



Updated December 2023

New Residential Dwelling Required Document Checklist

- ✓ 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
- Municipal well and sewer

5a. Building Plans (Sets and Sizes)

Village, City or the Town of Clifton

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

5b. Building Plan Requirements

- Footing and Foundation detail
- Cross section wall detail
- Floor plans, rooms labeled, window and door size
- Structural analysis for floating slabs**

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:

- Prescriptive Method **Must include the following:**
 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**
- Structural Analysis using accepted practices per SPS 321.02 (define practice used) _____
- SIPS PANELS-must provide analysis showing loads meet UDC

8. Site Plan

- Site Plan drawing using Site Plan Checklist

9. Erosion Control Plan

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

10. ResCheck Paperwork **Must be signed by preparer, must include the checklist, & must be VERS. 4.6 or newer**

- 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