

Town of Sun Prairie

5556 Twin Lane Road
Marshall, WI 53559
(608) 837-6688
FAX 825-4864

Lyle Urdike, Chairman
Vernon Pogue, Supervisor
Doug Yelk, Supervisor
Jo Ann Ramsfield, Clerk
Cindy Yelk, Treasurer

Town of Sun Prairie Building Permit Information

Building Inspector: Chris Butschke – Direct Line: 608-576-6371
Office Hours: Monday – 9:00 AM to 10 AM
Phone during Office Hours: 837-6688
Phone all other times: 1-800-422-5220
Inspection request number: 1-800-422-5220

Prior to applying for a Building Permit in the Town of Sun Prairie you will need to have a zoning permit issued by Dane County Zoning, phone 266-4266. New structures, additions, accessory buildings, garages, pole sheds etc. need a zoning permit. This includes decks and porches. Basically anything which extends the footprint of a structure needs a zoning permit.

New agricultural structures on a farm need to have a site permit, electrical, heating and plumbing permit. Farm is defined as 35 acres or more. New houses, additions and garages on a farm would require a zoning permit and local building permit.

Information Needed for New Residential Construction

- * Copy of Driveway Access Permit
- * Copy of Zoning Permit issued by Dane County Zoning
- * Plot Plan, drawn to scale, showing the lot lines, dimensions and location of all existing and proposed buildings, septic, well, etc. (2 copies)
- * 2 Sets of House Plans showing elevations, foundation, floor plan, cross section
- * Building Permit Application, including plumbing, electrical, and HVAC permits
- * Erosion Control Plan
- * Heat Loss Worksheet

Information Needed for Additions, Garages, and Sheds

- * Copy of Zoning permit issued by Dane County Zoning
- * Copy of Driveway Access Permit (if required)
- * 2 Sets of plans (floor plan, cross section)
- * Plot Plan, drawn to scale, showing the lot lines, dimensions and location of all existing and proposed buildings, septic, well, etc. (2 copies)
- * Building Permit Application, including plumbing, electrical, and HVAC permits

Getting Inspections

All inspections are handled through Independent Inspections. Call 1-800-422-5220.

Information needed: Permit number, address, contractor's name, type of inspection.
(Note: Please have all information ready before calling.)

Required Inspections

<u>Building</u> footings (before pouring) foundation (before backfill)	<u>Plumbing</u> under floor plumbing rough plumbing (all plumbing shall be tested)	<u>Heating/Air</u> rough ductwork
drain tile and subfloor rough frame		<u>Electrical</u> temporary service (if applicable) service panel rough electrical

Final Inspection

All disciplines shall be inspected. Furnace and water shall be functioning. Ground must be rough graded.

DANE COUNTY ZONING DIVISION

CITY COUNTY BUILDING, RM 116
210 MARTIN LUTHER KING, JR. BLVD.
MADISON, WISCONSIN 53703-3342
PHONE 266-4266 FAX 267-1540
www.countyofdane.com/zoning



ZONING PERMIT CHECKLIST

PLEASE FILL IN AS MUCH INFORMATION AS POSSIBLE.

1. LANDOWNER: _____ AGENT: _____
 ADDRESS: _____ ADDRESS: _____
 PHONE: _____ PHONE: _____
 EMAIL: _____ EMAIL: _____

2. TYPE OF PROJECT: _____
 ESTIMATED COST OF CONSTRUCTION: \$ _____ (Structure plus mechanicals.)

3. ADDRESS OF PROJECT, IF KNOWN: _____

4. LOCATION OF PROJECT:
 TOWNSHIP, SECTION, 1/4 1/4 _____
 TAX PARCEL NUMBER _____
 SUBDIVISION OR CSM # (Certified Survey Map), IF ANY: _____
 LOT NUMBER, IF ANY: _____

6. ZONING DISTRICT: _____

7. SITE PLAN: **A site plan must be drawn to scale showing the lot lines and lot dimensions, the location and size of all existing and proposed buildings or additions and their distances from lot lines. If the lot is not served by public sewer, the location and size of the on-site septic system and the location of the well shall be shown on the plan. Example of a Site Plan on reverse.*

8 FLOOR PLANS AND ELEVATION VIEWS (front, sides, rear): *A copy will be kept in Zoning Division files. Examples of Floor Plans and Elevations attached.*

9. PUBLIC SEWER OR PRIVATE SEPTIC SYSTEM? _____
 STATE SANITARY PERMIT NEEDED? Y / N IF YES, PERMIT # _____
 APPROVAL FOR ADDING BEDROOM OR > 25% AREA NEEDED? Y / N IF YES, PROVIDED? Y / N

10. DRIVEWAY (or Culvert or Access) PERMIT NEEDED? Y / N IF YES, PROVIDED? Y / N
Many Towns require a Driveway Permit; County Highway Department or WDOT permits may be required for driveways with access to a County, State or US Highway

11. SHORELAND? Y / N FLOODPLAIN? Y / N WETLANDS Y / N?

12. TOTAL AREA OF LAND DISTURBANCE (Square feet) _____