



Paul Hanlon – Building Inspector
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One & Two Family Dwelling Permit Check List

- Completed Building Permit Application Form
 - a. All contractor information must be complete including current credential numbers
- Two (2) sets of building plans drawn to scale (Electronic format is preferred)
- A completed Heat Loss Calculation worksheet
 - a. RES check version 4.2.2 Wisconsin 2009 or newer
- Site plan showing all setbacks from the property lines
- Erosion control plan per SPS 321.125(2)
- Water / Sewer Service Application
 - a. If sewer is not available a Sanitary Permit from Outagamie County will be required
- Water / Sewer Lateral Application
- Site / Grade Elevations -
 - a. **Minimum slope** from building foundation out is 1/2" per foot for 10 feet or to the lot line, whichever is greater - SPS 321.12
 - b. **Maximum elevation** from top of curb to top of foundation is 24"
- Driveway Permit Application
- Escrow draw agreement
- Clear Water Meter Contract (Optional)
 - a. (Plumbing requirements for clear water meter attached to contract)

I have read and understand all of the requirements of the Village of Hortonville Building Inspection Department. I also agree and understand that occupancy of **ANY RESIDENTIAL UNIT** in the Village prior to having been issued an occupancy permit may result in fines up to \$500.00 with no less than forfeiture of the entire escrow account.

Contractor / Owner

Date

Inspection Requirements

- Footing and foundation prior to backfilling
 - (Drain tile, stone and foam must be in place)
- Underground plumbing before covering
- Electric service
- Rough-in construction for all trades (Construction, electrical, plumbing, and HVAC)
- Insulation before covering
- Final inspection prior to occupancy

Village Ordinances

1. Backwater valves are required on all floor drains located in the basement
2. All clear water discharges must be connected directly to any available storm sewer.
3. A ball valve is required below the water meter
4. Road clean-up is the responsibility of the contractor on the same day or a fee against the escrow will be assessed
5. All dwelling units, such as in a duplex or condominium, shall have its own separate water level.

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Contractor / Owner

Date

Return to Building Inspector

Village of Hortonville – Building Permit Application

118 N. Mill St., PO Box 99, Hortonville WI, 54944

Phone: 920-779-6011

Property Owner: _____ Date: ___/___/___

Property Address: _____ Phone: _____

Contractor: _____ Phone: _____
(Additional Contractors shall be listed below)

Address: _____ Credential # _____
(City, State and Zip Code)

Starting Date ___/___/___

Permit Requested: [] Construction [] Heating [] Plumbing [] Electrical [] Other _____

Zoning Designation: R-1, R-2, R-3, C-1, C-2, I1, I2, A, A1, W, PUD
(Circle Applicable Zoning)

Blue Print / Sketch Furnished: [] Yes [] No Property Stakes Located [] Yes [] No
(Required for additions and new construction)

Project Description:

Cost of Project (Labor & Materials) \$ _____

Signature (Owner or Contractor) _____

Owner / Contractor is responsible for scheduling all inspections. 24 hour notice required.

+++++

Contractor: _____ Phone: _____

Address: _____ Credential # _____
(City, State and Zip Code)

Contractor: _____ Phone: _____

Address: _____ Credential # _____
(City, State and Zip Code)

Contractor: _____ Phone: _____

Address: _____ Credential # _____
(City, State and Zip Code)

WATER & SEWER UTILITY – VILLAGE OF HORTONVILLE

531 N. Nash Street, PO Box 99

Hortonville WI 54944-0099

Phone: 920-779-6011

Procedure for Obtaining Construction Water

1. The Public Works Department will need to be notified a minimum of 48 hours in advance of the need for construction water. Please call the Village Administration office at 779-6011 between 7:00 a.m. and 3:30 p.m.
2. The plumber should acquire the meter horn from the Wastewater Treatment Plant at 521 W. Cedar St. and have it plumbed in place.
3. A date and time will need to be scheduled when the plumber can meet a Public Works employee at the construction site.
4. The Public Works employee will bring the water meter(s) to the site. The Public Works employee will install the water meter(s) and turn the water on.

APPLICATION FOR WATER/SEWER SERVICE

VILLAGE OF HORTONVILLE WATER AND SEWER UTILITY

531 N. Nash St., PO Box 99

Hortonville, WI 54944-0099

(920)779-6011

OWNER INFORMATION (please print)

Last Name, First Name, Middle Initial

Telephone Number

Mailing Address

SERVICE INFORMATION

Address to Connect (service address)

Date of Application

I, _____ (owner signature), request service in accordance with the terms appearing on the bottom of the application.

I have / do not have (circle one) an outstanding account with this Utility which has accrued in the last six years prior to the date of this application.

