



# BUILDING PERMIT APPLICATION - NEW OR ADDITION

CITY OF MIDDLETON  
 7426 HUBBARD AVE. • MIDDLETON, WI 53562  
 608/821-8370 • FAX 608/827-1080  
 cityofmiddleton.us

NUMBER
DATE
ISSUED BY

PROJECT ADDRESS		SUITE#	SUBDIVISION AND LOT NUMBER	
APPLICANT	ADDRESS		PHONE	FAX
OWNER (IF DIFFERENT)	ADDRESS		PHONE	FAX
WORK CONSISTS OF				
<input type="checkbox"/> RES. <input type="checkbox"/> COM. <input type="checkbox"/> IND. <input type="checkbox"/> NEW <input type="checkbox"/> OTHER _____				
CONSTRUCTION TYPE			START DATE	EST. COMPLETION DATE
SETBACKS	FRONT		LOT COVERAGE	
SIDE R.	SIDE L.	REAR	ESTIMATED BUILDING COST	
BUILDING CONTRACTOR		QUALIFIER # _____	SQ. FT. (OFFICIAL USE ONLY)	
CONTRACTOR # _____		CONTRACTOR # _____	BASEMENT _____	
ADDRESS _____		LEAD # _____	1ST FLOOR _____	
PHONE _____		PHONE _____	2ND FLOOR _____	
ELECTRICAL CONTRACTOR		CONTRACTOR # _____	DECK _____	
ADDRESS _____		PHONE _____	PORCH _____	
			GARAGE _____	
			TOTAL _____ sq. ft.	
HEATING CONTRACTOR		CONTRACTOR # _____	SUPPRESSION _____ CONTRACTOR # _____	
ADDRESS _____		PHONE _____	ADDRESS _____ PH. _____	
PLUMBING CONTRACTOR		LIC/CERT# _____	FIRE ALARM _____ CONTRACTOR # _____	
ADDRESS _____		CONTRACTOR # _____	ADDRESS _____ PH. _____	
PHONE _____				
_____ Air Admittance Valve x \$50/ea = \$ _____				

COMMENTS:

Date paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Impact Fee \$ \_\_\_\_\_ Total Permit Fee \$ \_\_\_\_\_

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit, understand that the issuance of the permit creates no legal liability, express or implied, on the city, and certify that all the above information is accurate. 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.

SIGNATURE OF APPLICANT	DATE
PRINT NAME HERE	

## INSPECTION RECORD

REQUIRED BLDG INSP	TYPE	DATE COMPLETE	SUB INSP	DATE COMPLETE
_____	FOOTING	_____	_____	_____
_____	FOUNDATION	_____	_____	_____
_____	INSULATION	_____	_____	_____
_____	ROUGH	_____	_____	_____
_____	FINAL	_____	_____	_____



# ZONING PERMIT

CITY OF MIDDLETON • 7426 HUBBARD AVE. • MIDDLETON, WI 53562  
 PHONE (608) 821-8370 • FAX (608) 827-1080 • [www.cityofmiddleton.us](http://www.cityofmiddleton.us)

PERMIT #:	_____
Permit Fee: \$ _____	Fee Paid: <input type="checkbox"/>
Approved By: _____	
Approval Date:     /     /	

No structure shall be erected or altered without first obtaining a Zoning Permit pursuant to Section 10.127(1) of the City of Middleton Zoning Ordinance as well as the appropriate Building Permit(s). Zoning Permit Fees (pursuant to City of Middleton Code of Ordinances, Section 10.128(1)(g)):

PROJECT CLASS	PRINCIPAL STRUCTURE	ADDITIONS (e.g. garage, deck)	ACCESSORY STRUCTURES (e.g. shed, fence)
One Family and Duplex	\$250	\$50	\$25
Multifamily	\$500	\$250	\$100
Small Commercial / Industrial (up to 20,000 SF)	\$500	\$250	\$100
Large Commercial / Industrial (over 20,000 SF)	\$1,000	\$250	\$100

NOTE: Only one fee is charged per application. If an application includes more than one structure type on the same lot, only the highest fee applies.

