

**Town Of Strongs Prairie C/o Lakeside Inspections**  
**8735 Elder Rd**  
**Tomah, WI 54660**  
**608-387-0121    l.gilles@bldgpermit.com**

Submittals for obtaining a building permit for a Used **Manufactured Home (Mobile Home)** built to the HUD Code. For a HUD home that has never been lived in, the building Permit application is through the State's Esla system at [https://esla.wi.gov/apex/customer\\_portal\\_intro\\_page](https://esla.wi.gov/apex/customer_portal_intro_page)

1.    **Sanitary Permit** – You must have a Sanitary Permit issued from Adams County.
2.    **Town of Strongs Prairie Zoning Permit** – Submit this application directly to the Town of Strongs Prairie for approval.
3.    **Adams County Shore land Land-Use Permit** – If the project is in the Shore land area (within 1,000 feet of a lake or 300 feet of a stream) you would be required to obtain this permit from Adams County.

***Submit the Following to Lakeside Inspections at the Tomah address above***

4.    **Building Plans**
  - a.   Plot plan showing the location of all existing and planned buildings, the location of the home, the well and septic locations, and lot lines.
  - b.   Foundation Plans showing the type (piers, slab, crawlspace, full basement, etc.) and design of the foundation including anchorage details from the home to the foundation.
  - c.   Size and location of any decks to be site built or indicate if stairs from the manufacturer are to be used. (2 legal exits are required before occupancy will be allowed).
  - d.   Need the Manufactured date of the Home and a copy of the installation manual.
5.    **Permit Applications and Fees:** Use the calculator on the Forms page of this website to calculate permit fees by area of the home and deck sizes.
6.    **The Manufactured Home Installers Affidavit** – The person who actually installs the home must be licensed by the State Dept. of Safety and Professional Services per SPS 305.327

**For information or inspections contact**  
**Larry Gilles / Building Inspector # 70183**  
**608-387-0121 or visit the web site at**  
**[www.bldgpermit.com](http://www.bldgpermit.com)**

Return this form to:

Town of Strongs Prairie

P. O. Box 69

Arkdale, WI 54613

# TOWN OF STRONGS PRAIRIE ZONING PERMIT APPLICATION

1. Date of Application: \_\_\_\_\_ Permit No.: \_\_\_\_\_

2. Applicants Name: \_\_\_\_\_

3. Property Owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Phone: \_\_\_\_\_

4. Contractor: \_\_\_\_\_

5. Property description:

Town Zoning District: \_\_\_\_\_ Shoreland area: \_\_\_ Yes \_\_\_ No Wetland area: \_\_\_ Yes

No

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Legal description: \_\_\_\_\_

6. Property size: \_\_\_\_\_

Width: \_\_\_\_\_ Length: \_\_\_\_\_ No. Acres: \_\_\_\_\_

7. Property use:

**Existing** use(s) of property & structure(s):

Principal structure: \_\_\_\_\_

Accessory structure(s): \_\_\_\_\_

Land use(s): \_\_\_\_\_

**Proposed** use(s) of property & structure(s):

Principal structure: \_\_\_\_\_

Accessory structure(s): \_\_\_\_\_

Land use(s): \_\_\_\_\_

8. Submit plot plan showing those **applicable** of the following:

- |  |  |
|--|--|
| 1. Lot and dimensions.   | 5. Existing & proposed use of each structure.  |
| 2. Existing & proposed structures.   | 6. All setbacks (lot line, adjacent structures, road, well, septic {tank & drain field}, surface water). |
| 3. Abutting roads, lakes, and streams.   | 7. Building plans for new construction.  |
| 4. Existing & proposed driveways, off street parking areas, open space, landscaping. | 8. Elevations of existing & proposed structures.   |

9. The undersigned hereby applies for a zoning permit, and agrees that all work will be done in accordance with County zoning, Town of Strongs Prairie zoning, building code, and/or subdivision ordinances, and all laws of the State of Wisconsin.

