



**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

- **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

Engineering & Traffic Division

Date: April 18th, 2018

To: Contractors – Architects – Surveyors

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

Re: Drainage Plan Application & Drainage Deposit – **Effective May 1st, 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, 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 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.