

# TOWN OF ERIN

## New Home Construction, Additions and Deck Checklist

***Approval process is 14-30 days based on the scope of the proposed project***

### Complete the following forms to obtain a building permit:

Available at [erintownship.com](http://erintownship.com) Look under Erin Township forms:

Application for Zoning Compliance: **Planning & Zoning**

Driveway/Culvert Permit: **Road Department**

Building Permit: click on **Building Inspection**

Land use / Shoreland permit: [washcowisco.gov](http://washcowisco.gov) under Parks & Planning

On-line State Building Permit: Application: For new homes only please use the on-line form at <https://dsps.wi.gov/pages/Programs/UDC/Default.aspx>

### ***Survey/Site Plans:*** provide **three (3-11x17) scalable copies** of the survey/site plan indicating:

- Locations and dimensions of existing and proposed new buildings and or decks.
- Location of driveway and driveway distance to lot lines
- Location of well and septic
- Distance from all buildings to property lines
- Distance between buildings
- From buildings to front, side and rear lot lines.
- Proposed Erosion Control measures showing drainage plan/silt fencing.
- Elevations at house corners, lot corners, road pavements and lot lines

### ***Additional forms required for zoning approval:***

- Washington County Land Use and Shoreland permit (if needed)
- For house or additions – Three (3) complete sets of plans (**sizes**: one-36"x24", two-11" x 17") email a PDF of plans to: **[clerk@erintownship.com](mailto:clerk@erintownship.com)**.
- For decks – detailed plans with specifications and building materials.
- One copy of Heat Loss Calculations (New Construction, Additions – whenever necessary)
- Sanitary Permit with attached plans by Washington County - new homes and additions.

### **Permit Fees**

Zoning compliance fee is payable when paperwork is submitted to the zoning office. Building fees are payable when building permits are issued. Checks payable to: *Town of Erin*

### **Offices and Hours**

#### **Zoning Office**

(262) 673-3682

Tuesday & Thursday 9am-3pm

#### **Washington County**

Parks and Planning

[dave.lindner@washcowisco.gov](mailto:dave.lindner@washcowisco.gov)

262) 335-4445

#### **Building Inspector**

Rob Froh

cell: (920)-382-6202

Tuesday & Thursday 2–3pm