



Village of Holmen

421 S Main Street

Holmen, WI 54636

Phone: 608-526-4336

Fax: 608-526-4357

www.holmenwi.com



Commercial, Industrial & Multi-Family
Construction Packet

Procedure for Obtaining a Building Permit for:

Commercial, Industrial & Multi-Family Home

1. One full set of State approved plans shall be submitted with the application. The required plans shall be legible and drawn to scale or dimensioned. The floor plan shall be provided for all floors and shall have the following:
 - a. The size and location of all rooms, doors, windows, structural features, exit passageways and stairs.
 - b. The use of each room.
 - c. The location of plumbing fixtures, chimneys, heating and cooling appliances, and a heating distribution layout.
 - d. The location and construction details of the braced wall lines.
 - e. The elevation plans shall show the exterior appearance of the building, including the type of exterior materials and the location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls.
2. A building permit application must be filled out with all information pertaining to the project, along with all required credentials.
3. Application for Erosion Control/Storm Water Control Permit
4. Plumbing permit/Sewer Hook-up Permit
5. Driveway/Sidewalk/Alley/Utility Construction Permit
6. Building Permit Addendum

If you are a new contractor, please provide: Contractor Info Packet and Plumbing Pipes Tracer Info

GENERAL BUILDING PERMIT APPLICATION						Permit No. _____		
Parcel No. _____		Village of Holmen				Date _____		
						Municipality No. 32-136		
PROJECT DESCRIPTION						Does this project require any additional approvals or permits? <input type="checkbox"/> yes <input type="checkbox"/> no		
Building Address _____				Email Address _____		Finished Project Value \$ _____		
Zoning District(s)	Zoning Permit No.	Corner Lot <input type="checkbox"/> yes <input type="checkbox"/> no	Bldg. Height	Setbacks	Front	Rear	Left	Right
Owner's Name _____		Mailing Address _____					Telephone _____	
							Fax _____	
Construction Contractor's Name		WI Lic. No. _____	Mailing Address _____				Telephone _____	
Dwelling Contractor Qualifier		WI Lic. No. _____	The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.				Telephone _____	
HVAC		WI Lic. No. _____	Mailing Address _____				Telephone _____	
Electrical		WI Lic. No. _____	Mailing Address _____				Telephone _____	
Plumbing		WI Lic. No. _____	Mailing Address _____				Telephone _____	
RESIDENTIAL Single Family/Duplex	Addition		<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ Sq. Ft.					
	Detached Accessory Building		<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ Sq. Ft.					
	Remodel		<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ Sq. Ft.					
	Other		<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ Sq. Ft.					
COMMERCIAL	New Commercial Building		<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ Building Sq. Ft.					
	Commercial Addition/Alteration		<input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Construction _____ Building Sq. Ft.					
	State of Wisconsin Plan Approval Needed <input type="checkbox"/> yes <input type="checkbox"/> no (approved plans must be submitted with permit application)							
Zoning - When applicable, must obtain a copy of setback information regarding height, lot coverage, etc.								
I agree to comply with all applicable codes, statues and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the State or municipality; and certify that all the above information is accurate. I expressly grant the building inspector or the building 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. It is the Owner/Contractor's Responsibility to Call in ALL INSPECTIONS to the Inspector.								
APPLICANT'S SIGNATURE _____						DATE SIGNED _____		
APPROVED CONDITIONS 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.								
FEES			PERMIT(S) ISSUED			PERMIT ISSUED BY		
Construction	\$ _____		<input type="checkbox"/> Construction			Name _____		
Plumbing	\$ _____		<input type="checkbox"/> HVAC			Date _____		
Electrical	\$ _____		<input type="checkbox"/> Electrical			Telephone _____		
HVAC	\$ _____		<input type="checkbox"/> Plumbing			Cert. No. _____		
Zoning	\$ _____		<input type="checkbox"/> Other _____					
Other _____	\$ _____							
Administrative	\$ _____							
Total Permit Fee	\$ _____							

It is the Owner/Contractor's Responsibility to Call in ALL INSPECTIONS to the INSPECTOR.

**Village of Holmen Building Permit Addendum
Owner's Testimonial Regarding New Construction and Easements**

Please read carefully

Addendum to Building Permit # _____

I hereby acknowledge and accept all responsibility for the construction of a new structure on my property, and agree that I (including my builder/contractor) will comply with all zoning and building regulations of the Village of Holmen, La Crosse County and the State of Wisconsin. I further acknowledge that should I (including my builder/contractor) fail to comply with any zoning and building regulations that I shall be subject to fines, forfeitures and penalties, and shall be immediately responsible to rectify any such violation to the specifications of the Village.