If my account becomes delinquent and the Utility finds it necessary to discontinue my service, I hereby acknowledge my right, provided I make such request in writing, to request the Utility to notify the Department of Health and Social Services at least five (5) calendar days prior to the scheduled disconnection.

TERMS AND CONDITIONS OF SERVICE

The applicant whose signature appears on the above application applies to the Hortonville Water and Sewer Utility for service to be supplied at the address herein described and, upon request, at any other local address to which he may move. The applicant agrees to pay for said services as bills are rendered therefore in accordance with the rates, rules and regulations filed with and authorized by the Public Service Commission of Wisconsin and in effect at the time of delivery of the service. Copies of rate schedules and rules and regulations applicable to the applicant are available at the address of the Utility above.

If the meter horn for the water meter is not provided and installed by the builder or developer, the Village reserves the right to provide and so install if necessary and charge the owner directly for the cost of the meter horn and installation.

Application approve by:

Date:

Date of connection:

Water Utility Operating Rules

Establishment of Service

Schedule No. X-1

Application for water service may be made in writing on a form furnished by the water utility. The application will contain the legal description of the property to be served, the name of the owner, the exact use to be made of the service, and the size of the service lateral and meter desired. Note particularly any special refrigeration, fire protection, or water-consuming air-conditioning equipment.

Service will be furnished only if (1) the premises have a frontage on a properly platted street or public strip in which a cast iron or other long-life water main has been laid, or where the property owner has agreed to and complied with the provisions of the water utility's filed main extension rule, (2) the property owner has installed or agrees to install a service lateral from the curb stop to the point of use that is not less than 6 feet below the surface of an established or proposed grade and meets the water utility's specifications, and (3) the premises have adequate piping beyond the metering point.

The owner of a multi-unit dwelling has the option of being served by individual metered water service to each unit. The owner, by selecting this option, is required to provide interior plumbing and meter settings to enable individual metered service to each unit and individual disconnection without affecting service to other units. Each meter and meter connection will be treated as a separate water utility account for the purpose of the filed rules and regulations.

No division of the water service lateral to any lot or parcel of land shall be made for the extension and independent metering of the supply to an adjoining lot or parcel of land. Except for duplexes, no division of a water service lateral shall be made at the curb for separate supplies for two or more separate premises having frontage on any street or public service strip, whether owned by the same or different parties. Duplexes may be served by one lateral provided (1) individual metered service and disconnection is provided and (2) it is permitted by local ordinance.

Buildings used in the same business, located on the same parcel, and served by a single lateral may have the customer's water supply piping installed to a central point so that volume can be metered in one place.

The water utility may withhold approval of any application where full information of the purpose of such supply is not clearly indicated and set forth by the applicant property owner.

VILLAGE OF HORTONVILLE
Water/Sewer Lateral Permit Application

Date of Application: _____ \$60.00 Fee

Name of Owner: _____ Phone #: _____

Owners Address: _____

City State Zip

Project Address: _____

CONTRACTOR:

Name: _____

Phone #: _____

Sketch of Project:

Please Return To:

Village of Hortonville
Dept. of Public Works
P.O.Box 99
Hortonville, WI 54944

Approved By: _____

Date Approved: _____

Date Permit Fee Paid/Receipt#: _____

OBTAINING DRIVEWAY GRADES

It shall be the responsibility of the driveway contractor to obtain necessary final driveway grades. Such driveway grades are required for any new driveway being installed to meet grade elevations of Village streets so as not to cause problems to the homeowner when either entering or leaving the driveway. Correct driveway grades can be obtained by any one of the following three (3) options:

- OPTION 1: The driveway contractor can survey the driveway grades using known elevations from the drainage plan.
- OPTION 2: The driveway contractor can hire an independent surveyor to stake the driveway grades.
- OPTION 3: The driveway contractor can hire the Village's engineering firm of McMahon Engineering (920-751-4200) to survey the needed driveway grades. This option would require the driveway contractor to make contact with the Village engineer a minimum of two (2) weeks in advance to schedule the date for said survey. The estimated cost for this service is \$200.00.

BY SIGNING THIS DOCUMENT, THE UNDERSIGNED AGREES TO HOLD THE VILLAGE OF HORTONVILLE HARMLESS FOR ANY AND ALL LIABILITY OR DAMAGES ARISING FROM THE DETERMINATION AND CONSTRUCTION OF FINAL DRIVEWAY GRADES. THE UNDERSIGNED ARE SOLELY RESPONSIBLE FOR THE ESTABLISHMENT AND CONSTRUCTION OF FINAL DRIVEWAY GRADES. This form must be signed, dated, with the selected option to determine driveway grades plainly indicated and then returned to the Village of Hortonville Administration Office.

