



RESIDENTIAL 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 # _____

All building projects require the submittal of a Plot Plan. A sample Plot Plan is attached to this application along with a Plot Plan template to use in creating a Plot Plan. If you need assistance in preparing a Plot Plan, a "Plot Plan Requirements" guide is available in our office, or you may contact our office at 920-262-4060. The Building, Safety and Zoning Department staff will assist you in any way we can.

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) Is your project subject to any deed restrictions/subdivision covenants or any other title restrictions?
(Your homeowner's association, developer or real estate broker may be able to assist you with this determination and any needed guidance.)
- 4) 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.)
- 5) If this project is an expansion of the existing footprint (i.e., building addition), is it in compliance with the following setback requirements?
 - a. Front and rear yard setbacks of twenty-five feet (25').
 - b. Side yard setback of 10% of lot width or a minimum of eight feet (8'), maximum of fourteen feet (14').
 - c. Outside all 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.
- 6) Is this a renovation that disturbs more than two square feet (2 s.f.) of paint in a home or apartment complex built before 1978? Is it the intent of the owner to hire an outside contractor to perform this work?
(If so, please contact the Watertown Health Department at 920-262-8090 for assistance and information on lead-based paint.)

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.)

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.

CAUTIONARY STATEMENT TO PROPERTY OWNERS OBTAINING BUILDING PERMITS (UNIFORM DWELLING CODE)

101.65 (1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under 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 2 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 arose 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.

Initial the following statements:

_____ 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 above.

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

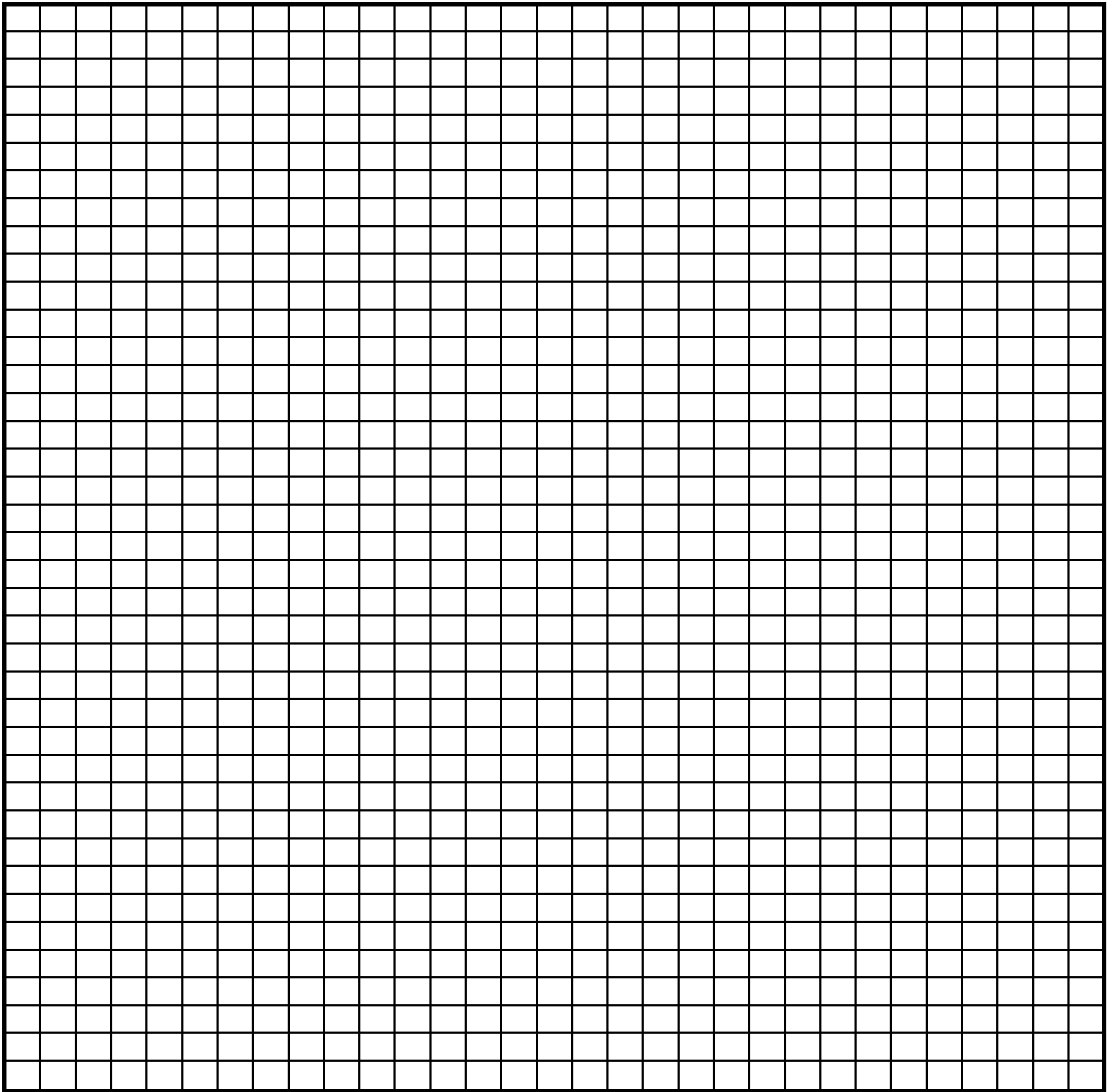
_____ I vouch that I am the owner of this property and if one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management.

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.