration of their property at the above construction address.

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Date**

# Residential new construction electric and natural gas service application (one to two living units)



## Service request (check all that apply)

Electric     Temporary electric \_\_\_\_\_ Amps     Natural gas

## Home owner information and new site information (If builder is owner, please indicate.)

Home owner name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_ Driver's license #: \_\_\_\_\_  
 Additional home owner name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_ Driver's license #: \_\_\_\_\_  
 Existing mailing address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Preferred contact method:  Email: \_\_\_\_\_  
 Phone: Primary phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Other phone: ( \_\_\_\_\_ ) \_\_\_\_\_

## Site information

New service address/Fire # \_\_\_\_\_ County: \_\_\_\_\_  
 City  Town  Village (enter tax municipality): \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Subdivision name: \_\_\_\_\_ Lot number: \_\_\_\_\_ Block number: \_\_\_\_\_  
 Square footage of home: \_\_\_\_\_ Dwelling type:  Single family     Duplex  
 Building type:  Frame construction     Mobile / factory-built structure - estimated delivery date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Other (garage, outbuilding, etc.)  
 Current construction stage:  Not started     Excavated     Foundation     Backfilled     Capped  
 Framed     Fully enclosed     Finishing

## Builder and contractor information

Builder name: \_\_\_\_\_ Builder phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Federal tax ID #: \_\_\_\_\_  
 Primary contact name: \_\_\_\_\_ Primary contact phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email: \_\_\_\_\_ Preferred contact method:  Phone     Email  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Heating contractor: \_\_\_\_\_ Contact name: \_\_\_\_\_  
 Work phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_  
 Electric contractor: \_\_\_\_\_ Contact name: \_\_\_\_\_  
 Work phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Please engage your builder and/or contractors for assistance in completing the next two sections (Electric and Natural Gas Service Requirements). **This is critical in determining the correct service size for your future needs.**

## Electric service requirements (Complete this section only if electricity will be provided by We Energies.)

Type:  Overhead     Underground    Voltage:  1 phase - 120/240     Other \_\_\_\_\_  
 Size:  100 amps     200 amps     320 amps     400 amps

Electric equipment:  
 Central air conditioner Qty \_\_\_\_\_ Tons \_\_\_\_\_  
 Tankless/on-demand water heater Qty \_\_\_\_\_ largest rated kw \_\_\_\_\_  
 Supplemental /auxiliary/baseboard heat kw \_\_\_\_\_  
 Geothermal/heat pump  
 Co-generation (solar)  
 Pool/ hot tub heater Qty \_\_\_\_\_ largest rated kw \_\_\_\_\_  
 Equipment with 3 HP or larger motor (eg. large woodshop)  
 Welder \_\_\_\_\_ volt \_\_\_\_\_ amps  
 Electric vehicle charger \_\_\_\_\_ 20 volt \_\_\_\_\_ 240 volt  
 Other (i.e. elevator) \_\_\_\_\_

For office use only	
Rec'd date _____	Scanned _____
Mtr rdg rte _____	Town code _____
Premise ID _____	AMR? <input type="checkbox"/> Y <input type="checkbox"/> N
Gas WR # _____	Electric WR # _____
Cust # _____	
Check instant ID <input type="checkbox"/> Y <input type="checkbox"/> N	Refer to positive ID <input type="checkbox"/> Y <input type="checkbox"/> N

**Natural gas service requirements (Complete this section only if natural gas will be provided by We Energies.)**

**Delivery pressure:**  Standard - 7" water column (wc)  Elevated - 2 lbs. per square inch (psi)

Is your interior (customer-owned) piping rigid steel/black iron?  Yes  No  Don't know

**Natural gas equipment:**

- |   |  |
|---|--|
| <input type="checkbox"/> Furnace/boiler Qty _____ Total BTUs _____                  | <input type="checkbox"/> Water heater Qty _____ Total BTUs _____ |
| <input type="checkbox"/> Tankless/on-demand water heater Qty _____ Total BTUs _____ | <input type="checkbox"/> Dryer Qty _____ Total BTUs _____        |
| <input type="checkbox"/> Range Qty _____ Total BTUs _____                           | <input type="checkbox"/> Generator Qty _____ Total BTUs _____    |
| <input type="checkbox"/> Pool/hot tub heater Qty _____ Total BTUs _____             | <input type="checkbox"/> Fireplace Qty _____ Total BTUs _____    |
| <input type="checkbox"/> Other (i.e. natural gas grill) _____                       |  |

**Location of customer-owned facilities and natural obstacles**

For any above or underground facilities or obstacles on your property, check the appropriate box(es) below and mark them on your plat of survey, site plan or sketch details.

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Well                   | <input type="checkbox"/> Wetlands/creeks        | <input type="checkbox"/> Future decks, additions, structures or fencing | <input type="checkbox"/> Yard lighting      |
| <input type="checkbox"/> Septic                 | <input type="checkbox"/> Bedrock (rocky ground) | <input type="checkbox"/> Retaining wall                                 | <input type="checkbox"/> Electric dog fence |
| <input type="checkbox"/> Sewer lateral          | <input type="checkbox"/> Steep hill             | <input type="checkbox"/> Underground tank/fuel lines                    | <input type="checkbox"/> Sprinkler system   |
| <input type="checkbox"/> Drain tiles/downspouts | <input type="checkbox"/> Trees                  | <input type="checkbox"/> Customer-owned cable/electric                  | <input type="checkbox"/> Other: _____       |

**Meter location requirements**

Include a plat of survey with this application and mark the vicinity of the meter location – "E" for electric and/or "G" for gas on the plat. Please include the distance (in feet) from the nearest corner of the building to desired gas/electric meter locations. \*Include the location of any underground facilities and/or obstacles that you checked above.

**Environmental information for new service site**

Do you have any wetlands, waterways, ground waters; threatened or endangered species; cultural or historical resources; hazardous spills or materials?

Yes  No If yes, please explain: \_\_\_\_\_

**Note:** If any of the above are discovered during construction, crew activity will stop, and we will notify you of subsequent action. This may result in delays in scheduled construction and/or additional costs.

**Responsible party information (Select one for each statement.)**

Who is responsible for electric / natural gas installation charges?  Home owner  Builder/general contractor  
Who is responsible for electric / natural gas energy costs during construction?  Home owner  Builder/general contractor

**Lawn/pavement repair**

After installation is complete, we will backfill with existing soil. For further explanation on surface restoration, please visit [www.we-energies.com/service/surface-repair.htm](http://www.we-energies.com/service/surface-repair.htm).

**Authorization**

I certify that I own or am the authorized representative of the person(s) who owns the property indicated in this application. I certify the information provided is accurate and I will promptly inform We Energies of any plan revisions. If installation requirements differ from what is submitted on this application, I understand these changes may result in an increased cost to me. I also understand a daily facilities charge will be included in my monthly bill and begins the day the natural gas and/or electric meter is installed, whether or not natural gas and/or electricity are being used.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*We value you as a customer and look forward to working with you.*

**Return instructions:**

**APPLICATION and PLAT of SURVEY** submit to:

Email: [co-non-design-central@we-energies.com](mailto:co-non-design-central@we-energies.com)

Mail: We Energies, Central Group, P.O. Box 2046, Milwaukee, WI 53201

Fax: 262-574-6401 or 800-632-1460

**Questions:** Refer to Your Guide for New Construction Service Installation, call 262-574-6400 or 866-423-0364, or email [co-non-design-central@we-energies.com](mailto:co-non-design-central@we-energies.com).

Clear Form