



**Brian L. Flannery**  
 State Certified Building Inspector  
 405 4<sup>th</sup> Street  
 Albany, WI 53502  
 Phone: (608) 558-1833  
 Email: [brianflannery@tds.net](mailto:brianflannery@tds.net)

## One and Two Family Construction Town of Albany

**Note:** I have made every effort to insure the accuracy of the information provided in this document. However, due to the possibility of errors or other aspects of electronic communication that is beyond my control, I do not guarantee the accuracy of this document and am not liable for reliance on this information. This document was created as basic plan submittal guide under the Code in effect at the time of creation. It is not intended to cover all circumstances.

### Zoning Approval is required

Please contact the Green County Zoning and Land Use Office for further information.

Phone: (608) 328-9423

Email: [greenzone@tds.net](mailto:greenzone@tds.net)

Web: [www.co.green.wi.gov/](http://www.co.green.wi.gov/)

### Town Building Permit is required

**Items required in order to obtain a building permit.** All of the following documents are required to obtain a building permit. If you do not have all of these documents, you may obtain an early start permit for an additional fee which will allow the installation of footings and foundation only. Foundation drain tile, backfilling, or any other work is **not allowed** until a building permit is issued.

Items needed for approval:

- One copy of your Green County Zoning and Land Use Permit.
- One copy of Township Driveway permit. Please contact Abel Schultz 608-289\*8458 or [abel72as@gmail.com](mailto:abel72as@gmail.com)
- Completed permit application. You must file an application online through the state portal at: <https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>
- One pdf (electronic) copy of Building Plans (preferred) or two paper copies (no larger than 11X17). The following features shall be included on all floor plans:
  - The size and location of all rooms, doors, windows, structural features, exit passageways and stairs.
  - The use of each room.
  - The location of plumbing fixtures, chimneys, heating and cooling appliances, and a heating distribution layout.
  - The location and construction details of the braced wall lines.
  - **Elevations.** The elevations shall show all of the following:
    - The exterior appearance of the building, including the type of exterior materials.
    - The location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls.
- One copy (pdf) of the REScheck energy analysis worksheet.

All plans submitted for approval shall be accompanied by sufficient data, calculations and information to determine if the dwelling will meet the requirements of the code.

**Note regarding tall walls.** If any walls in the building at any point exceed 12 feet in height, the walls must be designed by an architect or engineer or by an engineered lumber manufacturer (i.e. TJI, LP, Superior, etc.). The design shall be posted on site prior to the inspection of the framing. Framing **will not** be inspected until these walls have an engineered design or some other supporting documentation showing Code compliance.

#### How do I get a permit?

It is the responsibility for the owner or owner's agent to obtain all necessary permits and payment of all fees related to a project (i.e. structural, electric, plumbing and HVAC). Electronic (email) submittal is preferred and more efficient, however you may contact the inspector by the means above to set an appointment for submittal.

#### How long does it take to get a permit?

We can issue most permits within 10 business days. Footing and foundation permits are available for an additional fee.

### Permit Fees

*(In effect as of 1/1/20)*

**Permit Fees are as follows:**

#### Residential One and Two Family

\$0.25 per sq. foot all floors, basement, garage, and any porch/deck area  
 (Fees include Structural, Electric, Plumbing, HVAC and Erosion Control)

<b>Plan Review Fee</b>	\$25/half-hour (average 2 hours)
<b>State Seal</b>	\$40.00
<b>Occupancy Fee</b>	\$50.00
<b>Early Start Permit (Footings/Foundation)</b>	
<b>DOES NOT INCLUDE INSPECTIONS</b>	\$75.00
<b>Special Inspections</b>	\$50.00

### Drain tile

A complete drain tile system is required to be installed around all foundations in accordance with Town Policy. This includes interior and exterior drain tile and bleeders every eight feet. The Town will allow a waiver of exemption to be submitted by a Wisconsin registered engineer or soil tester in lieu of drain tile installation, but it must be submitted prior to any concrete work being done.

## Inspections

Items listed under the check boxes may be done all together.

- Building Footings (or floating slab)
- Building Foundation
  - Building Foundation Drain Tile
- Groundwork Plumbing (with air or water test present)
- Building Electrical Service (Temporary and Permanent)
- Building Roughs (prior to installing insulation or any covering)
  - Rough Framing
  - Rough Electrical
  - Rough Plumbing (with air or water test present)

**Note:** An Affidavit of Testing is required to be submitted to the Inspector for all Air Admittance Valve installations.

- Rough HVAC
- Insulation/Vapor Barrier
- Final Occupancy Inspection

**Note:** Prior to a Final Occupancy Inspection, the following forms must be submitted to the Inspector:

  - Air Admittance Valve Testing Affidavit
  - Insulation Compliance Statement
  - HVAC Testing and Balancing Affidavit

**It is the permit holder's responsibility to contact the inspector for all inspections**

## Other Information

- **Construction Driveways** must be installed prior to construction in accordance with all applicable Municipal requirements but in no cases less than 12' wide consisting of 2" to 3" aggregate stone 6" deep. Construction driveways must be kept clear of debris, snow and mud at all times to allow the inspector safe passage to the job site. **Failure to comply with these measures will result in a stop work order posted until such time safe passage is provided.**
- Important changes in pressure treated woods have resulted in the requirements for specific fasteners, such as bolts, screws, etc. Ask your lumber supplier for more information.
- Not all pressure treated (green or brown) lumber is rated for ground contact. Foundation posts must be suitable for ground contact.
- Exterior materials and finishes must complement the exterior finish of the principle building on the lot.
- All construction, energy and HVAC related methods must comply with the current Chapter SPS 321, 322 and 323 of the Wisconsin Uniform Dwelling Code.
- All wiring methods must comply with the current National Electric Code and Chapter SPS 316 of the Wisconsin Administrative Code.

- All plumbing installations must comply with the current Wisconsin Plumbing Code Chapters SPS 381 through 384.
- The Wisconsin Administrative Codes may be downloaded from the Department of Safety and Professional Services Website:  
<https://dsps.wi.gov/Pages/Programs/Default.aspx>

## Additional Forms

You may request the following forms from the building inspector.

- Drain Tile Waiver
- Air Admittance Valve Testing Affidavit
- Insulation Compliance Statement
- HVAC Testing and Balancing Affidavit



**(800) 242-8511**

<http://www.diggershotline.com/>

Plan ahead! Give Diggers Hotline a call at least three working days prior to the start date of your excavation. The call center is open 24 hours a day and 365 days a year, but the busiest times are Monday and Tuesday mornings.



**Brian L. Flannery**  
State Certified Building Inspector  
405 4<sup>th</sup> Street  
Albany, WI 53502  
Phone: (608) 558-1833  
Email: [brianflannery@tds.net](mailto:brianflannery@tds.net)

# One and Two Family Construction Acknowledgement

I certify that I have read and understand the requirements for permits and inspections as set forth in the One and Two Family Construction Document.

Permit Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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