



Updated September 2023

New Residential Dwelling Required Document Checklist

Please Note:

- All documents on this list are required.
- All the documents must be submitted at the same time
- We *cannot* accept singular documents that do not comprise a **complete** application.
- We cannot “hold” documents for you.
- We cannot accept singular documents by email.
- This list should be used in conjunction with information on our website.

1. Zoning/Conditional Use Documentation

- Copy of Issued Land Use Permit from Pierce County
- Copy of Issued Zoning Permit from River Falls or River Falls ETZ
- Not Needed Other _____

2. Plat Map/CSM (This is not the same as a site plan (#5) nor is it the preliminary site plan that you may have received from the surveyor.) Please check one:

- Copy of the *recorded* Certified Survey Map (CSM)
- Copy of the *recorded complete* plat map of the development
- Unplatted—remember, it’s up to you to know your setbacks, easements, etc. for your lot.**

3. Driveway Permit Please check one:

(YES, this is required even if it looks like the driveway is already in.)

- Copy of Issued Permit from Authorized Authority
- Written Documentation from Authorized Authority Indicating Permit Not Needed
- Completed Application for the Town of Hammond, Town of Richmond, Village of Baldwin, or Town of Kinnickinnic, Town of Oak Grove, Town of Clifton
- Property is located in a City or Village other than Baldwin

4. Sanitary Permit

- Copy of ISSUED permit from the County

5. Building Plans

Village, City or the Town of Clifton

- 2 Copies**- 11"x17" sized
- 1 Copy**- 24"x 36" sized
- All Others
- 1 Copies**- 11"x17" sized
- 1 Copy**- 24"x 36" sized

- Engineering for slab on grade**

6. Wisconsin Uniform Building Permit Application

- Signed and Dated
- Res Check Calculation Filled In
- Setbacks Filled In
- Subs and Licenses
- Project Cost
- EMAIL for receiving inspection reports

7. Braced Wall Detail Please check one:

- I have clearly indicated ALL 5 requirements:
 1. Description of circumscribed boxes
 2. Placement of wall bracing on plans
 3. Method Used
 4. Amount of bracing **REQUIRED**
 5. Amount of bracing **PROVIDED**
- Using SIPS so I am providing a copy of the engineering instead of Braced Wall Detail
- I do not need Braced Wall Detail because I am building my house like a pole shed with posts in the ground

8. Site Plan

- Site Plan drawing using Site Plan Checklist

9. Erosion Control Plan

- Erosion control packet **AND/OR**
- Indicated on site plan where dirt is going be placed and controlled

10. ResCheck Paperwork

Either/Or

- UDC 2009 **OR** Heating Equip. Sizing Summary

And

- IECC 2009

11. Copy of Recorded Deed

- Recently transferred properties whose correct ownership has not been updated in the County GIS must provide a copy of the recorded deed

12. Copy of any variances or anything from Muni