Village of Holmen

421 S Main Street
Holmen, WI 54636
Phone: 608-526-4336
Fax: 608-526-4357
www.holmenwi.com

One and Two Family Home Construction Packet

Procedure for Obtaining a Building Permit for:

One and Two Single Family UDC Building Permit
Three or more Unit Duplex/Twin-do/Condo Building Permit

1. Two full sets of 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 made available to the Inspection Department.

3. Homeowners applying for a UDC Building Permit shall sign the cautionary statement and all requirements shall apply to the homeowner.

4. Two State Approved Plans for Three or More Unit Condo/Townhouse Construction Site.

5. UDC Compliance Certificate along with a 2009 IECC Res-check Document approved by the Dep't of Commerce.

6. Plumbing permit/Sewer Permit. Must be signed by the Master Plumber with their License #.

7. Standard Erosion Control Plan for One/Two Family Dwelling Construction Sites.

8. Erosion Control/Regulations Checklist for Three or More Unit Dwelling Construction Site.

9. Elevation/Drainage Plan.

10. Permit to open Streets, Alleys, or Sidewalks.

11. Building Permit Addendum regarding New Construction and Easements.

12. Application for Unmetered Water Service (optional).

13. Wall Bracing Compliance Worksheet if not shown on building plans.

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

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73	**Wisconsin Uniform Building Permit Application** **Instructions on back of second ply.** The information you provide may be used by other government agency programs [(Privacy Law, s. 15.04 (1)(m)]	Application No. Parcel No.

PERMIT REQUESTED ☐ Constr. ☐ HVAC ☐ Electric ☐ Plumbing ☐ Erosion Control ☐ Other:

Owner's Name	Mailing Address	Tel.

Contractor Name & Type	Lic/Cert#	Exp Date	Mailing Address	Telephone & Email
Dwelling Contractor (Constr.)				
Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.)				
HVAC				
Electrical Contractor				
Electrical Master Electrician				
Plumbing				

PROJECT LOCATION | Lot area _____ Sq.ft. | ☐ One acre or more of soil will be disturbed | ☐ Town ☐ Village ☐ 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.

1. PROJECT
☐ New ☐ Repair
☐ Alteration ☐ Raze
☐ Addition ☐ Move
☐ Other:

2. AREA INVOLVED (sq ft)

	Unit 1	Unit 2	Total
Unfin. Bsmt			
Living Area			
Garage			
Deck/ Porch			
Totals			

3. OCCUPANCY
☐ Single Family
☐ Two Family
☐ Garage
☐ Other:

4. CONST. TYPE
☐ Site-Built
☐ Mfd. per WI UDC
☐ Mfd. per US HUD

5. STORIES
☐ 1-Story
☐ 2-Story
☐ Other:
☐ Basement

6. ELECTRIC
Entrance Panel Amps: _____
☐ Underground
☐ Overhead

7.WALLS
☐ Wood Frame
☐ Steel
☐ ICF
☐ Timber/Pole
☐ Other:

8. USE
☐ Seasonal
☐ Permanent
☐ Other:

9. HVAC EQUIP.
☐ Furnace
☐ Radiant Basebd
☐ Heat Pump
☐ Boiler
☐ Central AC
☐ Fireplace
☐ Other:

10. SEWER
☐ Municipal
☐ Sanitary Permit# _____

11. WATER
☐ Municipal
☐ On-Site Well

12. ENERGY SOURCE

Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo
Space Htg	☐	☐	☐	☐	☐	☐
Water Htg	☐	☐	☐	☐	☐	☐

13. HEAT LOSS
_____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)

14. EST. BUILDING COST w/o LAND
$ _____

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.