Initials: _____

I hereby acknowledge that I have properly indicated all recorded easements (i.e.: electric, telecommunication, sewer, water, storm sewer, gas, etc.) on my permit application and that no encroachment on any such easement will occur due to the construction and building activities for which I am seeking a building permit. I further acknowledge that should my activities (including the activities of my builder/contractor) violate any easement restrictions on my property, that I hereby hold the Village of Holmen harmless, and I shall be immediately responsible to rectify any such violation, including the complete removal of the structure if so directed, and I shall immediately forfeit my building permit and all rights given to me therefor, until such time the violation to the easement is made whole.

Initials: _____

Signed: _____
(Owner/Rep)

Date: _____

Witnessed: _____
(Village/Rep)

Date: _____

OFFICE STAFF USE

There are **no** known easements that affect this construction.

This property **has** a utility easement that will require a signed Notification of Easements waiver.

Approved By: _____

Date: _____

Village of Holmen
APPLICATION for EROSION CONTROL / STORM WATER CONTROL PERMIT
 Per Village Code of Ordinances Chapter 56 (adopted 11-9-06)

NOTICE TO APPLICANT: Submission of this application grants permission for the Village or its agents to enter the property for inspection or curative action per Village Code Chapter 56-9 E(5) and H(3).

APPLICANT INFORMATION

Applicant Name: _____

Address & Phone: _____

Property Owner & Phone: _____
 (if not applicant)

Permit Applied for (circle both if applicable): Erosion Control Storm water Control

Applicant Signature: X _____ Date: _____
 (if applicant is not landowner, a signed & notarized statement authorizing applicant to act as owners agent must be included)

SITE INFORMATION

Site Address or Parcel # or Location: _____

Work Description: _____
 (new home, commercial bldg., subdivision, utility work, road work, driveway, landscaping, expansion or remodeling, etc...)

Size of Work Area: _____
 (dimensions, square footage or yardage, acres, cubic yards of excavation or fill, etc...)

WORK SCHEDULE (list estimated begin & end dates by task for all construction activities)

EROSION CONTROL COSTS (list estimated costs by task)

OTHER PERMITS - Attach copies of any permits required by other governmental agencies.

STOP HERE STOP HERE STOP HERE STOP HERE STOP HERE

FOLLOWING SECTIONS TO BE FILLED OUT BY VILLAGE OF HOLMEN STAFF ONLY

Fee (circle): \$125(SW) \$75(EC<or = Sac) \$150(EC> Sac) Date Paid _____ Rec'd By _____

ATTACHMENTS

Notarized Owners Statement	Y	N	Copies of Other Permits	Y	N
Preliminary Review Letter	Y	N	Construction Plans	Y	N
Erosion Control Plans	Y	N	Storm Water Control Plans	Y	N

Date Approved _____ Permit # _____ # of Inspections Req'd. _____

Bond Req'd. Y N Bond Type & Amount _____ Date Rec'd _____

Register of Deeds Affidavit Document # _____ If Permit Denied, Date of Fee Return _____

VILLAGE OF HOLMEN

Plumbing/Sewer Hook-up Permit

Date _____

The undersigned hereby applies for a permit to install/connect or alter plumbing appurtenances according to the following statement:

Address of Installation _____

Owner Name _____

Work Being Done: Outside Plumbing _____ Inside Plumbing _____

4" or 6" (circle one) Sewer Lateral

_____ Size of Water Meter _____ Other

Firm Name _____ Address _____

Plumbers Signature _____ License # _____ Date _____

Public Works Director Signature _____ Date _____

Fees will be calculated depending on the size of water meter used in construction.

See back side for REC assignments



DRIVEWAY/SIDEWALK/ALLEY/UTILITY CONSTRUCTION PERMIT

Public Works Department
 Phone: 526-3513 Fax: 526-4357

Application Date: _____

Owner Name:		
Owner Address:		
City:	State:	Zip Code:
Phone:	Email:	
Are you insured? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will you be doing the work? Yes <input type="checkbox"/> No <input type="checkbox"/>

Contractor Name:	Supervisor:
Contractor Address:	
City:	State: Zip Code:
Phone:	Email:

Type of Property:	Commercial <input type="checkbox"/>	Residential <input type="checkbox"/>
Project Address:		
Approximate Start Date:		
Driveway width at sidewalk to be	feet and at the curb	feet.
Applicant is Requesting:	New Curb Cut \$50 <input type="checkbox"/>	Replacement/Add to Driveway \$50 <input type="checkbox"/>
(Check all that Apply)	New Sidewalk \$50 <input type="checkbox"/>	Replacement Sidewalk \$50 <input type="checkbox"/>
(Price per adjacent lot)	Utility/Install/Demo \$50 <input type="checkbox"/>	Water/Sewer Repair \$50 <input type="checkbox"/>
See attached detail for requirements.		

