

## Town of Silver Cliff

### Building Permit Instructions

The owner, builder or agent shall complete the application form down through the Signature of Applicant block and submit it, building plans-specifications, site map and DNR disclaimer to the enforcing jurisdiction, Town of Silver Cliff. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Sheds 80 square feet or less do NOT require a building permit.** Building Permit is good for 2 years from date of issuance.

#### PERMIT:

- Please provide the parcel number of the building site
- Check off the type of permit, such as Structural, HVAC, Electrical or Plumbing.
- Fill in: owner's name, current mailing address, telephone number and email, if applicable.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats. , an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats. , the master plumber name and license number must be entered before issuing a plumbing permit.

#### PROJECT LOCATION:

- Fill in the Building Site Address (fire number and street name). Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

#### PROJECT DATA:

- Fill in all numbered project data blocks (1-11) with the required information. All data blocks must be filled in to the best of your ability.

#### AREA: (specifically involved in project):

- Basements - include unfinished area only
- Living area - include any finished area including finished areas in basements
- Two-family dwellings - include separate and total combined areas

## **Town of Silver Cliff**

### **Building Permit Instructions (Continued)**

#### **OCCUPANCY:**

- Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one- or two-family dwelling.
- Check the "Garage" and number of stalls/ square ft. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.

#### **USE:**

- Seasonal, permanent, or other (ie. Air BnB, Virbo, Rental)

#### **ESTIMATED BLDG COST:**

- Include the estimated total cost of construction, including materials and market rate labor, but not the cost of land or landscaping

#### **SEWER:**

- A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.

#### **SIGNATURE:**

- The owner or the contractor's authorized agent shall sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

#### **CONDITIONS OF APPROVAL:**

- The authority having jurisdiction uses this section to state any conditions that must be complied.

#### **REMITTENCE:**

- Please complete "Wisconsin Uniform Building Permit Application", the DNR Disclaimer, the completed Site Map, and a check for \$75.00 made out to the Town of Silver Cliff and remit to:

Town of Silver Cliff  
N11929 County Rd I  
Silver Cliff, WI 54104

#### **Issuance:**

- Once approved a Permit will be issued and sent to the mailing address provided.
- Please display on or near the fire number so it is visible from the road
- Any questions you may call the Silver Cliff Town Clerk @ 715-757-3163, please leave a message.



## Town of Silver Cliff

### Cautionary Statement to Owners Obtaining Building Permits

101.65(lr) 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 two- family dwelling code or an ordinance enacted under sub. (l) (a), because of any bodily injury to or death of others or damage to the property of others that arises 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.

### Cautionary Statement to Contractors for Projects Involving Building Built Before 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of compliance.

### Wetlands Notice to Permit Applicants

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

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

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Contractor Credential Requirements

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services.

**TOWN OF SILVER CLIFF – MARINETTE COUNTY**

38-030

**GUIDELINES FOR BUILDING PERMITS – New Dwellings**

**\*\*Permit Term is 2 Years**

**\*\*2.5 Acre Parcel Minimum**

- ❖ Sanitary Permit for Septic System
- ❖ Zoning Permit (If 1000 ft. of a lake or 300 ft. of a river) **Marinette County: (715) 732-7535**
- ❖ Parcel Number of Property (See Tax Statement)
- ❖ All Contractors Name(s) and License/ Certification Number(s) (ie. Plumbers/ Electricians must be licensed)
- ❖ 2 Sets of Building Plans **AND** 1 \*\*Site Plan Showing \* Setbacks
- ❖ **ONE DWELLING PER PARCEL**
- ❖ Estimate of Total Building Cost
- ❖ Type of Foundation and Heating System
- ❖ Energy Work Sheets (Heat Loss Calculations – Usually provided by Heating Contractors)
- ❖ Building Address
- ❖ Deck or Garage Square Footage

**\*SETBACKS: (Measured from the overhang)**

**ALL Roads – 75 ft. from the Center of Road – Sides and Rear – 10 ft.**

**COSTS:**

**New Dwelling(s)** (Includes 7 Inspections) 1 per Parcel. The following is per Silver Cliff Town Building Inspector:

- \$350.00 plus .15 (cents) per Finished Square Foot
- \$33.00 State Seal
- \$50.00 Electric Inspection
- \$75.00 Town of Silver Cliff Permit (Make checks payable to Town of Silver Cliff)

**Manufactured Dwelling(s)** (Includes 3 Inspections) 1 per Parcel. Install per sps. 321.40. The following is per Silver Cliff Town Building Inspector:

