



**For Inspections:  
Call 608-755-3060**

<b>Footing Inspection</b>	For all new foundation work. Formed, before concrete is poured.
<b>Foundation Foam Inspection</b>	After foam sheeting is applied to the foundation wall and before backfill.
<b>Rough Construction</b>	When framed construction work is done and before it is covered.
<b>Rough Plumbing</b>	After plumbing is done and before work is covered.
<b>Rough HVAC</b>	After system is installed and before work is covered up.
<b>Rough Electrical</b>	After electrical is done and before work is covered up.
<b>Insulation</b>	After all insulating is done and before work is covered up.
<b>Final Inspection</b>	After all work is completed and ready to occupy.



**Residential Home Standards:**

- 800 Minimum square feet of heated living space (does not include garages, porches, basements or decks)
- Minimum 24' by 24' heated living area on the main floor.
- Minimum 3:12 roof pitch.
- Permanent foundation.
- Residential roofing materials
- Siding must extend to ground level.

**New Home Setback Requirements:**

**No structures** are allowed to be placed within easement areas. Utility & stormwater easements are usually found on the subdivision plat map; other easements may be present and documented in the title work for the property. All easements must be designated on your site plan.

**For interior lots**, the foundation walls for your new home must be set back a minimum of 8 feet from the side property lines and 25 feet from the front/rear property lines.

**For corner lots**, the foundation walls must be set back a minimum of 25 feet from any property line fronting a street. The side and rear setbacks are interchangeable at 8 feet and 15 feet.

Revised February 14, 2019 V.Miller

**NEW RESIDENTIAL PERMIT SUBMITTAL**

**REQUIREMENTS**



- ◆ **What items do I submit to obtain a building permit for a new home?**
- ◆ **What types of specifications and plans are required?**
- ◆ **How many inspections are required?**



**CITY OF JANESVILLE**  
*Wisconsin's Park Place*

## SUBMITTAL MATERIALS

All requests for a one or two family building permits shall be on a City of Janesville Residential Building Permit Application form and be accompanied by the following:

- A. A PDF or two complete sets of plans (drawn to a scale not less than ¼ inch per foot) Including:
1. Floor plans for each floor level including:
    - a. Size and location of all walls, doors, windows, structural features, exit passageways and stairs. For windows: provide the manufacture specifications for energy performance (SHGC, U-Factor) and light/ventilation factors as well as egress opening size.
    - b. Location of all plumbing fixtures (including future rough-ins), hosebibs, floor drains, chimneys, heating & cooling appliances.
  2. Elevations of all exterior sides including:
    - a. Location of doors and windows.
    - b. Show roof, chimneys, exterior grade, footings and foundation walls.
    - c. Indicate type of exterior wall cover for all exterior areas.
  3. A cross-sectional drawing which shows:
    - a. Exterior grade level.
    - b. Footing and foundation wall sizes, drain tile system and types of materials.
    - c. Exterior wall construction identifying materials used (including insulation & vapor barrier).
    - d. Roof construction identifying materials used & spans (including insulation & vapor barrier).
    - e. Floor construction identifying materials used & spans (including insulation, if used).

4. Data required. All required plans submitted for approval shall be accompanied by sufficient data, calculations and information to determine if the dwelling will meet the requirements of the building codes.

## APPLICABLE BUILDING CODES

**WI Uniform Dwelling Code SPS 320-325**

**WI Plumbing Code SPS 381-387**

**WI Electrical Code SPS 316**

- B State of WI Energy Worksheet or REScheck program printout. Free download at [www.energycodes.gov](http://www.energycodes.gov), including envelope & infiltration BTU losses.
- C. Plot plan showing lot lines, buildings and setbacks to property lines. It is the responsibility of the applicant to verify the existence of easements and properly label them on the site plan. Structures are prohibited from being constructed within easements. The City of Janesville is not responsible to determine easement locations OR for errors and misrepresentations made by the Applicant.
- D. An Erosion Control Plan showing direction of drainage, finish grading & top of wall elevations and erosion control measures (i.e. non tracking roadway, silt fence locations, etc.).

## OTHER NOTES

**Driveways:** City Ordinance requires that all driveway surfaces must be dustless, all-weather hard surface such as concrete or paving. Owners need to be aware of this rule for their budgeting purposes.

**Mechanical permits:** must be issued before any of those inspections will be

## WHO MAY DO THE WORK?

- ◆ Anyone may design the home, other than for homes in a floodplain, which may require a state registered architect or engineer.
- ◆ The Construction and erosion control permits must be taken out by a state – certified Dwelling Contractor, who also employs a state-certified Dwelling Contractor QUALIFIER, or by the owner who will occupy the home after completion.
- ◆ Note that these certifications check for general liability insurance and training only—they do not test the technical competency of the builder.
- ◆ Mechanical permits for Plumbing and Electrical must be taken out by a Master Plumber and a Master Electrician, regardless if the home owner is acting as the General Contractor. The only mechanical permits that can be taken out by the homeowner is for HVAC and Fireplaces.

As the homeowner and future occupant of the new home, you may perform many of the construction processes without state certifications. These include but are not limited to: concrete foundation & flatwork, framing, siding, roofing, insulation, HVAC, drywall/plaster finishes, painting, trimming, cabinetry, countertops, and landscaping.

## CONTACT INFORMATION

Building Division:

608-755-3060

[ruschl@janesvillewi.gov](mailto:ruschl@janesvillewi.gov)

[millerv@janesvillewi.gov](mailto:millerv@janesvillewi.gov)

Permit application forms are available on our website at [www.janesvillewi.gov](http://www.janesvillewi.gov)