The undersigned understands and agrees that the permitted work shall comply with all permit provisions and conditions listed on and attached to this form. The undersigned also agrees that if the work does not comply with all permit provisions, the applicant shall make needed corrections directed by the Public Works Department. Temporary traffic control shall be provided and maintained by the applicant and shall comply with part 6 of the Manual on Uniform Traffic Control Devices (MUTCD).

 Applicant Signature

 Date

OFFICE USE ONLY

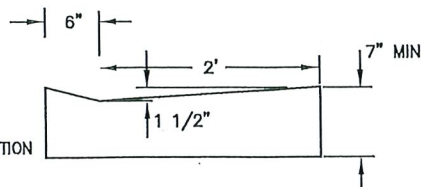
Issue Date:	
(Permit expires 6 months after the date)	
Approved <input type="checkbox"/>	Referred to Public Works Committee <input type="checkbox"/> Date Referred: _____
Total Fee: \$	Fee Paid Date:
Fee Paid By:	Invoice No:
Driveway Type: Std. <input type="checkbox"/> Special <input type="checkbox"/>	Sub-Type: Entrance to Private Residence <input type="checkbox"/> Parking Lot <input type="checkbox"/> Drive-In <input type="checkbox"/>
Commercial or Industrial Bldg <input type="checkbox"/> Gasoline Filling Station <input type="checkbox"/>	
Parcel Number:	
Approved By:	Date:

REGULATIONS GOVERNING STREET, ALLEY & SIDEWALK OPENINGS

- (A) No opening in the streets, alleys or sidewalks shall be permitted for any purpose when the ground is frozen, except where necessary as determined by the Village Public Works Department.
- (B) In opening any street or other public way, all paving or ballasting materials shall be removed with the least possible loss of or injury to surfacing materials and, together with the excavated material from trenches, shall be placed so as to cause the least practicable inconvenience to the public and permit free flow of water along gutters.
- (C) Every person shall enclose with sufficient barriers each opening which he shall make in the streets or other public ways of the Village. All machinery and equipment shall be locked or otherwise effectively safeguarded from unauthorized use when not being used by the permittee, his agents or employees. Lights shall be installed according to the Wisconsin Department of Transportation Manual on Uniform Traffic Control Devices (latest edition), kept burning from sunset to sunrise, lights to be placed at each end of the opening in the street or other public way and other lights sufficient in number and properly spaced to give adequate warning. Except by special permission from the Village Public Works Department, no trench shall be excavated more than 250 feet in advance of pipe laying nor left unfilled more than 500 feet where pipe has been laid. All necessary precautions shall be taken to guard the public effectively from accidents or damage to persons or property through the period of work. Each person making such openings shall be held liable for all damages, including costs incurred by the Village in defending any action brought against it for damages, as well as costs of any appeal, that may result from neglect by such person or his employees of any necessary precaution against injury or damage to persons, vehicles or property of any kind.
- (D) In opening any street, alley or sidewalk, the paving materials, sand, gravel and earth or other materials moved or penetrated and all surface monuments or hubs must be removed and replaced as nearly as possible in their original condition or position and the same relation to the remainder as before. Any excavated material which in the opinion of the Village Public Works Department is not suitable for refilling shall be immediately removed, leaving the street or sidewalk in perfect repair, the same to be so maintained for a period of one year. In refilling the opening, the earth must be puddle or laid in layers not more than six inches in depth and each layer rammed, tamped or flushed to prevent after-settling. When the side of a trench will not stand perpendicularly, sheathing and braces must be used to prevent caving. No timber, bracing, lagging, sheathing or other lumber shall be left in any trench. The Village may elect to make the pavement repairs itself for any street or sidewalk opening, in which case the cost of making such repair and of maintaining for one year shall be charged to the person making the street opening.