☐ **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 second page of this form.**

APPLICANT (Print:) _____ **Sign:** _____ **DATE** _____

APPROVAL 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. ☐ **See attached for conditions of approval.**

ISSUING JURISDICTION ☐ Town of ☐ Village of ☐ City of _____ ☐ County of _____ ☐ State _____ | State-Contracted Inspection Agency#: _____ | Municipality Number of Dwelling Location _____

FEES:		PERMIT(S) ISSUED	WIS PERMIT SEAL #	PERMIT ISSUED BY:
Plan Review	$ _____	☐ Construction		Name _____
Inspection	$ _____	☐ HVAC	_____	Date _____ Tel. _____
Wis. Permit Seal	$ _____	☐ Electrical		Cert No. _____
Other	$ _____	☐ Plumbing		Email: _____
Total	$ _____	☐ Erosion Control		

SBD-5823(R08/17) Distribute: ☐ Ply 1 – Issuing Jurisdiction; ☐ Ply 2- Issuer forwards to state w/in 30 days; ☐ Ply 3- Inspector; ☐ Ply 4- Applicant

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 contactor, 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. Sewage - Indicate if the dwelling will be served by municipal sewer or privately owned treatment system. If a private system is used, include the Sanitary Permit number. Note: A building permit cannot be issued for a new dwelling that utilizes a privately owned wastewater treatment system until a sanitary permit has been issued. This applies to any new or existing private onsite wastewater treatment system that will be used by the dwelling.
13. Heat Loss – Provide heat loss summation data (BTUs/HR) derived from the ResCheck report or the "Heating System Sizing Summary Calculator" available on the Division's website: http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC.
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.

(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 standards, and will comply with those standards.

Owner's Signature: _____ Date: _____

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: _____ Date: _____
(Owner/Rep)

Witnessed: _____ Date: _____
(Village/Rep)

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

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

VILLAGE OF HOLMEN

APPLICATION FOR UNMETERED SERVICES

Revised 1/1/2025

See Village Code Chapter 187-5 for unmetered service charges and 187-16 for application procedures.

****

Property Address _____

Property Owner: _____ Phone: _____

Owner Address: _____

Date Service Begins: _____ Date Service Ends: _____ (3 month max. service)

What type of work activities will the water be used for? (check all that apply)

cleaning tools _____ mixing mortar or concrete _____ lawn watering _____

watering concrete slabs _____ dust control _____ other _____

Will a storage tank be used? If yes, size = _____

PLEASE KEEP THIS PERMIT ON-SITE FOR REVIEW BY DPW PERSONNEL

WARNINGS: Per Village Code Chapter 187-16, it is illegal to allow other construction sites to draw water from an unmetered water service.

Per Village Code Chapter 187-18, only Holmen DPW employees are allowed to turn-on water services. Unauthorized operation of valves will result in $100 - $500 fines for a first offense and $200 - $1000 fines for subsequent offenses.

****

THIS SECTION TO BE FILLED OUT BY VILLAGE STAFF

Approved: Y N By: _____ Date: _____ Fee paid: _____

NOTES: Fee = $82.32 water fee (up to 16,000 gallons) + $15.50 sewer base fee = $97.82
No sewer volume charges are applicable.
Make checks payable to Village of Holmen.
Payments to budget code 610-40474-014 / 620-40474-015

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 ☐	**No ☐**	**Will you be doing the work? Yes ☐ No ☐**

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

Type of Property:	**Commercial ☐**	**Residential ☐**
Project Address:		
Approximate Start Date:		
Driveway width at sidewalk to be	**feet and at the curb**	**feet.**
Applicant is Requesting:	**New Curb Cut $50 ☐**	**Replacement/Add to Driveway $50 ☐**
(Check all that Apply)	**New Sidewalk $50 ☐**	**Replacement Sidewalk $50 ☐**
(Price per adjacent lot)	**Utility/Install/Demo $50 ☐**	**Water/Sewer Repair $50 ☐**
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 ☐	Referred to Public Works Committee ☐	Date Referred:
Total Fee: $	Fee Paid Date:	
Fee Paid By:	Invoice No:	
Driveway Type: Std. ☐ Special ☐	Sub-Type: Entrance to Private Residence ☐	Parking Lot ☐ Drive-In ☐
	Commercial or Industrial Bldg ☐	Gasoline Filling Station ☐
Parcel Number:		
Approved By:	Date:	

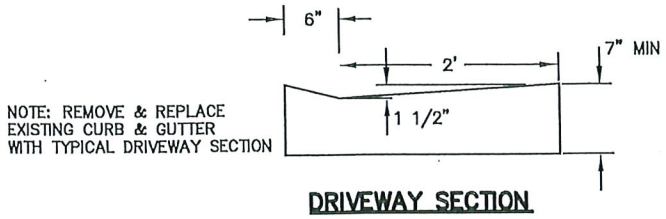
REGULATIONS GOVERNING STREET, ALLEY & SIDEWALK OPENINGS

(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.

