



Single Family & Two-Family Homes

Construction/Permit Requirements



8040 S. 6th Street
Oak Creek, WI 53154



(414) 766-7000



www.oakcreekwi.org

The information provided herein is found in various sections of the City of Oak Creek Municipal Code and the Wisconsin Administrative Code and is not intended to be all inclusive.

REQUIRED ITEMS

The following items are required to be submitted for issuance of a new home building permit:

- 1) A Wisconsin Uniform Building Permit Application form.
- 2) Three sets of building plans
- 3) Two copies of the plat of survey. Survey shall provide all information required by the City of Oak Creek Engineering Design Manual. Grading Plan to show contours; must match Master Grading Plan.
- 4) A copy of heat loss calculations.
- 5) A copy of the wall bracing layout and worksheet.
- 6) A copy of the truss calculations, if trusses are being used. (May be submitted prior to rough inspection.)
- 7) An Erosion Control permit application form and Erosion Control Plan.
- 8) An Occupancy Permit Application form.

Permit application forms and contact information can be found on our website under Inspection Department at: www.oakcreekwi.org

of 24 hours in advance. The Inspection Department has two business day by State Code requirements to complete the inspection.

- The property is subject to IMPACT FEES. Impact fees are \$3,996* per unit. The fees must be paid at the time the Building Permit is picked up.
- If you have a ditch in front of your property, you are required to have the City Street Department install a culvert for your driveway. This culvert must be installed before the Building Permit will be issued. Contact the Street Department at (414) 768-6552 for the cost of this installation and to make arrangements.

*As of 2016

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Inspection Scheduling: (414) 766-7000

Please allow 24 hours notice for inspections and have permit number available when calling to schedule an inspection.

8) Rough Heating, Ventilating and Air Conditioning

Prior to concealment of any work, the HVAC system must be inspected and approved. This inspection can be completed at the same time as the rough carpentry inspection.

9) Insulation

Prior to drywall or other type of wall coverings, the insulation and vapor barrier must be inspected and approved.

10) Final Building, Electrical, and Plumbing Inspections

The dwelling may not be occupied until final inspections have been made which find NO VIOLATIONS OF THE ZONING, BUILDING, ELECTRICAL, AND PLUMBING CODE EXIST THAT COULD AFFECT THE HEALTH AND SAFETY OF THE OCCUPANT. The final HVAC system test and balance letter from the installer are required.

11) Final Grade Certification

Prior to occupancy, an as “as-built” survey that certifies that grades substantially comply with the Master Grading Plan must be submitted to the City Engineer for approval. If final grading has not been completed other arrangements must be made with the City Engineer prior to occupancy.

12) Occupancy

If the construction of the structure and site plan comply with the approved plans and the Municipal Code then an Occupancy Certificate will be issued. The completion of landscaping and driveway installations must be within one year from the date of issuance.

PLEASE NOTE:

- The contractor responsible for the permit should arrange for inspections by notifying the Inspection Department a minimum

The following is a checklist for submitting drawings and information for a new home building permit:

- 1) A plat of survey showing the location of the dwelling and any other buildings, wells, disposal systems on the property, easements, setbacks with respect to property lines, as well as floodplain and wetland boundaries if they exist on the property. Additional information as required by the City of Oak Creek Engineering Design Manual.
- 2) Floor plan (including basement) which shows:
 - The size and location of:
 - a. Rooms
 - b. Doors
 - c. Windows (Include elevation for egress windows)
 - d. Room use
 - Structural features: size, species and grade of lumber or other structural material for joists, beams, rafters, trusses, headers, studs, and columns; strength, thickness, and reinforcement (if any) of concrete for footings, foundations, floors, and any other concrete work; height and thickness of concrete and/or masonry.
 - Exit passageways (hallways) and stairs (including all stair dimensions: riser height, tread width, stair width, headroom, and handrail heights).
 - Plumbing fixtures (bathroom, kitchen, water heater, softener, etc.)
 - Chimney (s): include the type of construction (masonry or factory built) and rating, if metal.
 - Heating and air conditioning equipment.
 - Attic and crawl space access.
 - Fire separation between dwelling and garage.

- 3) Elevation drawings which show:
 - Information on exterior appearance
 - Indicate the location, size, and configuration of doors, windows, roof, chimneys, and exterior grade level
- 4) Cross-sectional drawing which shows:
 - Footing and foundation wall sizes, drain tile system, and types of materials
 - Exterior wall construction identifying materials used (including insulation and vapor barrier)
 - Roof construction identifying materials used and spans (including insulation and vapor barrier)
 - Floor construction identifying material used and spans (including insulation, if used)
- 5) Additional information to help determine compliance with the code, such as:
 - Location of smoke and carbon monoxide detectors
 - Size and location of ventilation openings for attic and crawlspaces
 - Location of exhaust fans
 - Location of sump pump
 - Location of washer and dryer

Erosion control measures are required from the time the footing is installed until ground cover is provided.

Zoning Code requirements, as specified for the zoning district in which your home will be located, also must be complied with for your plans to be approved.

Allow approximately two weeks processing time, from time of application submittal to permit issuance.

The following is a list of the inspections required for the construction of your home:

1) Footing

Prior to pouring concrete, the forms and soil must be filled out and available on the site. The erosion control silt fence and stone drive should be installed at this time.

2) Foundation

Prior to any backfilling, the foundation walls, tile and bleeders, stone cover, and steel beams must be inspected and approved.

3) Underfloor Plumbing

The underfloor plumbing must be inspected prior to basement floor inspection.

4) Basement Floor

Prior to pouring concrete, the inside drain tile, bleeders, stone fill, vapor barrier, and column pads must be inspected and approved.

5) Rough Plumbing

Prior to the rough carpentry inspection, your plumbing waste, drain, and vent must be inspected.

6) Rough Electrical

Prior to the rough carpentry inspection, your wiring installation must be inspected.

7) Rough Carpentry

Prior to concealment of any work, the framing must be inspected and approved.