



# City of Fond du Lac First on the Lake

**NEW HOME**

Website: [www.fdl.wi.gov](http://www.fdl.wi.gov)

City-County Government Center  
160 S. Macy Street~P.O. Box 150~Fond du Lac, WI 54936-0150

## **INFORMATION REQUIRED FOR SUBMITTAL OF RESIDENTIAL BUILDING PERMIT APPLICATIONS (1 & 2 FAMILY DWELLINGS and additions 650 square feet and over)**

**1 APPROVED COPY OF DRAINAGE PLAN – See Drainage Plan Application from Engineering Department**

**2 COPIES OF BUILDING PLAN ELEVATIONS; PLANS MUST BE DIMENSIONALIZED (PLANS NO LARGER THAN 11X17, DIGITAL PLANS ARE PREFERRED IN LIEU OF PAPER)- Email plans to [fdlinspections@fdl.wi.gov](mailto:fdlinspections@fdl.wi.gov)**

- **FLOOR PLANS – should have the following noted on the plan:**

ROOM DIMENSIONS  
WINDOW SIZES  
HEADER SIZES AND MATERIALS  
ATTIC ACCESS LOCATIONS  
DOOR SIZES  
HALLWAY DIMENSIONS

APPLIANCE LOCATIONS  
HVAC DUCT LAYOUT  
STAIR LOCATIONS  
DETAILED WALL CROSS SECTION  
PLUMBING FIXTURE LOCATIONS  
WALL BRACING REQUIREMENTS

- **FOUNDATION PLANS**

FOOTING DIMENSIONS  
WALL DIMENSIONS  
COLUMN FOOTINGS & DIMENSIONS

BEAM TYPE & SIZE  
FLOOR JOIST TYPE & SIZE  
SUMP PUMP LOCATION

- **COMPLETED ENERGY CALCULATIONS**
- **EROSION CONTROL PLAN**
- **SITE PLANS SHOWING ALL EASEMENTS, FLOOD PLAINS AND SETBACKS THAT PERTAIN TO THIS LOT**
- **COMPLETED FOND DU LAC BUILDING PERMIT APPLICATION FORM – 1 permit will be issued for entire project**

\*Please allow 7 business days for processing of your permit once all items are submitted\*.

# ***CITY OF FOND DU LAC – Memorandum***

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Engineering & Traffic Division

**Date:** April 18<sup>th</sup>, 2018

**To:** Contractors – Architects – Surveyors

**From:** Paul De Vries, P.E., City Engineer

**Re:** Drainage Plan Application & Drainage Deposit – **Effective May 1<sup>st</sup>, 2018**

The City of Fond du Lac adopted Ordinance #3660 amending Chapter 325 Erosion Control and Stormwater Management relating to Drainage Plans on March 28, 2018. Amendments to the ordinance include, but not limited to the following information:

- B. **Review Fee Required.** A review fee is required with the submittal of a residential lot drainage plan and shall be paid in an amount set by resolution of the City Council.
- C. **Drainage Deposit Required.** A deposit is required for compliance with residential lot drainage plans and protection of public right-of-way infrastructure (including, but not limited to, sidewalk, driveway aprons, curb/gutter, terrace landscaping, street pavement; and sanitary, water, storm facilities). The deposit shall be returned to the builder or property owner upon the final approved inspection of the lot drainage and public right-of-way infrastructure. If during final inspection, the City Engineer directs corrective work, and said corrective work is not completed, part or all of the deposit may be forfeited to the City of Fond du Lac for use in completing the corrective work. The amount of the deposit shall be set by resolution of the City Council.

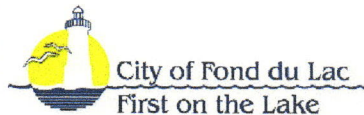
The 2018 Fee for the Drainage Plan Application and Review is \$250.00 and is not refundable. The 2018 Drainage Deposit is \$1,000.00 and is refundable upon approval of the final inspection of the drainage and infrastructure. One check may be issued to cover the fee and deposit.

