

Town of Richmond
Requirements to Obtain Permit
for One or Two Family Dwelling

Required to Obtain Permit:

1. Full set Building Plans with Electrical
2. Copy of Sanitary Permit
3. Site plan (Best if drawn on copy of plat of Lot or CSM Map).
4. Energy Calculation Worksheet or WISCHEK. Calculation.
5. Copy of any Variances granted.
6. List of Contractors and their Wisconsin certification numbers.
7. Erosion Control Plant (can be drawn on site plan or on Wisconsin Erosion Form)

Wisconsin Building Code requires for 48 hour notice for inspection. A more timely inspection schedule can often be accommodated. An 8:00 a.m. call for an 11:00 a.m. inspection may not be possible.

Required Inspection Calls:

1. Review plans prior to construction.
2. Footing.
3. Foundation (Before or after waterproofing).
4. Construction, electrical, HVAC Rough-Ins.
5. Drain, Waste, Vent Air Test of Plumbing.
6. Insulation and Vapor Barrier.
7. Final Inspection and Occupancy Certification. (Recommend Inspection Prior to Loan Closing).

Deposit left with the Town will be returned only if Inspections are scheduled and Final Occupancy Performed Prior to Occupancy.

To Schedule Inspections Please Call:

Dean Albert
651-303-8641