## SECTION 1 – APPLICATION (TO BE COMPLETED BY APPLICANT)

**INSTRUCTIONS:**  
 This application must be accompanied by a Site Plan that illustrates building dimensions and setbacks measured to foundation walls, with dimensions of roof eaves and other overhangs clearly indicated. Fence-only applications may contain less detail.

Prior to plan submittal, applicant should identify lot boundaries and determine whether any public or private easements affect the property. Prior to construction, contact Digger's Hotline at (800) 242-8511. Some properties in the city require the approval of a Neighborhood Architectural Review Committee or Homeowner's Association that is separate from the City permitting process.

ADDRESS OF PROPERTY	WORK CONSISTS OF
<b>OWNER</b>	<b>PROJECT REPRESENTATIVE (Contractor, Coordinator, Other)</b>
NAME	CONTACT NAME
BUSINESS NAME or CO-OWNER'S NAME (if applicable)	BUSINESS NAME (if applicable)
MAILING ADDRESS	MAILING ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
DAYTIME PHONE #	DAYTIME PHONE #
EMAIL	EMAIL

<b>PROJECT CLASS</b> (Check One)	<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> MULTIFAMILY <input type="checkbox"/> SMALL COMMERCIAL / INDUSTRIAL (up to 20,000 SF)
	<input type="checkbox"/> LARGE COMMERCIAL / INDUSTRIAL (over 20,000 SF)
<b>PROJECT SCOPE</b> (Check all that apply)	<input type="checkbox"/> NEW STRUCTURE <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION
<b>STRUCTURE TYPE</b> (Check all that apply)	<input type="checkbox"/> PRINCIPAL STRUCTURE <input type="checkbox"/> GARAGE <input type="checkbox"/> DECK <input type="checkbox"/> SHED
	<input type="checkbox"/> FENCE <input type="checkbox"/> POOL <input type="checkbox"/> OTHER _____

SITE DATA (not required for fence-only applications)	LOT AREA (sq.ft.)	IMPERVIOUS SURFACE AREAS		
		EXISTING	PLANNED CHANGES	
		STRUCTURES (include roof eaves & other overhangs)	SF	SF
		DRIVEWAYS, PARKING AREAS, WALKWAYS	SF	SF
	OTHER FLAT SURFACES (patios, uncovered decks)	SF	SF	

I, the undersigned, do hereby certify that the above information is correct and agree that in the performance of this work I will be bound by and submit to all statutes of the State of Wisconsin, conform to all applicable codes and ordinances of the City of Middleton, and abide by all other applicable rules and regulations. Furthermore, I understand that the City of Middleton is not responsible for enforcing neighborhood covenants, and any granted zoning variances apply only for the specific structure(s) reviewed by the Zoning Board of Appeals.

SIGNATURE OF APPLICANT (must be owner or project representative listed above)	DATE
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Building Permit # \_\_\_\_\_  
 Date Issued: \_\_\_\_\_

**IMPACT FEES**  
 CITY OF MIDDLETON  
 7426 HUBBARD AVE.  
 MIDDLETON, WI 53562  
 608-821-8370 • FAX 608-827-1080  
 www.cityofmiddleton.us

On November 6, 2007, the Common Council approved the creation of City Ordinance section 3.11 establishing Public Impact Fees, pursuant to Wis. Stats. § 66.0617. You may pay these fees at this time or within 14 days of the issuance of your Building Permit. **ANY PERSON FAILING TO TIMELY PAY AN IMPACT FEE DUE IN FULL AFTER ISSUANCE OF A BUILDING PERMIT SHALL BE SUBJECT TO SUMMARY REVOCATION OF SAID BUILDING PERMIT THE DAY AFTER THE IMPACT FEE WAS DUE IN FULL.**