- \$200.00 plus .15 (cents) per Square Foot
- \$33.00 State Seal, if applicable
- \$50.00 Electrical Inspection (New Service)
- \$75.00 Town of Silver Cliff Permit (Make checks payable to Town of Silver Cliff)

**Used Mobile Home(s)** (Must be 10 years old or newer). Per Town of Silver Cliff:

- \$200.00 \*\*Includes 2 Inspections
- \$75.00 Town of Silver Cliff Permit (Make checks payable to Town of Silver Cliff)

**\*\*Inspection Report, Interior/ Exterior photos, and variance if older than 10 years old.**

Mobile home must be skirted within 90 days, have weather proof tie downs, wheels, and yoke removed; proof of manufactured date on foundation of block or slab (per sps. 321.40)

**Variance: \$20.00** (Make checks payable to Town of Silver Cliff) Contact Sabin Rosenbaum @ (715) 757-2218



**TOWN OF SILVER CLIFF – MARINETTE COUNTY**  
**GUIDELINES FOR BUILDING PERMITS: New Dwellings (Continued)**

\*\* Permit Term is 2 Years      \*\*\* 2.5 Acre Parcel

**Relocate Dwelling (Includes 3 Inspections)**

- \$200.00
- \$75.00 Town of Silver Cliff Permit (Make checks payable to Town of Silver Cliff)

**Additions/ Remodels (Includes 3 Inspections)**

- \$150.00 less than 600 sq. ft.
- \$200.00 more than 600 sq. ft.
- \$50.00 if including plumbing
- \$75.00 Town of Silver Cliff Permit (Make checks payable to Town of Silver Cliff)

**Decks, Sheds, Garages**

- Garage maximum of 2 stories/ Shed maximum of 1 story
- \$75.00 for Town of Silver Cliff Permit (Make checks payable to Town of Silver Cliff)
- 25.00 Inspection fee, if necessary

\*\*\*Any accessory building less than 80 sq. ft. and costing less than \$1000.00 and moveable, no permit is necessary

**Basement:** \$75.00 Town of Silver Cliff Permit (Make checks payable to Town of Silver Cliff)

**Raze or Removal:** No Charge but a Building Permit is Necessary

*No Permit Necessary for any interior/ exterior cosmetic improvements or any alterations to an existing building which shall not effect a structural change and which conforms to all other building codes. (Per Building Permit Ordinance #81407 3.02g2)*

**\*\*Site Plan** showing the position of any proposed and existing buildings in relation to all \*setbacks is required **BEFORE** a building permit is issued (per Ordinance #81407 3.02b1)

**FIRE NUMBER** \$50.00 for each Fire Number Placard (Make checks payable to Town of Silver Cliff) Contact Silver Cliff Town Clerk @ 715-757-3163

**Variance Contact:** Sabin Rosenbaum @ 715-757-2218 (\$20.00 fee may be applied)

**Condominium/ Duplex:** Silver Cliff Planning Commission (Contact Sabin Rosenbaum @715-757-2218)

**Permit Renewal:** Additional 50% of Permit Fee and 1 year term

**Starting without Permit:** \$250.00 Citation in addition to ANY COURT COSTS

**Missed Inspections/ Additional Inspections:** \$50.00 each

**Plan Reviews, Early Starts, Handicap Ramps, Occupancy Permits:** NO CHARGE

**Make Inspection Checks Payable to Nature's Edge Inspection Agency**

Town of Silver Cliff Building Inspector Jane Meissner 715-245-1708

Mail to: Jane Meissner      W11954 Kitty Dell Circle      Crivitz, WI 54114

Email: [Jane@NaturesEdgeInspections.com](mailto:Jane@NaturesEdgeInspections.com)

**WISCONSIN BUILDING CODE:** [www.dsps.wi.gov](http://www.dsps.wi.gov) 1 & 2 Family Dwellings

TSC FORM 00114-03 2 of 2 Revised 04/01/2024

# SITE PLAN

*Please indicate:*

- All existing buildings, locations, and dimensions of structure to be build;
- Measured setbacks from center of the road, sides and rear lot lines;
- Any waterways in relation to your property (ie: lake, river, creek, etc).