The Drainage Plan Application and Two (2) stamped Drainage Plans will need to be submitted to the City Engineering Division, 4th floor of the County/City building located at 160 S. Macy St. for review and approval. The Drainage Plan Application form can be completed and downloaded from the City of Fond du Lac's website at [www.fdl.wi.gov](http://www.fdl.wi.gov), Engineering & Traffic Division, and under the tab for Permitting & Fee Schedule.

The primary applicant is responsible for calling City Engineering – 920-322-3470 or emailing [drainage@fdl.wi.gov](mailto:drainage@fdl.wi.gov) to schedule all inspections and close out the permit once work is complete.

Included with this memo is the Drainage Plan Application and the Drainage Plan Requirements. Contractors with questions when completing the new application process please feel free to either call 920-322-3470 or stop in the office to discuss any questions.





## Drainage Plan Application

Engineering & Traffic Division  
160 S. Macy Street, Fond du Lac, WI 54935  
Phone (920) 322-3470/Email [drainage@fdl.wi.gov](mailto:drainage@fdl.wi.gov)

Address of Project:

Lot #/Subdivision:

### Property Owner Information:

Name:

Email:

Address:

Day Phone:

Evening Phone:

Fax:

### Contractor Information:

General:

Contact Person:

Address:

Email:

Phone:

Drainage Plan Prepared By:

Contact Person:

Address:

Email:

Phone:

### NEW 2018 - Chapter 325 – Drainage Plan Application Fee Schedule:

- **Review Fee Required - \$250.00:** A Review Fee and Drainage Plan Application is required with the submittal of a residential lot drainage plan and shall be paid in an amount set by resolution of the City Council. **The REVIEW FEE IS NOT REFUNDABLE.**
- **NEW: DRAINAGE DEPOSIT REQUIRED - \$1,000.00:** A deposit is required for compliance with residential lot drainage plans and protection of public right-of-way. Infrastructure (including, but not limited to, sidewalk, driveway aprons, curb/gutter, terrace landscaping, street pavement; and sanitary, water, storm facilities). The deposit shall be returned to the builder or property owner upon the final approved inspection of the lot drainage and public right-of-way infrastructure. If during final inspection, the City Engineer directs corrective work, and said corrective work is not completed, part or all of the deposit may be forfeited to the City of Fond du Lac for use in completing the corrective work. The amount of the deposit shall be set by resolution of the City Council. **The DRAINAGE DEPOSIT IS REFUNDABLE, to the payee, upon final approved inspection of the lot drainage and public right-of-way infrastructure.**

Applicant Signature agrees to the terms of this Drainage Plan Application: (Sign Below)

Primary Applicant: ☐ Owner ☐ Contractor ☐ Other:

Primary Applicant Name(Print): \_\_\_\_\_

Phone: \_\_\_\_\_

Primary Applicant Signature: \_\_\_\_\_

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

*The primary applicant is responsible for calling City Engineering – 920-322-3470 or emailing [drainage@fdl.wi.gov](mailto:drainage@fdl.wi.gov) to schedule all inspections and close out the permit once work is complete.*

### FOR OFFICE USE ONLY

☐ Approved

☐ Approved Conditionally (See Comments)

☐ Denied

Comments: \_\_\_\_\_

APPROVED BY:

\*Please allow 7 business days for processing of your permit once all items are submitted\*.

## CITY OF FOND DU LAC

### RESIDENTIAL DRAINAGE PLAN REQUIREMENTS

A drainage plan shall be required for construction of any building with an area of 650 square feet or greater and for any grading or landscaping that will change the elevations of a lot. The following items make up a checklist of information that will be required to constitute an adequate drainage plan.

- 1) Person or firm that is preparing a residential drainage plan shall affix the certification (stamp) & signature of a registered engineer, land surveyor or architect as described in Chapter A-E of the Wisconsin Administration Code and required by the Department of Safety and Professional Services. Persons other than described above can prepare residential drainage plans submitted by the Builder, provided the plan includes a stamped certification & signature of a licensed professional ensuring existing conditions of the site on the drainage plan at the time of drainage plan submittal.

