

TOWN OF DUNN
Applicant Checklist for Building Permit in Town of Dunn

1. Apply for Driveway Construction Permit at the Dunn Town Hall. (Permits are necessary when a new driveway is planned or when a building with an existing driveway is being razed and "rebuilt".)
 - a. In addition to the Driveway Construction Permit, an Access Permit is required for County and State roads. Contact the Dane County Highway Department for an access permit.

Note: The Town of Dunn cannot issue a Building Permit and Dane County will not issue a Zoning Permit without an approved Driveway Construction Permit.

2. Apply for a County Zoning Permit at the City County Building between 7:25 am and 4:00 pm Monday through Friday (266-4266). (Permits issued same day of application. Allow 45 minutes to 1 hour for the process.)
 - a. Zoning permits are required from the county under the following circumstances:
 1. When building a brand new structure;
 2. If renovation will require a change in dimensions of the structure;
 3. If renovation will require a change in the pitch of the roof;
 4. If a deck, concrete slab or structure exceeds the ground elevation;
 5. If major interior renovation is required (structural change);
 6. If there is a change in use from the permitted uses of current zoning (i.e.; making a single family residence into a duplex).
 - b. What you need
 1. Site plan indicating the location of the structure relative to all property lines and all other structures.
 2. Floor plan drawing of the structure.
 3. Estimated cost of construction.
 4. The county also has the option of requiring a survey if property lines are questionable.
 - c. If the house cannot be located on the property in compliance with current zoning regulations, a variance or rezone must be obtained from Dane County Zoning. The variance process usually requires 30 days, rezones require 90 days.

3. If in a Sanitary District, apply to district for a permit to hook-up. For septic information contact Dane County Environmental Health at 242-6515.
4. Apply at Dunn Town Hall for Building Permit. (Building inspector picks up applications each night and returns them completed within two days.)
 - a. What you need
 1. Parcel #
 2. Sanitary District Permit # (if applicable)
 3. Copy of Dane County Zoning Permit
 4. Building plans (construction drawing)
 5. Erosion control plan (if soil is being disturbed)
 - b. Applications
 1. Complete the Town of Dunn Building Permit Application.
 2. If soil is being disturbed, include an erosion control plan.
 3. If building a **new** single family residence or a duplex:
 - a. Complete the Wisconsin Uniform Building Permit Application
 - b. Complete an Energy Worksheet

Note: It is recommended that the Energy Worksheet is completed by the person doing the heating and ventilating in the house.

Note: Wrecking permit can be issued at the Town Hall by the office staff. Cost is \$42.50.
5. Pay Building Permit Fee when permit is picked up. Building Permit Fee is calculated by the Building Inspector using the following formula:

New Dwellings

Based on 1500 square foot or less for living space and 700 square foot or less for unfinished storage space and the required inspections, the minimum for new dwelling is \$480.00. (Does not includes plan review fee (22.50) and state stamp (25.00))

Additional square footage is calculated as follows:

.25 living area

- .15 unfinished storage area
- .10 garage

Additions

Based on the required inspections. \$20.00 PER INSPECTION.

Other Buildings

Other buildings requiring a single inspection are the minimum charge of \$42.50.

6. **Inspections Required. (Maximum of 18 total)**

The builder or owner should call the Dunn Town Hall (838-1081) to request the following pertinent inspections:

New Dwellings or Residential Additions:

- a. Temporary Electric Service Connection
- b. Permanent Service
- c. Footing
- d. Foundation
- e. Rough In Construction
- f. Rough Electric
- g. Groundwork Plumbing
- h. Rough Plumbing
- i. Rough HVAC
- j. Insulation
- k. Final Electric
- l. Final Plumbing
- m. Final HVAC
- n. Final Construction
- o. Occupancy Electric
- p. Occupancy Construction
- q. Occupancy HVAC
- r. Occupancy Plumbing

Pools, Garages, and Out Buildings:

- a. Foundation
- b. Rough In Construction
- c. Rough Electric
- d. Rough Plumbing
- e. Final Construction

- f. Final Electric
- g. Final Plumbing

Decks:

- a. Foundation
- b. Final Inspection

Electrical Upgrades

Fee of \$42.50 including one inspection.

Please Note:

If a re-inspection is necessary because the work was not completed when the inspection was called in, or if there is a code violation, or any additional inspections are called for, there will be an additional charge of \$20.00 per inspection to be collected before the finals are approved.

Failure to obtain a permit before commencing work will double the fees.

Please do not leave inspection requests on our voice mail, our office hours are 8 to 4 Monday thru Friday.

All work to be inspected must be ready for inspection prior to making the inspection request.

Please call the Town Hall (838-1081 x 201) for all inspections and all questions. Do not call the inspectors.