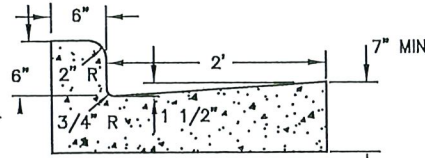
**UPDATED
DRAWING
DETAILS
EFFECTIVE 7/2025**

NOTE: REMOVE & REPLACE
EXISTING CURB & GUTTER
WITH TYPICAL DRIVEWAY SECTION



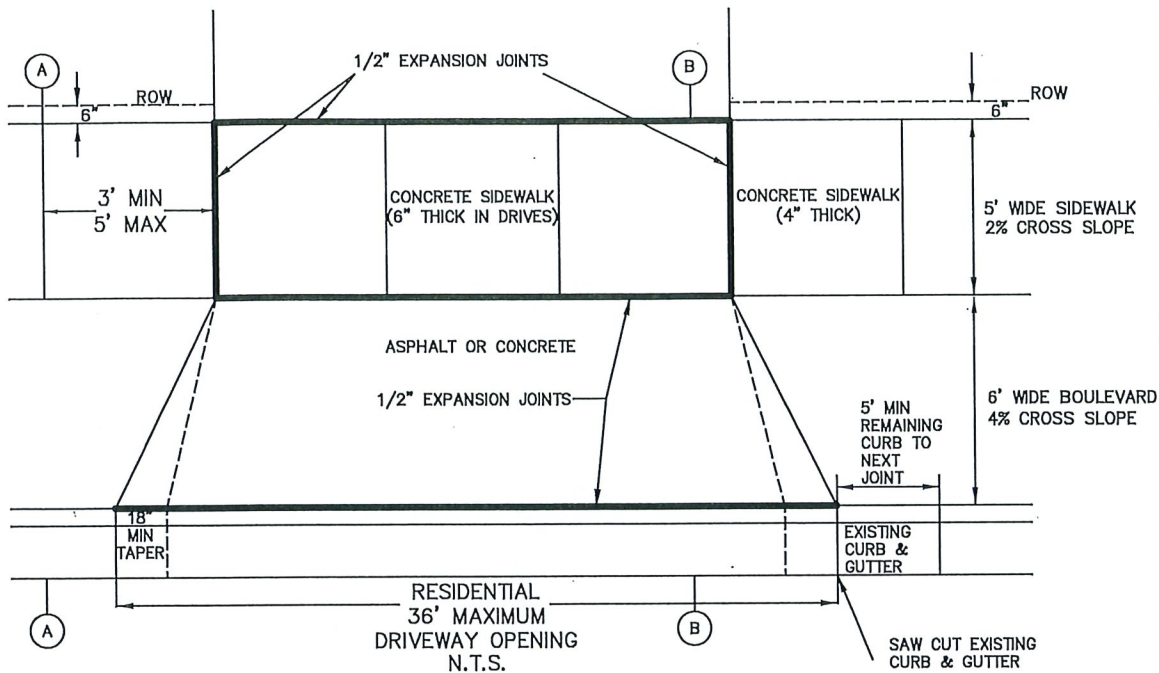
DRIVEWAY SECTION

N.T.S.

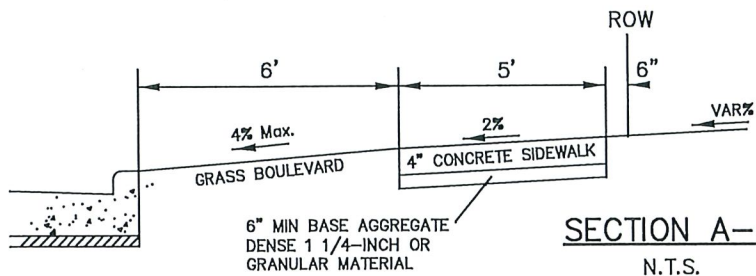


30" VERT. FACE C & G DETAIL

N.T.S.



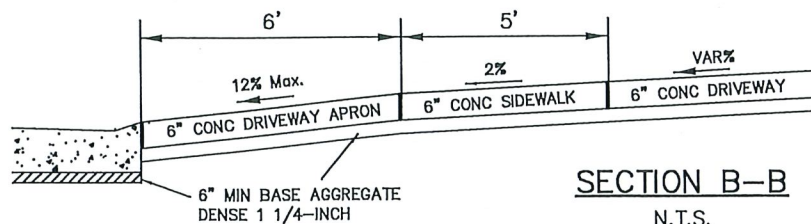
**RESIDENTIAL
36' MAXIMUM
DRIVEWAY OPENING
N.T.S.**



SECTION A-A

N.T.S.

* WHERE ROW EXCEEDS 60'
THE BOULEVARD WIDTH SHALL
BE ADJUSTED SO THE BACK
OF SIDEWALK IS 6" INSIDE THE
ROW OF THE STREET.



SECTION B-B

N.T.S.

**SIDEWALK, CURB & GUTTER, DRIVEWAYS
STANDARD DETAILS**



Holmen
WISCONSIN
You're Always Welcome!
www.holmenwi.com
P.O. Box 158
Holmen, WI 54636
608-528-6322
CDAHL@HOLMENWI.GOV