The elevation certification in either case shall be of the following form:

I hereby certify that the elevations shown on this drawing are a true and correct representation of the existing conditions as obtained by field survey on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name, Registration No.

Existing elevations shall be provided to adequately portray drainage patterns on and adjacent to the parcel for which the drainage plan is submitted. Such existing elevations shall include, at a minimum, existing grades at lot corners, at grade breaks, adjacent top of curbs, ground elevations at on-site and adjacent structure foundations, and elevations at least 25 feet outside the parcel along side and rear lot lines, ditch flow lines and culverts where applicable, and any storm runoff receiving structure within those limits. Proposed grades shall be shown at lot corners, grade breaks, swales, berms and around the foundation of new structures and anywhere around the structure that the grade changes. If you are preparing a drainage plan for a lot in a subdivision that has a master drainage plan then the grades from the master drainage plan shall be used to design your plan. Show interval proposed grades between master grades on lot lines at least every 25 – 30 feet. Deviation from the master plan will require approval from the City of Fond du Lac Engineering Dept., and written approval from the lot owner, and owners of all adjacent lots that are affected by the change.


- 2) Three (3) copies of the drainage plan will be required, each certified, signed and sealed as noted above. Plans shall be submitted to the City of Fond du Lac Inspection Dept., 1<sup>st</sup> floor of the County building located at 160 S. Macy St. Fond du Lac, WI.

- 3) Plans can be hand drawn or computer generated and must be drawn to scale (not less than 1" = 40'), plan sheets shall be no smaller than 8½" x 11". Show the scale on the drawing.
- 4) Property identification includes: Name of plat, lot number, address, or metes and bounds description. Lot line dimensions must be shown. Include area of lot.
- 5) Properly oriented North Arrow.
- 6) Show utility easements, type and dimension. Show utility structures. (boxes)
- 7) Indicate street names adjacent to proposed site with correct right of way width.
- 8) Show any Floodplain, Floodway and or wetland delineation information which may affect the site.
- 9) Provide the location, elevation, and datum of benchmarks to be used on the construction site. Include a minimum of two benchmarks for accurate cross checking. Benchmarks shall match those provided in accordance with the master drainage plan when applicable. If you are working outside an area with a master drainage plan, benchmarks on the NAVD88 datum shall be used. Call City Engineering Dept. for current updated benchmarks at 920-322-3470.
- 10) Show locations of new buildings, existing buildings, driveways, sidewalks, etc. Dimension the closest point of structure from all lot lines. Show the square footage of the footprint of building including home, garage and stoop.
- 11) Include the name & phone number of firm submitting the plans.
- 12) Legends are necessary. Proposed & existing grades shall be shown differently.
- 13) Drainage patterns should flow along lot lines whenever possible. Lot line grades should not be disturbed in an existing neighborhood without the written approval of adjacent lot owners.
- 14) Show proposed grades at home or structure and everywhere they change around the foundation. The finished grade of the soil shall slope away from the dwelling at a rate of at least ½" per foot for a minimum of 10 feet, or to the lot line, whichever is less.
- 15) Minimum slopes: on grass areas shall be 1.0% (1" per 100')  
on asphalt areas shall be 0.50% (6" per 100')  
on concrete areas shall be 0.40% (4 ¾" per 100')
- 16) If a culvert is necessary then provide the diameter, length & type. Show proposed flow line grades at both ends. Also show existing & proposed flow lines grades in ditches.
- 17) Roof water shall be deposited no closer than 4 feet from the base of exterior walls and where possible, not closer than 4 feet to any lot line.



- 18) Sump pump water shall discharge not closer than 8 feet to any lot line. A sump pump installed in conjunction with the construction of a residential building shall discharge to the municipal storm sewer via an approved connection. This requirement shall apply where a storm sewer lateral is available for the construction of new single-family & two-family residences.
- 19) Erosion control measures shall be detailed on the drainage plan. Erosion control shall be maintained through construction until landscaping is completed. Erosion control design and installation standards can found on the Dept. of Natural Resources website at: [http://dnr.wi.gov/topic/stormwater/standards/const\\_standards.html](http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). All erosion control measures shall follow the DNR standards.
- 20) Contractors, excavators & landscapers shall ALWAYS work with a City of Fond du Lac stamped approved drainage plan. A copy of the approved drainage plan shall be on site whenever grading work is being performed.

