



# CITY OF OAK CREEK

## SINGLE FAMILY & DUPLEX HOMES

## CONSTRUCTION/PERMIT REQUIREMENTS



If you have any further questions you can reach the appropriate Inspector at the numbers and between the hours listed below.

Inspection Department  
General Number..... 768-6547  
Fax Number ..... 768-6589  
Office Hours: 8 - 5 p.m.

Building Inspector..... 768-6545  
Office Hours:  
8 - 9:30 a.m., 1 - 2 p.m. & 4-5 p.m.

Plumbing Inspector ..... 768-6544  
Office Hours:  
8 - 9:30 a.m., 1 - 2 p.m. & 4-5 p.m.

Electrical Inspector ..... 768-6546  
Office Hours:  
8 - 9:30 a.m., 1 - 2 p.m. & 4-5 p.m.

Supervisor ..... 768-6547

*The information provided herein is found in various sections of the City of Oak Creek Municipal Code and the Wisconsin Administrative Code and is not intended to be all inclusive.*



## PERMIT FEES

Permit fees vary with the size of the house and items in it. Permit fee schedules are available in the Inspection Department. The following is an example of a typical permit fee for a 2,000 square foot single family ranch home with 450 square foot garage:

Plan Review .....	\$125
Erosion Control.....	\$ 60
Occupancy Certificate.....	\$ 40
Wisconsin Permit Seal .....	\$ 30
Inspection (Building) .....	\$446
Heating .....	\$ 90
Air Conditioning .....	\$ 50
Fireplace.....	\$ 50
Deck .....	\$ 40
Plumbing Permit .....	\$300
Electrical Permit.....	<u>\$300</u>
<b>TOTAL .....</b>	<b>\$1,531</b>

Please note that the property is subject to IMPACT FEES. Impact fees are \$3,996 per unit. The fees must be paid at the time the building permit is picked up.

If you have a ditch in front of your property, you are required to have the City Street Department install a culvert for your driveway. This culvert must be installed before the Building Permit will be issued. Contact the Street Department at 768-6553 for the cost of this installation and to make arrangements.

## THE FOLLOWING ITEMS ARE REQUIRED TO BE SUBMITTED FOR SINGLE/TWO FAMILY NEW CONSTRUCTION FOR ISSUANCE OF A BUILDING PERMIT.

1. A City of Oak Creek application form. Part I of the application is to be completed. A signature is required at the bottom of the application.
2. A State of Wisconsin application form. Application is to be completed up to and including the signature line.
3. Three sets of building plans.
4. Two copies of the plat of survey. Survey shall provide all the information required by the City of Oak Creek Engineering Design Manual.
5. Heat loss calculations.
6. A copy of the truss calculations, if trusses are being used. (May be submitted prior to rough inspection.)
7. An Erosion Control Permit application form.
8. One City of Oak Creek Occupancy Permit application completed.

- Erosion control measures are required from the time the footing is installed until ground cover is provided.
- Allow approximately two weeks processing time from time of application submittal to permit issuance.
- Zoning Code requirements, as specified for the zoning district in which your home will be located, also must be complied with for your plan to be approved.

\* \* \*





**THE FOLLOWING IS A CHECKLIST FOR SUBMITTING DRAWINGS & INFORMATION WHEN MAKING APPLICATION FOR A BUILDING PERMIT.**

Drawings must be legible and drawn to scale or dimensioned & include:

1. *A plot plan showing the location of the dwelling and any other buildings, wells and disposal systems on the property with respect to property lines. Additional information as required by the City of Oak Creek Engineering Design Manual.*

2. *Floor plan (including basement) which shows:*

The size & location of:

-  Rooms
-  Doors
-  Windows
-  Room use

***Temporary Occupancy***

If the structure is substantially completed a Temporary Occupancy may be issued subject to the completion of landscaping and driveway installations within one year from the date of issue.

***Occupancy***

If the construction of the structure and site plan comply with the approved plans and the Municipal Code then an Occupancy Permit will be issued.

***PLEASE NOTE:*** *The contractor responsible should arrange for inspections by notifying the Inspection Department a minimum of 24 hours in advance. The Inspection Department has two (2) business days by State Code requirements to complete the inspection before proceeding.*



### ***Rough Carpentry***

Prior to concealment of any work, the framing must be inspected and approved.

### ***Rough Heating, Ventilating and Air Conditioning***

Prior to concealment of any work, the HVAC system must be inspected and approved. This inspection is completed at the same time as the rough carpentry inspection.

### ***Insulation***


Prior to drywall or other type of wall coverings, the insulation and vapor barrier must be inspected and approved.


### ***Final Inspections***


The dwelling may not be occupied until final inspections have been made which finds that **NO VIOLATIONS OF THE ZONING, BUILDING, ELECTRICAL, AND PLUMBING CODES EXIST THAT COULD AFFECT THE HEALTH AND SAFETY OF THE OCCUPANT.**


### ***Final Grade Certification***


Prior to occupancy an "as-built" survey that certifies that grades substantially comply with the Master Grading Plan must be submitted to the City Engineer for approval. If final grading has not been completed other arrangements must be made with the City Engineer prior to occupancy.


 Structural features - size, species and grade of lumber or other structural material for joists, beams, rafters, trusses, headers, studs, and columns; strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floors and any other concrete work; height and thickness of concrete and/or masonry construction


 Exit passageways (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights)

 Plumbing fixtures (bathroom, kitchen, heater, softener, etc.)


 Chimney(s) - include also the type of construction (masonry or factory built) and rating, if metal


 Heating and air conditioning equipment

 Attic and crawl space access

 Fire separation between dwelling and garage

3. *Elevation drawings which show:*

 Information on exterior appearance

 Indicate the location, size, and configuration of doors, windows, roof, chimneys, and exterior grade level

4. *Cross-sectional drawing which shows:*





Footing and foundation wall sizes, drain tile system and types of materials



Exterior wall construction identifying materials used (including insulation and vapor barrier)



Roof construction identifying materials used and spans (including insulation and vapor barrier)



Floor construction identifying materials used and spans (including insulation, if used)

5. *Additional information to help determine compliance with the code, such as:*



Location of smoke detectors



Size and location of ventilation openings for attic and crawlspaces



Location of exhaust fans



Location of sump pump



Location of washer and dryer



**THE FOLLOWING IS A LIST OF THE INSPECTIONS REQUIRED FOR THE CONSTRUCTION OF YOUR HOME.**

***Footing Inspection***

Prior to pouring concrete, the forms and soil must be inspected and approved. The recertification form must be filled out and available on the site. The erosion control silt fence and stone drive should be installed at this time.

***Foundation Inspection***

Prior to any backfilling, the foundation walls, tile and bleeders, stone cover, and steel beams must be inspected and approved.

***Underfloor Plumbing***

The underfloor plumbing must be inspected prior to basement floor inspection.

***Basement Floor***

Prior to pouring concrete, the inside drain tile, bleeders, stone fill, vapor barrier, and column pads must be inspected and approved.

***Rough Plumbing***

Prior to the rough carpentry inspection your plumbing waste, drain, and vent must be inspected.

***Rough Electrical***

Prior to the rough carpentry inspection your wiring installation must be inspected.