



**VILLAGE OF ELM GROVE
BUILDING BOARD
SUBMITTAL CHECKLIST**

**RESIDENTIAL NEW HOME
(Required for all new principal
residential structures)**

The following items must be received at Village Hall by 4:30 PM, at least 28 days prior to the desired Building Board meeting. The Village will not schedule an item for Building Board unless all items are received by this deadline. Applicants are encouraged to meet with Village staff prior to submitting materials in order to review the requirements. In addition, applicants can participate in an optional and non-binding preliminary design review of the building plans with two to three members of the Building Board prior to formal Building Board review.

Please note, the applicant or a representative of the applicant must attend the Building Board meeting to present the plans and respond to questions from the Building Board. If no one is present to speak on behalf of or make decisions related to an agenda item, board action may be deferred until the next regularly scheduled meeting.

Act 211 requires that new home construction be completed by verified contractors in the State of Wisconsin and reported to the Department of Safety and Professional Services (DSPS) accordingly. DSPS has created an online Building Permit System for submitting new home construction permits directly to the State. Additionally, Act 211 requires all new home construction applications use the Wisconsin Uniform Building Permit. The [DSPS Reporting Guide](#) is included with this checklist a reference for navigating the online Building Permit System.

The DSPS online Building Permit System can be accessed at <https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>

1. Building Plans

- Scaled elevations from all sides, noting all exterior materials, lighting, and colors (material and color samples must be brought to the meeting as well)
- Interior floor plans (see plan review information/uniform dwelling code wall bracing provisions)
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

2. Parcel Survey (proposed conditions)

- Location and dimensions of proposed structure.
- Distance to all lot lines.
- First floor elevation at front door and garage slab.
- Yard grade at outside corners of structure.
- Location and yard grade (measured at nearest building corners) of neighboring structures.
- Location and distance of proposed well to adjacent structures and lot lines.

- Location of construction erosion control (silt fencing).
- Location of any decks, porches, patios, driveway, etc.
- Parcel area.
- Total building footprint area prior to addition and after addition is complete (generally, 20% maximum allowed).
- Total impervious surface area prior to addition and after addition is complete (generally, 30% maximum allowed).
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

3. Grading / Surface Water Drainage Plan

- Plan shall illustrate how runoff caused by the new home will be accommodated so as not to adversely impact neighboring properties. This plan must be reviewed and approved by Ruckert & Mielke, the Village's consultant Engineer. All review costs will be billed back to the contractor/property owner by the Village.
- Location of sump pump and new downspout discharge points must be indicated on the plan.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

4. Landscape Plan

- Existing and proposed landscaping with species list, number, and size.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

5. Signed Wisconsin Uniform Building Permit Application – Submit 1 Copy

6. Thermal Performance Sheets (heat loss calculations) – Submit 1 Copy

7. Building Board Worksheet – 1 Copy.

8. Building Board Submission Fee – \$50.00 to be paid at the time of submission.

9. Building Permit Application – 1 Copy.

10. Electrical Permit Application – 1 Copy.

11. Plumbing Permit Application – 1 Copy.

12. HVAC Permit Application – 1 Copy.

13. Building Permit Addendum – 1 Copy.

14. Driveway Permit Application – 1 Copy.

15. Right of Way Disturbance Application – 1 Copy.

16. Sewer Lateral Disturbance & Abandonment Requirements form – 1 Copy .

17. Digital copy of all documents – Email to Zoning & Planning Administrator.

18. Sample of all proposed materials and colors – to be brought to Building Board meeting.