

CITY OF ABBOTSFORD
UNIFORM DWELLING CODE (UDC) BUILDING PERMIT APPLICATION PACKET

I. UDC BUILDING PERMIT APPLICATION FORMS AND INFORMATION

Enclosed are the following forms for your information and use:

- A. UDC Additions & Alterations Summary (Not applicable for new dwellings)
- B. UDC Inspection Procedures
- C. UDC Building Permit Application (Form SBD5823)
- D. Energy Work Sheet (Form SBD5518)

II. UDC BUILDING PERMIT APPLICATION INSTRUCTIONS

If you are applying for a UDC Building Permit for a new one-and-two family dwelling or for an addition or alteration to a one-and-two family dwelling constructed after June 1, 1980, you must submit the following information to the Building Inspector.

- A. UDC Building Permit Application (Form SBD5823)
- B. Three (3) Complete Sets Of Plans
(Plans shall include: site plan, erosion control plan, floor plans, elevations and wall sections.)
- C. Energy Work Sheet (Form SBD5518)
(REScheck computer software may be used instead of Form SB5518)
- D. Copies of other permits required to be issued by the County and local unit of government (For example: sanitary permit, zoning or land use permit, local building permit, driveway permit, etc.)
- E. Name of the electric utility serving the parcel, including the name and phone number of the contact person.
- F. Directions to the job site.
- G. Payment in the amount of the UDC Building Permit fee and State Seal.
(Checks should be payable to the City of Abbotsford).

III. UDC BUILDING PERMIT ISSUANCE

- A. Upon receipt of the UDC Building Permit Application, the Building Inspector will review the application and notify the applicant if additional information is required. The Building Permit will be issued no later than five business days after receipt of a completed application.
- B. The UDC Building Permit, Permit Card and State UDC Seal will be issued by the Building Inspector directly to the applicant.

IV. PERMIT FEES

Following are the permit fees. They must be submitted with the permit application.

- A. UDC Building Permit Fee (Payable to the City of Abbotsford)
1. New one-and-two family dwelling = \$ 520 (Fixed fee)
 2. Additions & alterations (less than 200 sq.ft.) = \$ 125 (Fixed fee)
 3. Additions & alterations (over 200 sq.ft.) = \$ 125
Plus \$ 0.15 per sq.ft.
 4. Decks (maximum of two inspections) = \$ 95.00
 5. Small sheds (maximum of one inspection) = \$ 55.00
 6. Electrical Service (maximum of one inspection) = \$ 95.00
 7. Detached garage (maximum of two inspection visits) = \$ 200.00
 8. State of Wisconsin UDC Seal (new dwellings only) = \$ 25.00
 9. Additional and/or re-inspection fee = \$ 55 / inspection

V. BUILDING INSPECTOR ADDRESS & PHONE NUMBER

- A. UDC Building Permit Application and Fees shall be mailed to:

Submit to: City of Abbotsford
203 E. Birch Street
P.O. Box 589
Abbotsford, WI 54405

- B. Building Inspector: Dale Bates
- C. Inspector Office Phone Number: 715 / 359-2003
- D. Inspector Cell Phone Number: 715 / 340-1933

VI. INSPECTION SCHEDULE & REQUESTS

The inspector will be available to make inspections on Tuesday mornings and Thursday afternoons. Requests for inspections shall be made to accommodate this schedule.