If you have any questions pertaining to the above requirements please call the City of Fond du Lac Engineering Dept. at 920-322-3470 or 920-322-3478.

	<h2 style="margin: 0;">Permit Application</h2> <p style="margin: 0;">(Building, HVAC, Electrical, Plumbing, Fire Protection)</p> <p style="margin: 0;"><b>Building Inspection Department</b>  <b>160 S. Macy Street, Fond du Lac, WI 54935</b>  <b>Phone (920) 322-3570 fdlinspections@fdl.wi.gov</b></p>	<b>Address of Project:</b>  
		<b>Lot #/Subdivision:</b>  
<b>Owner Information:</b>		
Name: _____ Email (if desired): _____		
Address: _____		
Day Phone: _____	Evening Phone: _____	Fax: _____
<b>Contractors: (List All That Apply)</b>		
<b>Contractor Credential Requirements:</b> All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services. Contractors are also required to only subcontract with contractors that hold appropriate contractor credentials.		
<b>General/Structure:</b> _____ Email: _____		Phone: _____
Address: _____		Contact Person: _____
Dwelling Contractor #: _____ Exp. Date: _____	Dwelling Qualifier #: _____ Exp. Date: _____	
<b>Electrical:</b> _____ Email: _____		Phone: _____
Address: _____		Contact Person: _____
Electrical Contractor #: _____ Exp. Date: _____	Master Electrician Cert #: _____ Exp. Date: _____	
<b>HVAC:</b> _____ Email: _____		Phone: _____
Address: _____		Contact Person: _____
HVAC Contractor #: _____ Exp. Date: _____	HVAC Qualifier Cert #: _____ Exp. Date: _____	
<b>Plumbing:</b> _____ Email: _____		Phone: _____
Address: _____		Contact Person: _____
Master Plumber Cert #: _____ Exp. Date: _____		
<b>Project Information Details: (Check and/or Complete All That Apply)</b>		
<input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> New Construction <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Principle Structure <input type="checkbox"/> Seasonal Use <input type="checkbox"/> Permanent Use <input type="checkbox"/> Other: _____		
<b>Description of Project:</b>  		
<b>Total Cost of Project Overall: \$</b> _____		<b>Cost of Construction Work: \$</b> _____
<b>Cost of Electrical work: \$</b> _____	<b>Cost of HVAC Work: \$</b> _____	<b>Cost of Plumbing Work: \$</b> _____
<b>Building Type:</b> <input type="checkbox"/> Multifamily <input type="checkbox"/> Condominium <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Dwelling-1 Family House <input type="checkbox"/> Dwelling-2 Family		
<b>Occupancy Type:</b> <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental Occupied <input type="checkbox"/> # of Units in Building _____		
<b>Furnace Replacement Info:</b> <input type="checkbox"/> Forced Air <input type="checkbox"/> Boiler   Vent Type: <input type="checkbox"/> Power Vent <input type="checkbox"/> Natural Draft   BTU: _____		
<b>Air Conditioner Replacement Info:</b> Type: _____   Tonnage: _____		
<b>Demolition/Moving Permit Requirements:</b>		
<input type="checkbox"/> Moving Existing Structure--deposit required <input type="checkbox"/> Demo-- Garage <input type="checkbox"/> 1 Story home under 1200sqf <input type="checkbox"/> All Others <input type="checkbox"/> Sewer Disconnect		
<b>Early Start Permit:</b>		
We, the undersigned, request to begin footing and foundation work prior to approval of the plans in accordance with SPS 320.09, SPS 361.32 and the city's Municipal Code. Plans have been submitted to the Building Inspection Department and all information requested by Code has been included with the submittal. We agree to make any changes required after the plans have been reviewed and to remove or replace non-code complying parts of the foundation and or footings. We agree to proceed with <u>the footings and foundation only and will not continue</u> with the remainder of the building or structure until <u>Building Permit fees have been paid</u> , the permit has been issued and permit has been posted.		



