



**POLICIES AND PROCEDURES**

SUBJECT Building Permits: <del>New One-</del> or Two-Family Dwellings	DEPARTMENT Building Inspections and <del>Zoning</del> Neighborhood Services		DEPARTMENT IDENTIFICATION 2000	
	SECTION 2002	PAGES 1- <del>32</del>	EFFECTIVE DATE 1/1/82	REVISION DATE <del>1/1/98</del> X/X/18

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1.0 PURPOSE:

To describe the procedures to be followed by the Department of Building Inspections and ~~Zoning~~Neighborhood Services (BINS) for filing for a building permit for ~~new one-~~ or two-family ~~residences~~dwellings.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions and the general public.

3.0 POLICY:

It is the policy of ~~the Department of Building Inspections and Zoning~~BINS to be governed by a uniform policy on building permits for ~~new one-~~ and two-family ~~residences~~dwellings.

4.0 REFERENCES:

Chapter 13, City of West Allis Revised Municipal Code  
 Wisconsin Administrative Code  
~~State Building Code~~  
~~State One and Two-Family~~Wisconsin Uniform Dwelling Code (UDC)

5.0 PROCEDURES:

5.1 GENERAL POLICIES

5.1.1 ~~A West Allis building permit application shall be submitted to BINS. The following information or plans shall be submitted with the building permit application.~~

5.1.1.1 Five (5) original drawings of a Plat of Survey prepared by a registered ~~land~~ surveyor ~~shall~~must be filed with the Building Inspection Department submitted for all new one- or two-family dwellings. Two (2) original drawings of a Plat of Survey prepared by a registered land surveyor shall be

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submitted for any addition to an existing one- or two-family dwelling. The surveys must shall accurately show the dimensions and location of the proposed or existing building(s), grade elevations and the legal description of the landproperty.

~~5.1.2~~ 5.1.1.2 Three (3) sets of building plans shall be filed submitted with the Building Inspections Department. One (1) set of building plans is stamped as conditionally approved and returned to the applicant to be kept on the building site during construction. One (1) set of plans is stamped as conditionally approved and kept on file in the Building Inspection with BIN office for a period of one year. One (1) set of plans is forwarded to the City Assessor.

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~~5.1.3~~ 5.1.1.3 One (1) copy of E energy worksheet calculations and plans for determining conformance with the State Uniform Dwelling Code's UDC energy conservation standards must shall be submitted to the Department of Building Inspections for review and approval before the building permit can be issued for new one- or two-family dwellings and additions to existing UDC dwellings. Alterations to any one- or two-family dwelling which affects exterior walls or any additions to pre-UDC dwellings shall have adequate information submitted on the plans to show compliance with applicable energy codes.

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~~5.1.4~~ 5.1.1.4 One (1) copy of A soil erosion control plans must shall be submitted and a permit for same issued before a building permit will be issued for new construction for all new one- or two-family dwellings and additions which will disturb the ground.

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~~5.1.1.5~~ One (1) set of structural calculations and plans shall be submitted for all new one- or two-family dwellings, all additions to one- and two-family dwellings, and any alterations which affect the structural system of a dwelling or change the loading of a floor.

~~5.1.1.6~~ Any other or additional information required to show compliance with building codes shall be submitted.

~~5.1.2~~ The applicant is required to submit an online UDC permit application through the State of Wisconsin Department of Safety and Professional Services website for all new one- and two-family dwellings.

~~5.1.35~~ If a driveway is required proposed, application for a driveway permit shall be filed by the applicant with the Engineering Department, along with required information and/or plans. The application shall include an on-

~~site plan showing the locations of the proposed driveway.~~

- 5.1.~~46~~ BINS, in consultation with the The Engineering Department if necessary, will assign an address to ~~the~~any new ~~building~~dwelling or additional ~~addresses to an existing dwelling if needed.~~
- 5.1.~~57~~ An electrical permit ~~is shall be~~ required for electrical work and ~~is may~~ only be issued ~~only~~ to State ~~and City~~-licensed electrical contractors.
- 5.1.~~68~~ A plumbing permit ~~is shall be~~ required for plumbing work and ~~is may~~ only be issued ~~only~~ to State licensed plumbing contractors.
- 5.1.~~79~~ A heating and air conditioning permit ~~is shall be~~ required for HVAC work and may only be issued to the contractor, the owner or the owner's agent, as allowed per SPS 305.