

**Village Of Raymond Building Permit Checklist**  
**Lee Greivell, Building Inspector**  
**Office Hours: Tuesdays & Thursdays 8:30-10:00 a.m.**  
**Phone: 262-424-6957**

**SOIL DISTURBANCE AND EROSION CONTROL CHECKLIST AND AGREEMENT TO REIMBURSE MUST BE SIGNED FOR ALL NEW CONSTRUCTION.**

**ADDRESS AND CULVERT PERMIT APPLICATION MUST BE DONE PRIOR TO NEW CONSTRUCTION**

**NEW HOME:**

- \_\_\_\_\_ 1 copy of Address & Culvert Permit (\$25, pick up from Zoning Admin.)
- \_\_\_\_\_ 1 copy of Village of Raymond Zoning Permit
- \_\_\_\_\_ 1 set of working plans (must show all specifications)
- \_\_\_\_\_ 1 Certified Survey
- \_\_\_\_\_ 1 completed building permit application form
- \_\_\_\_\_ 1 Topographical Map
- \_\_\_\_\_ 1 set of Heat Calculations (can be obtained by heating contractor)
- \_\_\_\_\_ All new homes/additions are required to have an erosion control plan. Should show in the survey the following:
  - 1) Access drive/tracking pad with 2"-3" stone
  - 2) Stock pile location
  - 3) Grades on point elevation of existing and proposed elevations
  - 4) Specific notes of grades of 12% or greater
  - 5) Any existing vegetation for example: Grass, hay field, etc.
- \_\_\_\_\_ 1 BUILDING PERMIT APPLICATION COMPLETED ONLINE AT:  
<https://dsps.wi.gov/Pages/Programs/UDC/Default.aspx>  
Building Permit Checklist (this form)
- \_\_\_\_\_ Completion Bond of \$1,000.00 if project cost is more than \$5,000.00 to be paid upon permit issuance.
- \_\_\_\_\_ Request to appear before planning commission form filled out with \$25 fee (if required by Village Building Inspector).

**DECK:**

- \_\_\_\_\_ 1 copy of Zoning Permit
- \_\_\_\_\_ 1 set of working plans (must show all specifications)
- \_\_\_\_\_ 1 completed building permit application form
- \_\_\_\_\_ Building Permit checklist (this form)
  
- \_\_\_\_\_ Request to appear before planning commission form filled out with \$25 fee (if required by Village Building Inspector).

**ADDITIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1 copy of Zoning Permit
- 1 set of working blue prints (must show all specifications)
- 1 topographical map
- 1 CSM for additions that change footprint of building

All new homes/additions are required to have an erosion control plan. Should show in the survey the following:

- 1) Access drive/tracking pad with 2"-3" stone
- 2) Stock pile location
- 3) Grades on point elevation of existing and proposed elevations
- 4) Specific notes of grades of 12% or greater
- 5) Any existing vegetation for example: Grass, hay field, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1 completed building permit application form
- Building Permit Checklist (this form)

Request to appear before planning commission form filled out with \$25 fee (if required by Village Building Inspector).

**REMODEL:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1 Set of Plans (Plans must show before & after)
- 1 completed building permit application form
- Building Permit Checklist (this form)

Request to appear before Planning Commission form filled out with \$25 fee (if required by building inspector).

**POOLS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1 copy of Zoning Permit
- 1 set of Plans or 3 copies of brochure from company
- 1 topographical map
- 1 completed building permit application form
- Building Permit checklist (this form)

Request to appear before Planning Commission form filled out with \$25 fee (if required by building inspector).

**ACCESSORY BUILDINGS:**

- \_\_\_\_\_ 1 copy of Zoning Permit
- \_\_\_\_\_ 1 set of plans including truss calculations showing 30 b. Live load minimum
- \_\_\_\_\_ 1 topographical map
- \_\_\_\_\_ 1 CSM
- \_\_\_\_\_ 1 completed building permit application
- \_\_\_\_\_ Building Permit Checklist (this form)
- \_\_\_\_\_ Request to appear before Planning Commission form filled out with \$25 fee (if required by building inspector).