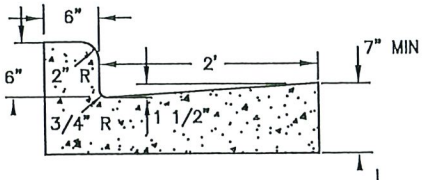
(C) Every person shall enclose with sufficient barriers each opening which he shall make in the streets or other public ways of the Village. All machinery and equipment shall be locked or otherwise effectively safeguarded from unauthorized use when not being used by the permittee, his agents or employees. 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.



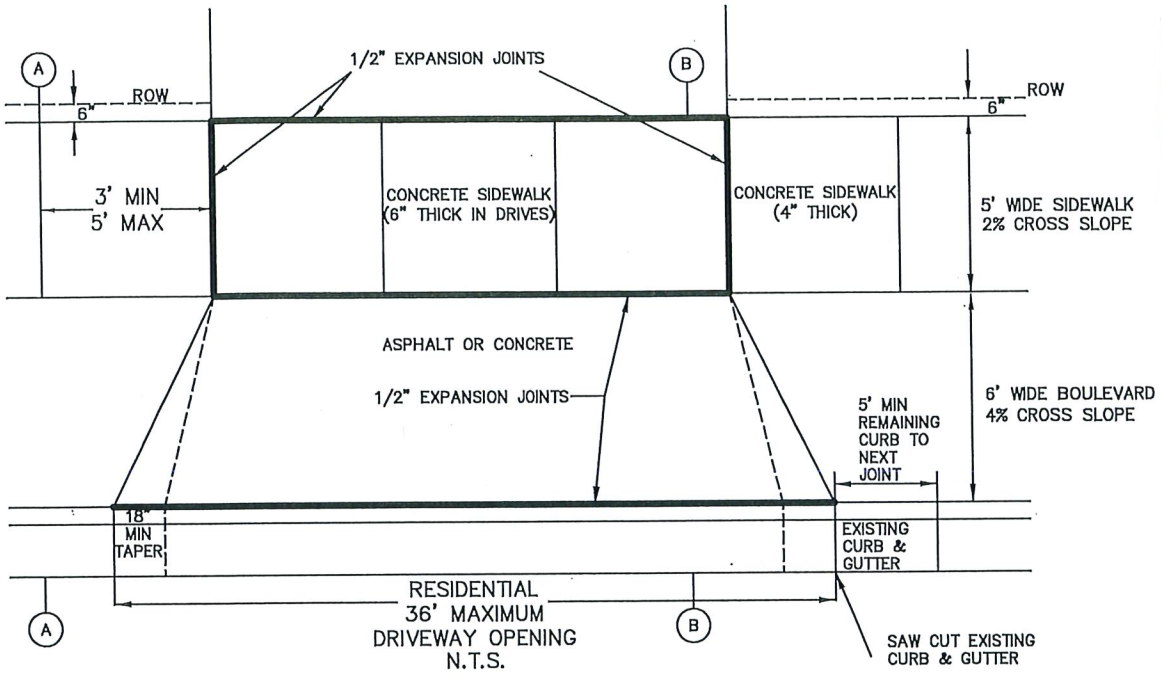
NOTE: REMOVE & REPLACE EXISTING CURB & GUTTER WITH TYPICAL DRIVEWAY SECTION

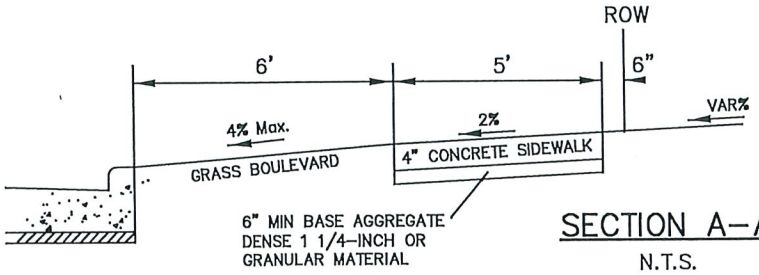
DRIVEWAY SECTION
N.T.S.



30" VERT. FACE C & G DETAIL
N.T.S.

