



NEW HOUSE CHECKLIST

TOWN OF GREENVILLE

PO Box 60 • W6860 Parkview Dr • Greenville, WI 54942

Phone: (920) 757-5151 • Fax: (920) 757-6342

dwaala@townofgreenville.com

Applicant _____	Date Received _____
Location _____	Proposed Dig Date _____

Items needed to obtain a building permit are:

- Building Plans – 2 sets with at least 1 set done in ¼ scale
- Cross section of building
- Wall Bracing Plans – with compliance calculations (also 2 sets)
- Drainage plan – with elevations
- Plot plan – with distances to lot lines, other buildings, septic, well, etc.
- Erosion control plan
- Erosion Control Approval
- Energy worksheet – latest version with signature
- Heating Layout Plan
- Address application - be sure to complete center of driveway location
- Contractor certification card - copy
- Contractor qualifier number
- Signature on permit
- Contact Inspection Dept for Fee Schedule
- Proper fees Received
- Receipt Number _____
- Correct Driveway Separation Approved by Dean Schiller 585-4316
- Culvert Permit
- Elevation
- Benchmark
- Engineered plan required due to egress windows or walk-out basements
- Residential Stormwater Management Permit
- Office use only – Builders copy must have Wetland & 1978 notice

If construction is to occur outside sanitary district:

- Sanitary Permit – Copy of hard card and first page of application

YES / NO

- | | | | |
|--------------------------|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Inside the Airport Zone? | Which zone? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Inside a Shoreland Zone? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Inside a Wetland Zone? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there Hydric Soil? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this a Parade Home? | |

Statements to be given to applicant

- Cautionary Statement – If Self Built
- Wetland and 1978 notice