

# Town of Hortonia

<http://www.TownOfHortonia.org>

Town Hall 920-779-9780  
P.O. Box 301, W9702 Givens Rd  
Hortonville, WI 54944-0301

## CHECKLIST OF BUILDING PERMIT DOCUMENTS REQUIRED

**Note:** No building permits will be issued until all required documents are received by the building inspector.

Building Inspector: Jim Emmons  
(920) 851-2989 cell  
(920) 779-0094 FAX

P.O. Box 253; Dale WI 54931  
(920) 779-6810 home phone

- \_\_\_\_\_ 1. A complete set of building plans, including a site plan
- \_\_\_\_\_ 2. State approved plans may be required for commercial projects, depending on the size of the project
- \_\_\_\_\_ 3. Verify current zoning district of proposed building. Information on allowed uses and minimum requirements of all districts may be obtained from the Town Clerk or from the Town web site: <http://www.townofhortonia.org> (see zoning ordinances)
- \_\_\_\_\_ 4. Site / grade elevation sheet
- \_\_\_\_\_ 5. Heat loss calculations
- \_\_\_\_\_ 6. Soil erosion control information
- \_\_\_\_\_ 7. Sanitary permit from Outagamie County
- \_\_\_\_\_ 8. Driveway site plan with culvert size
- \_\_\_\_\_ 9. Estimate of building cost & tax parcel number where building will stand
- \_\_\_\_\_ 10. The **license #** and/or **certificate #** for *each contractor / subcontractor*.

### Inspection Requirements – UDC Building Code Enforced

**Note:** Property pins or stakes must be exposed for the first inspection of any new construction or additional project

- 1. Residential – footing and foundation (before backfilling)  
Commercial – separate footing and separate foundation  
**Note:** Zoning setbacks are also commonly verified at the time of footing inspection.
- 2. Underground plumbing (before covering)
- 3. Electrical service
- 4. Rough construction, electric, plumbing, HVAC (before insulation)
- 5. Insulation (before covering)
- 6. Final (BEFORE OCCUPANCY)  
**Note:** Occupancy will **NOT BE ALLOWED** until final inspection is completed and a Certificate of Occupancy is issued.
- 7. If necessary, a re-final (after violations are corrected) within 30 days