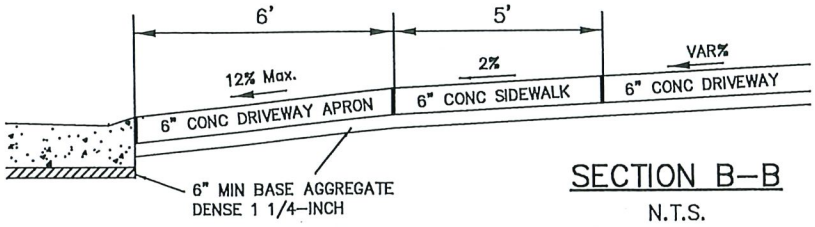
UPDATED DRAWING DETAILS EFFECTIVE 7/2025





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.



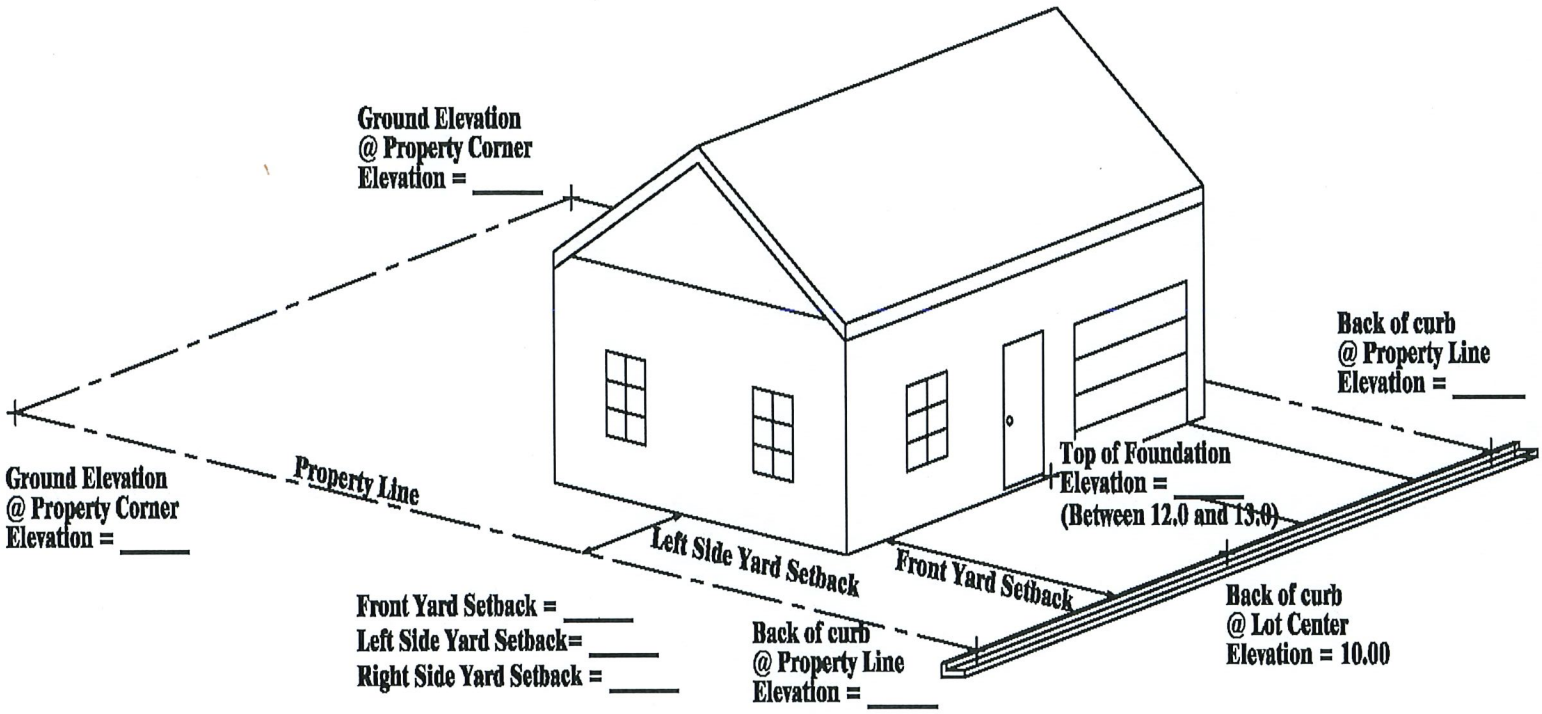
SECTION B–B
N.T.S.

