



Town of Buchanan
 N178 County Road N
 Appleton, WI 54915
 Phone: (920) 734-8599

**GENERAL BUILDING & ZONING
 PERMIT APPLICATION
 APPLICATION #:** _____

Applicant/Contractor Information			
Applicant Name (Indiv., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)		
Landowner Information (if different than Applicant)			
Name (Organization or Entity)	Contact Person	Title	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)		
Project or Site Location			
Site Address / Location:	Parcel ID(s):	Plat / CSM / Lot No.:	
Project Information			
<u>Structure:</u> <input type="checkbox"/> Principal <input type="checkbox"/> Accessory <input type="checkbox"/> Other: _____	<u>Type:</u> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Other: _____	<u>Trades:</u> <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> HVAC	<u>Project Description:</u> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Estimated Cost of Project: \$ _____			
Project Plans (see reverse side)			
<input type="checkbox"/> Site Plan <input type="checkbox"/> Building Plans <input type="checkbox"/> Grading/Drainage & Erosion Control Plan/Permit			
Inspections			
<p style="background-color: yellow;">Applicant/landowner is responsible for calling to schedule inspection(s) (Paul Hermes, Building Inspector 920-858-0102). Applicant/Landowner is encouraged to be present for inspection(s), especially for all interior projects to let the inspector in. Landowners, please email clerk@townofbuchanan.wi.gov a picture of the INSPECTION DOOR HANGER left by the inspector to verify inspection was completed.</p>			
Acknowledgement, Certification & Permission			
<p>Acknowledgement: <i>The applicant & landowner agree to comply with all applicable codes/zoning ordinances, state statutes, local, federal and state building code requirements and with the conditions of this permit; understands that the issuance of this permit creates no legal liability, expressed or implied by the Town of Buchanan; are responsible for locating all property lines and that improvements are constructed in accordance with all codes and regulations; and certifies that all the information stated above is hereby correct.</i></p> <p>Certification: The applicant & landowner certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of Town Ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.</p> <p>Permission: The landowner hereby gives the permit authority permission to enter and inspect the property to evaluate this permit application, to determine compliance with the ordinances, and to perform corrective actions after issuing proper notice to the landowner.</p> <p>Permit Emailed: A copy of the approved permit application will be emailed to you unless you request to pick up a hard copy.</p>			
Applicant Signature		Date	
Landowner Signature		Date	

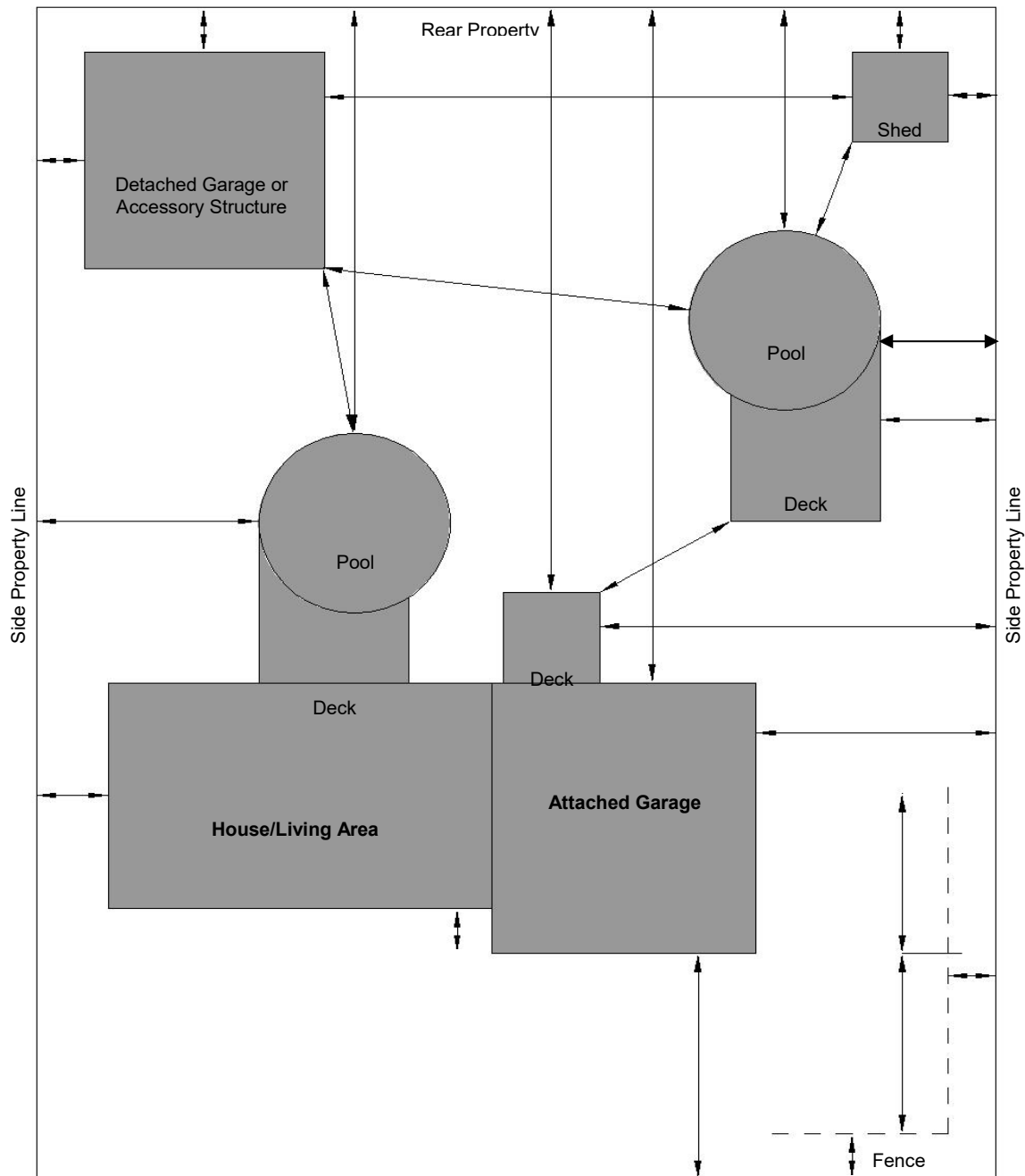
LEAVE BLANK – FOR TOWN USE ONLY

Fee(s)\$:	Receipt No:	Date Received:	Zoning Review:
Building Inspector Signature:	Date Issued:		Insp Completion Date:
Current Zoning:		Current Use:	
Conditions if applicable: Permit Expires 12 months from issue date. If an extension is required another permit shall be submitted.			

Project Plans

- Site Plan.** A detailed drawing, drawn to scale, indicating lot lines, roads, driveways, sidewalks, buildings, structures, building setbacks, lot coverage, dimensions of proposed improvement, land area disturbed/amount of fill and any other pertinent information shall be submitted.
- Building Plans.** A detailed drawing, drawn to scale, indicating all floor plans, elevations, dimensions: length, width, height and any other pertinent information shall be submitted.
- Grading/Drainage Plan.** A detailed drawing, drawn to scale, indicating the ground elevation at the foundation and at all lot corners. All grades must be consistent with an approved grading/drainage plan for the subdivision, if one exists. If there is no grading/drainage plan, the average grade elevation of the adjacent lands must be maintained. If disturbing more than 4,000 sq. ft. an erosion control permit is required.

Site Plan Example – You can print an aerial of your property off of the Outagamie County GIS Site to use at: <https://www.outagamie.gov/County-Services/Development-Land-Services/GIS-Maps-Property-Information>



Right-of-Way or Front Property Line

Not to Scale