



Community Development Department  
444 West Grand Ave. Wisconsin Rapids, WI 54495  
(715) 421-8228  
Website: <http://wirapids.org/>

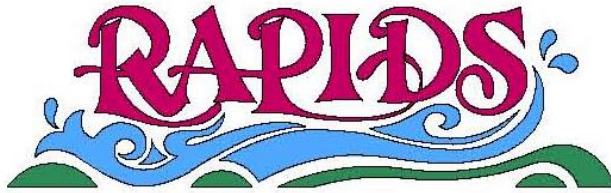
## Permit Application Checklist for Obtaining a New Residential Home Permit

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The following items must be completed and submitted as a packet in order to apply for a residential building permit for a new home:

- Completed online state building permit application for all new one and two family dwellings with DSPS:  
<https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>
  - It is the contractor's responsibility to fully complete and submit this application online. Information on subcontractors, setbacks, square footages, and accurate addresses must be included.
  
- Complete, detailed site plan with the following identified:
  - Lot dimensions, to scale
  - Building setbacks for all structures (i.e. house, garage, shed, fence, etc.) – *See applicable zoning district sheet*
  - Driveways and vehicle parking locations with dimensions
  - Building coverage ratio on the lot
  - Residential floor area size
  
- Full set of building plans for all structures proposed to be constructed
  
- **Note on fees:** *Fees are based on the square footage of the home. Four separate building permits will be issued locally; Building, Electrical, HVAC, and Plumbing permits. A State Seal fee is also included (\$40). Fees are due to the Community Development Department before the permits will be issued.*

**SEE BACK FOR ADDITIONAL BUILDING NOTES**



**Structures and uses permitted in setback areas.**

The following may be located in a required setback area, provided they do not extend into, or are located within, a utility easement or a required fire lane and meet all other requirements of this chapter:

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| <ol style="list-style-type: none"> <li>1. landscaping;</li> <li>2. fences as set forth in Article 15;</li> <li>3. freestanding mailboxes and</li> <li>4. newspaper boxes;</li> <li>5. play equipment, except not in a front yard;</li> <li>6. small objects easily moved by hand such as birdbaths, birdfeeders, and birdhouses;</li> <li>(6) portable grills, picnic tables, and yard furniture but not when located on a patio or deck;</li> <li>7. gardens;</li> <li>8. flag poles,</li> <li>9. compost bins;</li> <li>10. clotheslines;</li> <li>11. retaining walls as set forth in s. 11.07.423;</li> <li>12. sidewalks in a development project, but not closer than 5 feet to a parcel in a residential zoning district or a planned</li> </ol> | <ol style="list-style-type: none"> <li>development district that allows residential uses;</li> <li>13. driveways, but not closer than 3 feet to a side lot line;</li> <li>14. boat docks when allowed, but not closer than 5 feet to a side lot line;</li> <li>15. specified building projections and other features as provided for in Exhibit 6-4;</li> <li>16. wellheads not located in a building or other structure, provided separation requirements in state law are met;</li> <li>17. geothermal systems as may be otherwise allowed by the city; and</li> <li>18. other structures and land uses when exempted by the zoning administrator, provided such exemption is in keeping with the intent of this chapter.</li> </ol> |
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**Exhibit 6-4. Allowable building projections into a required setback area**

Feature	Maximum projection
Sills, belt courses, buttresses, cornices, ornamental features, and the like	8 inches into a required front, side, or rear yard
Eaves	24 inches into a required front, side, or rear yard
Chimney	36 inches into a required front, side, or rear yard
Open or lattice enclosed fire escape, fireproof outside stairway and balcony opening upon fire tower	5 feet into a required side or rear yard
Balconies	3 feet into a required front or side yard; 5 feet into a required rear yard
Sunshades and awnings	3 feet into a required front or side yard; 5 feet into a required rear yard
Areaways	4 feet into a required side yard; 5 feet into a required rear yard
Steps, stoops, decks and porches, provided they are not higher than the ground floor elevation of the building to which they are attached	6 feet into a required front yard; 3 feet into a required side or rear yard