SIDEWALK, CURB & GUTTER, DRIVEWAYS STANDARD DETAILS

Holmen WISCONSIN
You're Always Welcome!
www.holmenwi.com
P.O. Box 158
Holmen, WI. 54636
608-526-6322
CDAHL@HOLMENWI.GOV

Village of Holmen
Elevation and Drainage Plan

On the Diagram Below: 10' is the top of the curb elevation located at the center of the lot. Indicate the elevation at the top of the basement wall and all areas designated. Identify the front, left, and right sideyard setbacks. Also identify any concentrated waterflows and grading to plans to maintain waterflow on completed site.



_____

Parcel Number or Street Address

APPLICANT IS RESPONSIBLE FOR PROTECTING NEIGHBORING PROPERTIES FROM EROSION DURING CONSTRUCTION UNTIL FINISHED LANDSCAPING IS COMPLETED.

_____ _____

Approved By: Signature of Applicant

Revised 8/6/2025

G:\Comm Files\Misc. Forms and Permits

Standard Erosion Control Plan

for 1- & 2-Family Dwelling Construction Sites

According to Chapters Comm 20 & 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

Instructions:

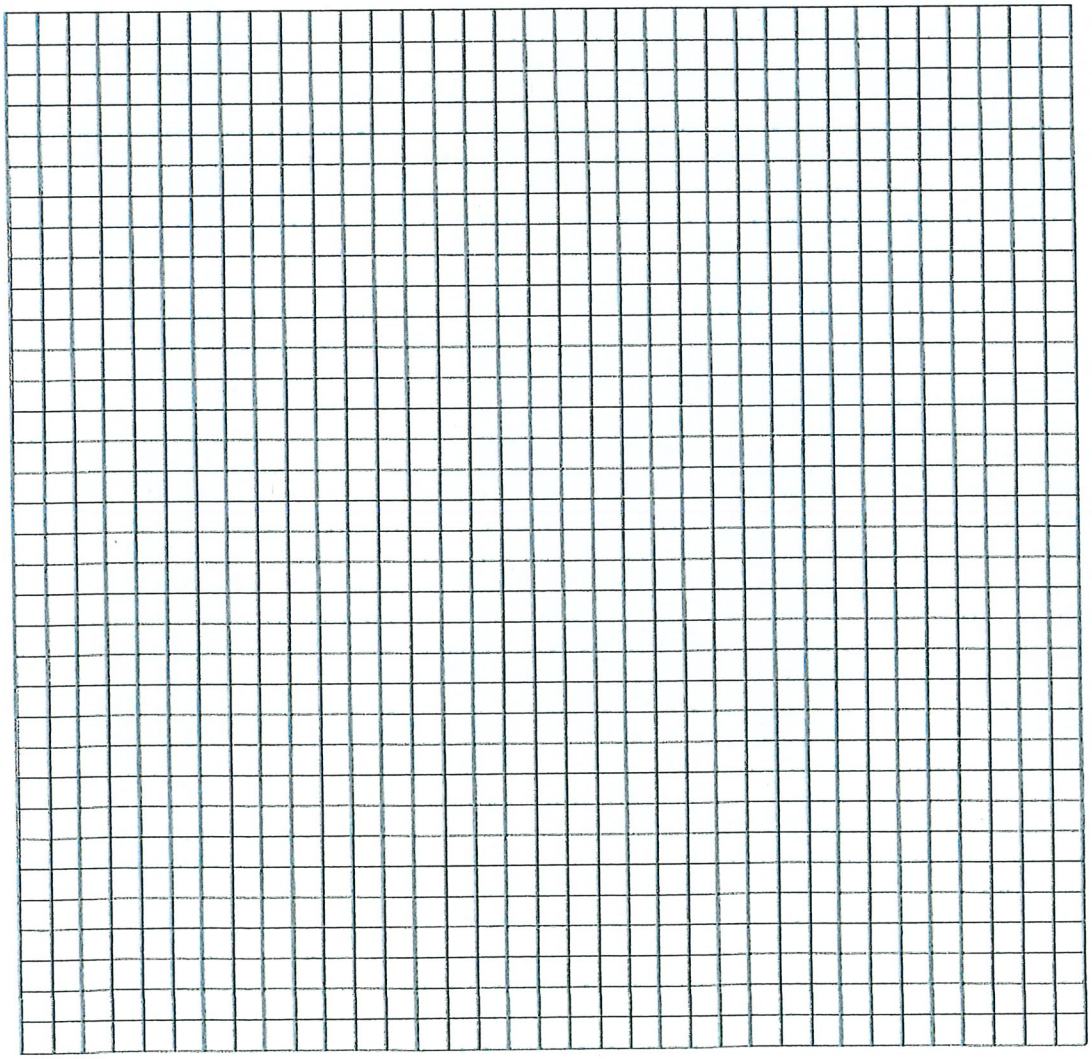
1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION _____

