



COMMERCIAL BUILDING PERMIT

For Office Use Only:

Permit # _____

Date Permit
Issued: _____

Project Address:

Owner Name

Contractor Name

Owner Address

Contractor Address

City, State, Zip

City, State, Zip

Phone Number

Phone Number

Email Address

Email Address

Contact Person

Contact Person

Estimated Cost of Project

Contractor License No.

Contractor Qualifier No.

Description of Project

Square footage of Project

Parcel #

FOR OFFICE USE ONLY

PERMIT ISSUED BY _____

Plan Approval Fee: \$ _____

Inspection Fee: \$ _____

State Seal Fee: \$ _____

Early Start Fee: \$ _____

Occupancy Permit: \$ _____

Park Improvement: \$ _____

TOTAL PERMIT FEE: \$ _____

Card/Cash/Check # _____ Date: _____

\$ _____ Received by _____

**Note that electrical, HVAC and plumbing permits are
separate permits.*

FOR NEW HOMES ONLY:

STATE SEAL # _____

***Any projects equal to or greater than one-thousand square feet (1,000 sf) or with a total value of construction costs equal to or greater than \$25,000 will require review by the City of Watertown Site Plan Review Committee and will be forwarded to the Fire Department for their review.**

All building projects, regardless of how small, require the submittal of two (2) sets of scaled plans with the following information:

- a. Owners name, address, and phone number.
- b. Estimated cost of construction.
- c. If the project includes site improvements (building addition, new accessory building), a Plot Plan on 11" x 17" paper showing all setbacks, all easements, lot size and building dimensions.
- d. Exterior elevations.
- e. Floor plan for each level showing hall and stairway widths, room sizes, size and type of doors.
- f. Size and type of windows, glass square footage and vent square footage.
- g. Detailed wall sections showing sizes of all structural components (i.e., floor joists, ceiling joists, roof rafters or trusses, and all beam sizes and types).
- h. Footing and foundation showing minimum depth of forty-eight inches (48"), drain tile, washed stone, bolt size & spacing, and finish grade.
- i. Column size and spacing.
- j. Fire separations.
- k. Energy worksheets (new homes).
- l. Location of all smoke detectors, each level of one- and two-family homes, in the vicinity of each sleeping area and in the bedroom.
- m. Mechanical exhaust, attic access, and required exits.
- n. All required vapor retarder locations and thickness of plastic retarders.
- o. All commercial projects (anything other than one- or two-family homes) require a project designer. All plans submitted must bear the stamp and signature of the designer. Additional submittal forms for these projects are required. Please contact this office at 920-262-4060 to work with a Building, Safety and Zoning Department staff member to determine which forms are needed for your project.

GENERAL GUIDELINES

Prior to an Owner/Applicant completing and submitting an Application for Building Permit, the city encourages the Owner/Applicant to investigate and consider the following:

- 1) Is your property within a floodplain or wetland area?
- 2) Does your project require erosion control?
(See City of Watertown Municipal Code Chapter 288, Article 1 - Erosion and Sediment Control.)
- 3) Does this project include any excavation within twenty feet (20') of a public right-of-way tree?
(If yes, please contact the City Forestry Department at 920-262-8080.)
- 4) Easements: It is the responsibility of the applicant to verify the existence of easements and properly label them on the Plot Plan. Structures are prohibited from being constructed within easements.

HISTORIC PRESERVATION

- 1) Is this project within the Downtown Historic District?
- 2) If yes, are your plans including exterior improvements to your building?
(If you answered "yes" to the above two questions, the Historic Preservation Commission will need to review your project prior to issuance of a Building Permit.)

NOTE: Owner or operator of a demolition or renovation activity shall, prior to the start of work, thoroughly inspect the affected facility or area of renovation for the presence of asbestos. If asbestos is found, please contact the Watertown Health Department at 920-262-8090 for a copy of the State regulations and a notification form.

Please answer the following questions. A "Yes" answer to any of the seven questions may require approval by the Site Plan Review Committee. Site Plan Review applications can be picked up at this office or emailed by calling 920-262-4060. (See requirements per Chapter 550-145 to guide the submission of a complete application for site plan review.) The Site Plan Review Committee meets on Monday's at 1:30 p.m. in City Hall on a per needs basis.

- 1) Does this commercial project either involve an area equal to or greater than one thousand square feet (1,000 s.f.) or the total value of construction costs exceed \$25,000?
- 2) Does this commercial project involve a change of land use?
- 3) Is this project a new multi-family construction containing three (3) or more dwelling units?
- 4) Does this project involve a Planned Unit Development?
- 5) Is this project a new subdivision?
- 6) Does this project include new signage?

The owner and/or contractor agrees that all work will be done in accordance with the Zoning Code (Chapter 550) and the Floodplain & Shoreland-Wetland Zoning Code(Chapter 532) and all other ordinances of the City of Watertown, which includes the State of Wisconsin building codes, which are adopted by reference and made part of the City ordinances, as amended time to time and with all laws of the State of Wisconsin applicable to said premises.