Owners: _____

Address: _____

Driveway Contractor: _____

Date: _____

Phone Number: _____

Option # Selected: _____

Signature: _____

VILLAGE OF HORTONVILLE

Driveway Permit Application

Date of Application: _____

\$40 Fee

Name of Owner: _____ Phone #: _____

Owners Address: _____

City

State

Zip

Project Address: _____

CONTRACTOR:

Name: _____

Address: _____

Phone #: _____

Sketch of Project:

Gravel

Asphalt

Concrete

Please Return To:

Village of Hortonville
Dept. of Public Works
P.O.Box 99
Hortonville, WI 54944

Approved By: _____

Date Approved: _____

Date Permit Fee Paid/Receipt #: _____

ESCROW DRAW AGREEMENT

Permit No. _____ Project Property Address: _____

Owner's Name: _____

Escrow Received: _____ Receipt No. _____
Date

PRINT NAME OF PERSON PAYING ESCROW: _____

Print Address of above Person for Return of Escrow:

I do hereby understand that the Village Building Inspector may require one or more draws against the escrow account due to the fact that some work was not completed up to code thereby requiring additional inspections after correction.

Signature of Person Paying Escrow Date

ESCROW DRAWS ESCROW AMOUNT: _____

DATE: _____ DRAW AMOUNT: _____

BALANCE: _____

REASON _____

DATE: _____ DRAW AMOUNT: _____

BALANCE: _____

REASON _____

DATE: _____ DRAW AMOUNT: _____

BALANCE: _____

REASON _____

DATE: _____ DRAW AMOUNT: _____

BALANCE: _____

REASON _____

CLEAR WATER METER (SECOND METER) TO REGISTER WATER USED OUTSIDE

1. Customer must make the request for the second meter.
2. A contract specifying PSC regulations and acknowledging receipt of same must be completed (pages 2 and 3).
3. Customer must get a building permit for this project if it is not part of a larger plumbing project that already has a building permit.
4. Meter must be placed inside the house where the Utility specifies (page 4).
5. Regular reading and billing cycles apply.
6. The customer is responsible for protecting the meter from damage. For example, the meter must be protected from freezing during the winter months. The meter belongs to the Utility; if damaged, the customer is responsible for repair and/or replacement costs.
7. As long as the meter is in the house, the quarterly rental charge applies.
8. In the event of a disconnection, there is a provision for a reconnection charge.

VILLAGE OF HORTONVILLE
WATER & SEWER UTILITY

CLEAR WATER METER CONTRACT

PLEASE PRINT

Metered Address

Last Name, First Name and Initial

Date

Mailing Address - Include PO Box or Street Address, City, State, & Zip Code

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1. If a customer requests the installation of an additional meter to receive credit for clear water not discharged into the sanitary sewer system the Utility shall furnish and install this additional meter. A **rental fee of \$12.00 per quarter** shall be charged for the use of a 5/8 inch meter. Such rental fee applies until the meter is disconnected and removed by the Utility.
 2. All meters shall be so located that they shall be protected from obstructions and permit ready access thereto for reading, inspection, and servicing, such location to be designated by the Utility. All piping within the building shall be supplied and paid for by the consumer. Outside faucets will be plumbed directly to the clear water meter.
 3. The customer shall shut off water to the meter and take proper precautions to prevent freezing of the meter. Repair of any damage to a meter resulting from the carelessness of the owner of the premises, owner's agent, or tenant, or from the negligence of any one of them to properly secure and protect same, including any damage that may result from allowing a water meter to become frozen or to be injured from the presence of hot water or steam in the meter, shall be paid for by the consumer or the owner of the premises.
 4. The water measured by the second meter shall not be discharged to the sanitary sewer system, nor shall the meter be tampered with. When the Utility has reasonable evidence that a consumer is obtaining water, in whole or in part, by means of devices or methods used to stop or interfere with the proper metering of the Utility service being delivered, the Utility reserves the right to estimate and present immediately a bill for service unmetered as a result of such interference and such bill shall be payable subject to a 24-hour disconnection of the service.

5. Bills for water service are rendered quarterly and become due and payable on the first of the month following the period for which service is rendered. A late payment charge of 1 percent per month will be added to bills not paid within 20 days of issuance.
6. The customer may request the disconnection and removal of the meter by the Utility. The customer shall be charged for reinstallation of the meter.

CHARGES

Building Permit	\$_____	see building inspector
5/8" Meter Horn	\$100.00	supplied upon request for meter installation
Quarterly Rental of 5/8" meter	\$ 12.00	
Water Volume Charge	\$ 4.10	per thousand gallons up to 30 thousand gallons
Meter Reinstallation	\$ 30.00	

The undersigned, having requested the installation of a second water meter to receive credit for clear water not discharged into the sanitary sewer system, acknowledges receipt of the above Public Service Commission rules and agrees to abide by them.

Signature of Applicant

Date