A large, empty rectangular box for drawing the site plan.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print)

Building Address: \_\_\_\_\_

Type of Project/ Structure: \_\_\_\_\_



Dept of Safety & Professional Services  
Industry Services Division  
Wisconsin Stats. 101.63, 101.73

## Wisconsin Uniform Building Permit Application

Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]

Application No. \_\_\_\_\_

Parcel No. \_\_\_\_\_

### PERMIT REQUESTED

☐ Constr. ☐ HVAC ☐ Electric ☐ Plumbing ☐ Erosion Control ☐ Other: \_\_\_\_\_

Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email: \_\_\_\_\_

Tel. \_\_\_\_\_

Contractor Name & Type \_\_\_\_\_

Lic/Cert# Exp Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Tel. & Email \_\_\_\_\_

Dwelling Contractor (Constr.) \_\_\_\_\_

Dwelling Contr. Qualifier \_\_\_\_\_

The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.

HVAC \_\_\_\_\_

Electrical Contractor \_\_\_\_\_

Electrical Master Electrician \_\_\_\_\_

Plumbing \_\_\_\_\_

### PROJECT LOCATION

Lot area \_\_\_\_\_

Sq.ft. \_\_\_\_\_

☐ One acre or more of soil will be disturbed

☐ Town ☐ Village  
☐ City of \_\_\_\_\_

\_\_\_\_ 1/4, \_\_\_\_ 1/4, of Section \_\_\_\_ T \_\_\_\_ N, R \_\_\_\_ E/W

Building Address \_\_\_\_\_

County \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Lot No. \_\_\_\_\_

Block No. \_\_\_\_\_

Zoning District(s) \_\_\_\_\_

Zoning Permit No. \_\_\_\_\_

Setbacks: \_\_\_\_\_

Front \_\_\_\_\_

ft. \_\_\_\_\_

Rear \_\_\_\_\_

ft. \_\_\_\_\_

Left \_\_\_\_\_

ft. \_\_\_\_\_

Right \_\_\_\_\_

### 1. PROJECT

☐ New

☐ Alteration

☐ Addition

☐ Repair

☐ Raze

☐ Move

☐ Other \_\_\_\_\_

### 2. AREA INVOLVED (sq ft)

Unit 1 \_\_\_\_\_

Unit 2 \_\_\_\_\_

Total \_\_\_\_\_

Unfin. Bsmt. \_\_\_\_\_

Living Area \_\_\_\_\_

Garage \_\_\_\_\_

Deck/Porch \_\_\_\_\_

Totals \_\_\_\_\_

### 3. OCCUPANCY

☐ Single Family

☐ Two Family

☐ Garage

☐ Other \_\_\_\_\_

### 5. CONSTRUCTION TYPE

☐ Site Built

☐ Mfd. Per WI UDC

☐ Mfd. Per US HUD

### 6. STORIES

☐ 1-Story

☐ 2-Story

☐ Other: \_\_\_\_\_

☐ Plus Basement

### 8. WALLS

☐ Wood Frame

☐ Steel

☐ ICF

☐ Timber/Pole

☐ Other \_\_\_\_\_

### 10. SEWER

☐ Municipal

☐ Sanitary Permit # \_\_\_\_\_

### 11. WATER

☐ Municipal

☐ On-Site Well

I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. 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 and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.  
☐ 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 on the reverse side of the last ply of this form.

APPLICANT (Print:) \_\_\_\_\_

Sign: \_\_\_\_\_

DATE \_\_\_\_\_

### APPROVAL CONDITIONS

This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. ☐ See attached for conditions of approval.

### ISSUING JURISDICTION

☐ Town of \_\_\_\_\_  
☐ Village of \_\_\_\_\_  
☐ City of \_\_\_\_\_

☐ County of \_\_\_\_\_  
☐ State \_\_\_\_\_

State-Contracted  
Inspection Agency#: \_\_\_\_\_

Municipality Number of Dwelling Location \_\_\_\_\_

### FEES:

Plan Review \$ \_\_\_\_\_

Inspection \$ \_\_\_\_\_

Wis. Permit Seal \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

### PERMIT(S) ISSUED

☐ Construction

☐ HVAC

☐ Electrical

☐ Plumbing

☐ Erosion Control

WIS PERMIT SEAL # \_\_\_\_\_

### PERMIT ISSUED BY:

Name \_\_\_\_\_

Date \_\_\_\_\_ Tel. \_\_\_\_\_

Cert No. \_\_\_\_\_

Email: \_\_\_\_\_

SBD-5823(R1/17) Distribute: ☐ Ply 1 - Issuing Jurisdiction; ☐ Ply 2- Issuer forwards to state w/in 30 days; ☐ Ply 3- Inspector; ☐ Ply 4- \_\_\_\_\_