INDEMNIFICATION

The applicant and/or contractor, by accepting a permit, agrees to indemnify, defend, and hold harmless the City of Watertown, its elected and appointed officials, officers, employees, agents, representatives, and volunteers (collectively, the "indemnified parties") from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature in any manner caused in whole or in part, or claimed to be caused in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of the permit holder or anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on one or more of the indemnified parties. The obligation to indemnify, defend, and hold harmless the indemnified parties shall be applicable even if the liability results from an act or failure to act on the part of one or more of the indemnified parties. However, the obligation does not apply if the liability results from the willful misconduct of an indemnified party.

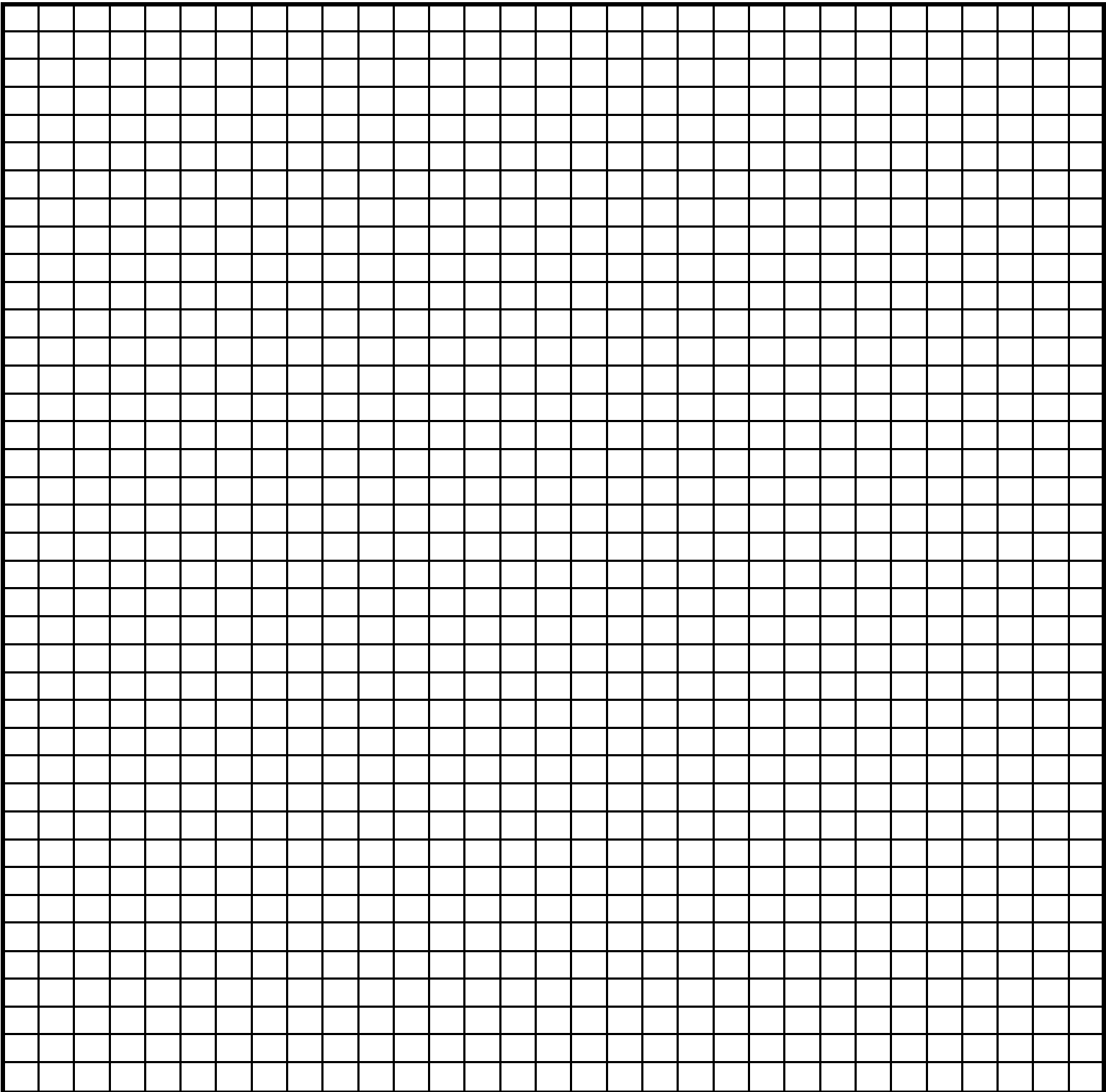
By making application, the Owner/Applicant acknowledges, agrees, and understands that it is the responsibility of the Owner/Applicant to verify all the information provided to the city and to conduct the due diligence as encouraged above and as may otherwise be necessary. The Owner/Applicant is advised that he or she is responsible for the accuracy and sufficiency of all information supplied to the city. The Owner/Applicant acknowledges, agrees and understands that the city is not responsible for errors, omissions or misrepresentations made by the Owner/Applicant. The city and its staff can only provide procedural guidance and reference. The City and its staff cannot provide legal advice.

PROPERTY OWNER SIGNATURE

DATE

CONTRACTOR SIGNATURE

DATE



NOTES:

- 1) North arrow shall be correctly placed.
- 2) Draw a completely dimensioned plot plan.
- 3) Note adjoining streets and/or alleys.
- 4) Note curb cuts.

Owner
Street Address
Phone No.