

**TOWN OF SARATOGA (Wood County)  
BUILDING PERMIT APPLICATION PACKET**

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**Attachments**

- Uniform Application Building Permit
- Contractor Credential Verification Sheet
- Cautionary Statement to Owners Obtaining Building Permit
- Building Cross Section
- Site Plan
- Standard Erosion Control Plan
- Driveway Permit
- Fee Schedule

**I. BUILDING INSPECTOR CONTACT INFORMATION**

Dan Hansen  
7777 Hetze Road  
Milladore, WI 54454  
Email: owendanhansen@yahoo.com

- A. Call Building Inspector: Dan Hansen at (715) 347-7866, if you have questions.
- B. To schedule an inspection call (715) 347-7866.

The inspector will be available to make inspections as soon as possible, but no later than 48 hours (business days) of when the inspection is ready.

## II. BUILDING PERMIT REQUIREMENTS

When applying for a Building Permit, please submit the following information to Dan Hansen, Building Inspector:

- Completed Uniform Application Building Permit (form attached)
- Signed copy of Cautionary Statement to Owners Obtaining Building Permits (form attached)
- Two (2) complete sets of detailed plans  
(Plans should include: site plan, floor plans, elevations, and wall cross sections. Plans must include electric layout, braced wall placement including description, and heating layout as well  
Detailed Cross Section (form Attached)
- Signed Energy Work Sheet (RES check computer software 4.3.0 or newer or other approved software must be used) Compliance certification must be signed and dated by the licensed designer.
- Detailed Erosion Control Plans (form attached)
- Copies of other permits required to be issued by the County and local unit of Government (For example: sanitary permit, zoning or land use permit, etc.).
- Completed Driveway Permit (form attached)
- Name of the electric utility serving the parcel, including the name and phone number of the contact person.
- Directions to the job site in the Town of Saratoga.
- Payment for the Saratoga Building Permit fee and State Seal. (Checks are to be payable to the Town of Saratoga.)

### **Send Application and Fee To:**

Town of Saratoga  
ATTN: Dan Hansen, Building Inspector  
1120 State Highway 73S  
Wisconsin Rapids, WI 54494

## III. BUILDING PERMIT ISSUANCE

### A. Building Permit Issuance

1. Upon receipt of the Building Permit Application, the Building Inspector will review the application and notify the applicant if additional information is required. The Building Permit will be issued no later than ten (10) business days after receipt of a completed application.
2. The Building Permit, Permit Card, and State UDC Seal (when required) will be issued by the Building Inspector directly to the applicant.

#### IV. INSPECTION PROCEDURES

Once a building permit is issued for your project, you are responsible for calling the inspector for the required inspections at the given phases of your project. The inspections can be requested by calling Dan Hansen at (715) 347-7866. In order to save trips to the job site, it is asked that multiple inspections be scheduled simultaneously, whenever possible.

Please be aware that the building code allows 48 hours (2 business days) (except for the plumb and final inspections) for these inspections to be accomplished by the inspector. We will make every effort to respond sooner

The following inspections are normally required.

1. A **footing inspection**. After forms are in place, prior to pouring. Any **required Erosion Control** must be in place at this time.
2. A **foundation inspection**. After the wall has been poured and exterior drain tile, water proofing, and insulation is in place, prior to backfilling. (On a small addition with plenty of property line setbacks, the footing and foundation inspections can be combined. **Walls with required reinforcement must be inspected prior to pour.**)
3. An **under floor plumbing inspection**. The state plumbing code requires a 10' 00" head of water held for 15 minutes for water test or 3 PSI of air pressure held for 15 minutes for an air test. **The water or air test needs to be done in the presence of the inspector.**
4. **Basement floor** Ground must be compacted to code, vapor retarder must be in place with all seams lapped 6" and sealed with non-rubberized tape (no duct tape).
5. A **temporary or permanent electrical service inspection**. This service must be inspected, approved, and released by the inspector prior to the local utility company energizing the system.
6. The **rough construction, electrical, plumbing, and heating inspections** (should all be done at one time) prior to covering up the work. **All "Braced Walls"** must be inspected prior to any exterior covering (house wrap) is installed in those required areas.
7. An **insulation inspection**, prior to the installation of drywall or other wall finish materials. Vapor retarder must be in place with all seams lapped 6" and sealed with non-rubberized tape (no duct tape).
8. A **final inspection** prior to moving personal belongings in and/or occupying the new space.

We appreciated your assistance in assuring that these inspections are requested and in arranging for access to inspect all the work for proper code compliance. We look forward to working with you.