

# TOWN of HERMAN NEW CONSTRUCTION BUILDING PROCESS CHECKLIST:

## 1) PROOF OF SITE OWNERSHIP and R-R or OAR Zoning

- a. Certified Survey Map  
NEW \_\_\_\_\_ Copy of CSM/GIS / TAX BILL / PROOF OF SALE provided  
EXISTING \_\_\_\_\_ Copy of TAX BILL and GIS View provided

## 2) DRIVEWAY ACCESS PERMITTED

- a. Existing Driveway \_\_\_\_\_
- b. New Driveway \_\_\_\_\_ Town Driveway Permit Obtained \_\_\_\_\_

## 3) FIRE NUMBER ISSUED BY COUNTY \_\_\_\_\_

Fire Number is ordered by Town Clerk and will be installed by Township.

## 4) SITE PLAN LAYOUT OF PARCEL

- a. Location of Building to Main Roads (State, Cty or Town Rds)
- b. Location and Set-backs of Main Structures to Roads and Property Lines.
- c. Location and Direction of Septic System (CTY Permit # \_\_\_\_\_ )
- d. Location of POTABLE Well Water Location
- e. Utilities Plan Electrical and Telephone/Internet

## 5) LAND USE PERMIT ISSUED BY SHAWANO COUNTY PLANNING AND ZONING

(Special requirements in Flood plain and Shoreline areas)

Permit # \_\_\_\_\_

## 6) SHAWANO COUNTY WASTE SYSTEM PERMIT ISSUED

Permit # \_\_\_\_\_ SEPTIC CONTRACTOR \_\_\_\_\_

## 7) BUILDING DESIGN – BLUE PRINTS

- a. TYPE OF CONSTRUCTION Appx Living Space Sq Ft \_\_\_\_\_
  - i. Wall Material \_\_\_\_\_
  - ii. Roof type \_\_\_\_\_
  - iii. Window Type and Area \_\_\_\_\_ LOW – E \_\_\_\_\_
  - iv. GARAGE ATTACHED \_\_\_\_\_ Sq Ft \_\_\_\_\_
- b. Other BUILDINGS on PLOT - Requires Separate Township Permit # \_\_\_\_\_
  - i. DETACHED GARAGE \_\_\_\_\_ Sq Ft \_\_\_\_\_
  - ii. Utility SHED \_\_\_\_\_ Sq Ft \_\_\_\_\_

- 8) **SELECT CONTRACTORS**
  - a. **WISCONSIN LICENSED CONTRACTORS \_\_\_\_\_**  
**(NEEDED FOR COMPLETING BUILDING PERMIT)**
  
- 9) **CONTACT UTILITIES SUPPLIERS for Quotes and Permits if required**  
**Road Right-of-Way or Zoned Municipal Easement**
  - a. **ELECTRICAL**
  - b. **TELEPHONE/INTERNET**
  - c. **OTHER ?**
  
- 10) **COMPLETE UDC BUILDING PERMIT ON-LINE at DSPS Site or meet with Building Inspector for assistance to enter Permit online.**  
<https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>
  
- 11) **NOTIFY TOWNSHIP BUILDING INSPECTOR PERMIT WAS ENTERED and READY TO REVIEW WITH THEM.**
  - a. **BUILDING INSPECTOR Can Issue PERMIT (with All Permits available to be copied)**
  - b. **PERMIT May need additional review by THE TOWNSHIP PLANNING Commission**
  
- 12) **If PLANNING COMMISSION NEEDS TO Review Site, a Meeting will be scheduled as soon as possible, for a recommendation before the next monthly Town Board Meeting to approve and exceptions to a standard plan.**
  
- 13) **Once Permit is Granted**
  - a. **KEEP UP-TO-DATE on Permit Checkpoints with Building Inspector**
  
- 14) **Once BUILDING IS COMPLETE and DEEMED INHABITABLE BY THE INSPECTOR, the TOWNSHIP ASSESSOR will schedule a time to Come and Review the Property for updating Tax Records.**

**Dated 4/15/2018**