



## CHECKLIST FOR COMPLETING BUILDING APPLICATIONS

Your completed Building Permit application should include the following.

Hard copies are required of all documents unless otherwise stated.

Forms and additional information may be found at:

<https://www.town.verona.wi.us/building-inspector-assessor/pages/building-permits>

### New Construction and Additions:

- ☐ Completed Driveway Permit approval (this is the first step for new construction)
- ☐ Signed Developer's approval letter
- ☐ Completed Town of Verona Uniform Permit Application (Residential applications must include Building Contractor and Dwelling Qualifier numbers.)
- ☐ Sub-contractors with addresses, phone numbers, email address, and any required State Certification number (Builder, Electrical, HVAC, Plumbing, Excavation, Concrete, Landscaping)
- ☐ Signature of the Applicant on the Building Permit application
- ☐ Site plan, drawn to scale, showing all setbacks and site improvements (e.g. building, sidewalks, driveways, etc.)
- ☐ Two (2) full-size sets of building plans drawn to scale (must include wind bracing plan)
- ☐ One (1) complete Electronic set of building plans (pdf)
- ☐ Completed Dane County Erosion Plan (County will determine if required)
- ☐ Private on-site waste system approval from Dane County (Sanitary Permit)
- ☐ Issued Dane County Zoning Permit
- ☐ Fire Number assigned by Dane County
- ☐ Energy Worksheet form with completed heat loss calculations
- ☐ Builder to review Town of Verona' [Dark Sky Ordinance 2017-04](#) that establishes regulations for dark sky lighting in the Town. All light fixtures must be compliant with this ordinance.

Documents may be emailed to [buildinginspection@town.verona.wi.us](mailto:buildinginspection@town.verona.wi.us), mailed to or dropped off at Town Hall, 7669 County Highway PD, Verona, WI 53593

### **PLEASE NOTE:**

- Building Permits may take up to 5 business days to issue after all documents are received.
- Permits will not be released without payment.
- Work cannot start prior to obtaining a permit.