AMOUNT OF EXEMPTION for Low Cost Housing purposes: \$ \_\_\_\_\_

**Public Facilities Needs Assessment and Impact Fee**

Impact Fee	Single Family & Duplex (per DU)	Multi-Family 2+ bedrooms (per DU)	Multi-Family 1 bedroom (per DU)	Commercial new or add. (per SF)	Industrial new or add. (per SF)	This Project
Law Enforcement	\$742	\$556	\$371	\$0.230	\$0.140	\$
Fire	\$238	\$179	\$119	\$0.070	\$0.050	\$
EMS	\$260	\$195	\$130	\$0.080	\$0.050	\$
<b>Total</b>	<b>\$1,240</b>	<b>\$930</b>	<b>\$620</b>	<b>\$0.380</b>	<b>\$0.240</b>	<b>\$</b>

Project Address \_\_\_\_\_

SF & Duplex \_\_\_\_\_  
 MF 2+ bedroom \_\_\_\_\_  
 MF 1 bedroom \_\_\_\_\_  
 Commercial \_\_\_\_\_  
 Industrial \_\_\_\_\_

Project Name and Description \_\_\_\_\_

Applicant \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Landowner \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

I certify that all information is correct and that all pertinent City Ordinances will be complied with in performing the work for this project.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Date paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Total Impact Fee \$ \_\_\_\_\_



## BUILDING INSPECTION DEPARTMENT

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CITY OF MIDDLETON  
7426 HUBBARD AVENUE  
MIDDLETON, WI 53562-3118

PH 608.821.8370 FAX 608.827.1080  
E-MAIL: [sellarson@ci.middleton.wi.us](mailto:sellarson@ci.middleton.wi.us)  
E-MAIL: [jameson@ci.middleton.wi.us](mailto:jameson@ci.middleton.wi.us)  
WEB: [www.cityofmiddleton.us](http://www.cityofmiddleton.us)

### INSPECTION CHECKLIST - BUILDING PERMIT # \_\_\_\_\_

Subcontractors shall request inspections for their own work by contacting the **BUILDING INSPECTION DEPARTMENT** at 821-8370. Failure to give proper inspection notification may result in fines. The Building Permit Applicant (signature on application) is responsible to verify that all required inspections have been made. Any developer/contractor who calls for an inspection before the work is ready for inspection may be assessed a fine of forty dollars (\$40.00) per inspection.

\_\_\_ **EROSION CONTROL INSPECTION** to be completed prior to footing inspection. Perimeter erosion control measures shall be placed within 24 hrs after beginning excavation.

\_\_\_ **FOOTING INSPECTION** to be completed after forms and required reinforcing are in place, but before concrete is poured.

\_\_\_ **FOUNDATION INSPECTION** to be completed before backfilling.

\_\_\_ **ROUGH INSPECTION** to be completed for each category below before work is covered or concealed.

- \_\_\_ **UNDER FLOOR VAPOR BARRIER (BASEMENT)**
- \_\_\_ **BUILDING**
- \_\_\_ **ELECTRICAL**
- \_\_\_ **PLUMBING**
- \_\_\_ **HVAC**

\_\_\_ **INSULATION INSPECTION** to be completed after insulation and vapor barrier are in place, but before they are covered or concealed.

\_\_\_ **FINAL INSPECTION** to be completed for each category below after all work is completed, but before use or occupancy.

- \_\_\_ **BUILDING**
- \_\_\_ **ELECTRICAL**
- \_\_\_ **PLUMBING**
- \_\_\_ **HVAC**

Inspection results will be posted on the door jam of a bathroom (residential) or near the front door (commercial). Work shall not proceed until required inspections are completed and approval has been granted. If a required inspection is not completed within two (2) working days after proper notification has been given, the contractor may proceed to the next phase of construction.

**THE MIDDLETON BUILDING CODE REQUIRES THAT A CERTIFICATE OF OCCUPANCY BE ISSUED BY THE BUILDING INSPECTOR PRIOR TO THE OCCUPANCY OR USE OF THE BUILDING. THIS ALSO COVERS USING A BUILDING FOR STORAGE OR MOVING ITEMS INTO THE BUILDING.**