



ADDITIONS / ALTERATIONS PERMIT APPLICATION

PLEASE PRINT

Submit to:
Email: info@howardsgrovewi.gov
Mail: Village of Howards Grove
913 S Wisconsin Dr.
Howards Grove, WI
53083

DATE _____
PROJECT ADDRESS _____
OWNER _____ PHONE _____
OWNER MAILING ADDRESS _____
BUILDING USE: RESIDENTIAL COMMERCIAL INDUSTRIAL INSTITUTIONAL ACCESSORY
GENERAL CONTRACTOR _____ PHONE _____
GENERAL CONTRACTOR ADDRESS _____
PROJECT DESCRIPTION: _____

PLANS REQUIRED

- a. Application for Additions / Alterations permit shall be submitted together with no less than two (2) copies of complete plans and specifications. DSPS-approved plans (for new construction and additions) shall require three (3) sets of plans (see Item 7 below).
- b. Plans shall include the following:
 - 1. A plot plan showing the physical dimensions of the lot; location of existing or proposed buildings or additions; adjoining streets; all proposed driveways, off-street parking, and / or loading facilities; and bodies of water and other major physical features such as drainage ditches, hills, railroad tracks, wells and disposal systems, tanks or similar features.
 - 2. Floor plans for each level including the basement.
 - 3. Elevation plans for all elevations, including proposed and existing grade data.
 - 4. Cross section plan.
 - 5. Complete construction details.
 - 6. Heat loss calculations for all new buildings and for all major additions to existing buildings.
 - 7. If approval of the Wisconsin Department of Safety and Professional Services (DSPS) is required, three (3) sets of plans must be submitted for approval, one set of which will remain on file with the Building Inspector.
 - 8. Plans to be reviewed under the Wisconsin Department of Safety and Professional Services shall be submitted with all plan review and inspection fees as prescribed by DSPS Sec., Wis. Adm. Code.
 - 9. Plans not showing adequate detail to allow complete review shall be rejected.

List of Contractors and Costs:

	CONTRACTOR	CREDENTIAL #	PROJECT COST
General			
Electrician			
HVAC			
Plumber			
Excavator			
Mason			

I certify the information on this application is complete and accurate. I agree to comply with all applicable codes of the Village of Howards Grove and the State of Wisconsin and with any conditions attached to this application and permit. I understand that issuance of this permit creates no legal liability, express or implied, of the Department, Village, Agency or Inspector.

Name (print) _____ Signature _____
(Contractor or Owner)

For office use only

TOTAL PERMIT FEES: \$ _____ Verify Zoning District _____
Base _____ Building _____ Electrical _____ HVAC _____ Plumbing _____

Amount Paid: \$ _____ Receipt #: _____ By: _____ Date: _____