10. By signing this application you give permission to Town officials to inspect the property listed in item 5.

X. Signature of owner / agent: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Approved Date: \_\_\_\_\_ \_\_\_\_\_ Denied Date: \_\_\_\_\_

Signature of zoning official: \_\_\_\_\_

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2>				Application No.																					
		<b>Instructions on back of second ply.</b> The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m))]				Parcel No.																					
<b>PERMIT REQUESTED</b>		<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other:																									
Owner's Name			Mailing Address			Tel.																					
Contractor Name & Type			Lic/Cert#	Mailing Address		Tel. & Fax																					
Dwelling Contractor (Constr.)																											
Manufactured Home Installer				The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.																							
HVAC																											
Electrical																											
Plumbing																											
<b>PROJECT LOCATION</b>	Lot area Sq.ft.	<input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of		____ 1/4, ____ 1/4, of Section ____, T____N, R ____E/W																						
Building Address			County		Subdivision Name		Lot No.																				
							Block No.																				
Zoning District(s)		Zoning Permit No.		Setbacks:	Front ft.	Rear ft.	Left ft.																				
							Right ft.																				
<b>1. PROJECT</b>		<b>3. OCCUPANCY</b>		<b>6. ELECTRIC</b>	<b>9. HVAC EQUIP.</b>	<b>12. ENERGY SOURCE</b>																					
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other:		<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other:		Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Fuel</td> <td>Nat Gas</td> <td>LP</td> <td>Oil</td> <td>Elec</td> <td>Solid</td> <td>Solar Geo</td> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo																					
Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
<b>2. AREA INVOLVED (sq ft)</b>		<b>4. CONST. TYPE</b>		<b>7.WALLS</b>	<b>10. SEWER</b>	<b>13. HEAT LOSS</b>																					
	Unit 1	Unit 2	Total	<input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other:	<input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)																					
Unfin. Bsmt				<input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD	<input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other:																						
Living Area																											
Garage																											
Deck/ Porch																											
Totals				<b>5. STORIES</b>	<b>8. USE</b>	<b>14. EST. BUILDING COST w/o LAND</b>																					
				<input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: <input type="checkbox"/> Plus Basement	<input type="checkbox"/> On-Site Well	\$ _____																					
I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. <input type="checkbox"/> I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.																											
<b>APPLICANT (Print:)</b> _____				<b>Sign:</b> _____		<b>DATE</b> _____																					
<b>APPROVAL CONDITIONS</b>		This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <input type="checkbox"/> See attached for conditions of approval.																									
<b>ISSUING JURISDICTION</b>		<input type="checkbox"/> Town of <input type="checkbox"/> Village of <input type="checkbox"/> City of <input type="checkbox"/> County of <input type="checkbox"/> State→			State-Contracted Inspection Agency#:		Municipality Number of Dwelling Location _____ - _____																				
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>		<b>WIS PERMIT SEAL #</b>		<b>PERMIT ISSUED BY:</b>																					
Plan Review	\$ _____	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control				Name _____																					
Inspection	\$ _____					Date _____ Tel. _____																					
Wis. Permit Seal	\$ _____					Cert No. _____																					
Other	\$ _____																										
Total	\$ _____																										

## INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing jurisdiction, which is usually your municipality or county. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration.

**Please type or use ink and press firmly with multi-ply form.**

### PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

### PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site).
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
  - Basements - include unfinished area only
  - Living area - include any finished area including finished areas in basements
  - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Plumbing - A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE – The owner or the contractor's authorized agent shall sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

INSPECTORS: PLEASE RETURN SECOND PLY WITHIN 30 DAYS AFTER ISSUANCE TO (You may fold along the dashed lines and insert this form into a window envelope.):

Industry Services Division  
PO Box 7302  
Madison WI 53707-7302

(Part of Ply 4 for Applicants)

### **Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

### **Cautionary Statement to Contractors for Projects Involving Building Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance

### **Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

### **Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Contractor Credential Requirements**

All contractors shall possess an appropriate contractor credential issued by the Wisconsin Division of Industry Services. Contractors are also required to only subcontract with contractors that hold the appropriate contractor credentials.

# Manufactured Home Installers Affidavit

Comm 5.327 Manufactured home installer. (1) GENERAL.

(a) Except as provided in par. (b), beginning on January 1, 2007, pursuant to s. 101.96, Stats., no person may install a manufactured home onto a foundation or other support system unless the person complies with one of the following conditions:

1. The person holds a license issued by the department as a licensed manufactured home installer.
2. The person is under the general supervision of another person who holds a license issued by the department as a licensed manufactured home installer.

(b) 1. The owner of a manufactured home who will reside in the home may install his or her own manufactured home without holding a license as a licensed manufactured home installer. This exemption does not apply to the owner who contracts for or otherwise arranges for the installation.

2. A person is not required to hold a license as a licensed manufactured home installer for electrical, plumbing or HVAC work associated with the installation of a manufactured home.

Note: There may be other state or local licensing requirements involved in the installation of manufactured homes.

Licensed Manufactured Home Installers Name: \_\_\_\_\_

Licensed Manufactured Home Installer License #: \_\_\_\_\_