**SHEDS/ACCESSORY BUILDINGS (Up to 200 sq. feet)**

- \_\_\_\_\_ 1 copy of Zoning Permit
- \_\_\_\_\_ 1 set of working blue prints (must show all specifications)
- \_\_\_\_\_ 1 completed Building Permit Application Form
- \_\_\_\_\_ Building Permit Checklist (this form)
- \_\_\_\_\_ Completion Bond of \$1,000.00 if project cost is more than \$5,000.00 to be paid upon permit issuance
- \_\_\_\_\_ Request to appear before Planning Commission form filled out with \$25 fee (if required by building inspector).

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

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

**NOTES:**

**No copies will be made**  
**No permits will be issued if there are missing items – Please no exceptions**  
**No incomplete packets will be accepted. NO EXCEPTIONS!!**  
**Building permit costs will be determined once all needed items are turned in to building inspector.**

**VILLAGE ZONING ADMINISTRATOR:**

**ORRIN SUMWALT / JEFF MUENKEL**  
**Foth Infrastructure & Environment**  
**414-386-7171**  
**orrin.sumwalt@foth.com**  
**jeff.muenkel@foth.com**  
**Office hours: Tuesdays 8:30 – 11:00 a.m.**

**SOIL DISTURBANCE AND EROSION CONTROL  
CHECKLIST FOR NEW CONSTRUCTION**

**\*\*EROSION CONTROL AND/OR GRADING PLAN MUST BE  
SUBMITTED AT THE TIME CSM & TOPOGRAPHY ARE PRESENTED\*\***

**Circle One:**

1. Will you be disturbing an area greater than 10,000 square feet?    **YES**            **NO**
2. Will you be changing the grade plus or minus 1 foot or more?    **YES**            **NO**

**Tile Disturbance must be reported immediately to the Village Clerk. A fee will be charged for inspection and/or engineering support.**

**\*\*Erosion Control is required in most circumstances. The Building Inspector will be the person to decide and will be inspecting upon completion of this certificate\*\***

**By signing this document, the person doing so acknowledges that they are aware that the Village of Raymond has soil disturbance Ordinances 26-31 through 26-43 pertaining to soil disturbance and erosion control and Ordinance 34-12 pertaining to Drain Tiles. If the applicant has answered yes to any of the questions above, they must obtain a soil disturbance permit before starting any work or face a penalty by the Village of Raymond.**

**OWNER MUST SIGN THIS FORM!! PROPERTY OWNER IS RESPONSIBLE IN ANY CASE**

**Owner of Property  
(signature):** \_\_\_\_\_

**Owner of Property  
(printed name):** \_\_\_\_\_

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

**Agent (if any):**

**Name/Title/Company  
Name:** \_\_\_\_\_

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

## **AGREEMENT TO REIMBURSEMENT OF ENGINEERING, PLANNING, LEGAL & ADMINISTRATIVE COSTS**

The applicant agrees to pay to the Village of Raymond, all reasonable costs for engineering, planning, legal and administrative expenses incurred by the Village. Such costs shall include the cost of its own engineers, attorneys, inspectors, agents, sub-contractors and employees. The cost for Village employees' time shall be based upon the classification of the employee and the rates established by the Village Board, from time to time, for each such classification. The applicant understands that the legal and/or engineering consultants retained by the Village are acting exclusively on behalf of the Village and not the applicant.

Project Description: \_\_\_\_\_

Project Location: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

I fully agree to reimburse the Village for all costs stipulated above for the above-referenced project.

\_\_\_\_\_  
Applicant's Signature (must be property owner)

### ***PERMIT NOTICE***

If you are using a Contractor with your permit, the Village of Raymond recommends the following:

1. Get three Bids
2. Check out the Contractor with the Better Business Bureau
3. References: Three Non-Friend and Non-Relative
4. Find out how long they have been in business
5. Check Bank References
6. Ask how many projects similar to yours that they have done
7. Get costs and deadlines in writing
8. Get a copy of their liability and injury insurance