**New Construction Details:** (For Use With Additions and New Construction Only)

Fond du Lac Municipality #20-226

Submittals: <input type="checkbox"/> Approved Drainage Plan <input type="checkbox"/> Erosion Control Plan <input type="checkbox"/> Energy Worksheet	Square Footage:
<input type="checkbox"/> State Approved Drawings <input type="checkbox"/> Building Plans-Electronic or 11x17 <input type="checkbox"/> Site Plans	Unfinished:
Building Height: _____ Number of Stories: _____ Electrical Panel Amps: _____	Finished:
Foundation Type: <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Other: _____	Garage:
Construction Type: <input type="checkbox"/> Wood <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> One acre or more of soil will be disturbed <input type="checkbox"/> Mfd. Per WI UDC <input type="checkbox"/> Mfd. Per US HUD <input type="checkbox"/> Other: _____	Other:
Heat Loss: Total Building Heating Load from Energy Worksheet in BTU/HR _____	Total:
(For Office Use Only) Wisconsin State Seal # _____ Setbacks: Front: _____ ft Rear: _____ ft Left: _____ ft Right: _____ ft Zoning District: _____	

**Plumbing Details:** (Check All That Apply)

<input type="checkbox"/> Water Heater New or Replacement Info: Fuel Type: <input type="checkbox"/> Electric <input type="checkbox"/> Gas---Vent Type: <input type="checkbox"/> Power Vent <input type="checkbox"/> Natural Draft
<input type="checkbox"/> New Water Service Connection <input type="checkbox"/> Water Meter <input type="checkbox"/> Grease Interceptor <input type="checkbox"/> Turf Sprinklers
<input type="checkbox"/> Water Service Repair <input type="checkbox"/> Sewer Lateral Repair <input type="checkbox"/> Storm Lateral Repair <input type="checkbox"/> Sewer/Storm Disconnect
<input type="checkbox"/> Linear Feet of New Sanitary Pipe _____ <input type="checkbox"/> Linear Feet of New Storm Pipe _____ <input type="checkbox"/> New/Replace Water Softener
<input type="checkbox"/> # of Existing Fixtures Being Replaced _____ <input type="checkbox"/> # of New Fixtures Being Installed/Roughed in _____
(A fixture is anything connected to the water supply or sewer system including but not limited to: clothes washer, floor drain, site drain, any sink, toilet/urinal, air admittance valve, soda fountain, ice machine, catch basin, garbage disposal, hose bib, beer tap, bath tub/shower, sump pump, ejector pump, roof drains)

**Fire Sprinkler Protection:** (Complete If Applies)

<b>Contractor:</b> _____ <b>Email:</b> _____	<b>Phone:</b> _____
<b>Address:</b> _____	<b>Contact Person:</b> _____
<input type="checkbox"/> # of Sprinkler Heads Being Installed/Altered: _____ Cost of Fire Protection Project: \$ _____	

**CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS**

101.65 (1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s.101.654(2)(a), the following consequences might occur:

- The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.
- The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under sub. (1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

You are hereby advised that the owner, as defined in 101.01(2) (e) of Wisconsin State Statutes, is responsible for all code requirements not specifically cited herein. Projects Involving Building Built Before 1978: If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 square feet or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply.

**Wetlands Notice to Permit Applicants:** You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

**The applicant agrees to comply with the Wisconsin Uniform Dwelling Code, Wisconsin Enrolled Commercial Building Code, and all other applicable codes and municipal ordinances and with the conditions of this permit. The applicant understands that the issuance of the permit creates no legal liability, express or implied, on the department or municipality: and certifies that the information is accurate. The applicant agrees to allow the building inspection and assessing staff to access to the property for the inspection of this permit.**

**Applicant Signature agrees to the terms of this Permit Application:** (Sign Below)

Primary Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____
Primary Applicant Name(Print): _____ Phone: _____
Primary Applicant Signature: _____ Date: _____

**The primary applicant is responsible for calling and scheduling all inspections to close out the permit once work is complete.**