BUILDER _____ OWNER _____

WORKSHEET COMPLETED BY _____ DATE _____

SITE DIAGRAM Scale: 1 inch = ____ feet



Please indicate north by completing the arrow.

EROSION CONTROL PLAN LEGEND

- PROPERTY LINE
- EXISTING DRAINAGE
- TD TEMPORARY DIVERSION
- FINISHED DRAINAGE
- LIMITS OF GRADING
- SILT FENCE
- STRAW BALES
- GRAVEL
- 1 VEGETATION SPECIFICATION
- TREE PRESERVATION
- STOCKPILED SOIL

EROSION CONTROL PLAN CHECKLIST

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

COMPLETED	NOT APPLICABLE	
		Site Characteristics
☐		North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.
☐	☐	Location of existing drainageways, streams, rivers, lakes, wetlands or wells.
☐		Location of storm sewer inlets.
☐		Location of existing and proposed buildings and paved areas.
☐		The disturbed area on the lot.
☐		Approximate gradient and direction of slopes before grading operations.
☐		Approximate gradient and direction of slopes after grading operations.
☐	☐	Overland runoff (sheet flow) coming onto the site from adjacent areas.
		Erosion Control Practices
☐	☐	Location of temporary soil storage piles.
		Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway.
☐		Location of access drive(s).
		Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).
☐	☐	Location of sediment controls (filter fabric fence, straw bale fence or 10-foot-wide vegetative strip) that will prevent eroded soil from leaving the site.
☐	☐	Location of sediment barriers around on-site storm sewer inlets.
☐	☐	Location of diversions.
		Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow)from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.
☐	☐	Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).
		Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.
☐	☐	Location of practices that will control erosion on areas of concentrated runoff flow.
		Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).
☐	☐	Location of other planned practices not already noted.

Indicate management strategy by checking (✓) the appropriate box.

Management Strategies

COMPLETED	NOT APPLICABLE	
☐	☐	Temporary stabilization of disturbed areas. Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.
☐		Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment). • Indicate re-vegetation method: ☐ Seed ☐ Sod ☐ Other _____ • Expected date of permanent re-vegetation: _____ • Re-vegetation responsibility of: ☐ Builder ☐ Owner/Buyer • Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? ☐ Yes ☐ No
☐	☐	Use of downspout and/or sump pump outlet extensions. Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.
☐	☐	Trapping sediment during de-watering operations. Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.
☐		Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.
☐		Maintenance of erosion control practices. • Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height o f the barrier. • Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months). • All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday. • All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday. • Access drives will be maintained throughout construction. • All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

EROSION CONTROL REGULATIONS

Erosion control and stormwater regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 267-5113.

STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook.*
- Measures to control storm water after construction.

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook,* and UW–Extension publication *Erosion Control for Home Builders.* The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

Erosion Control for Home Builders (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at http://clean-water.uwex.edu/pubs/sheets

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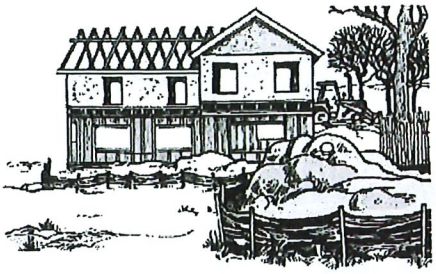
This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin–Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.

GWQ001A Standard Erosion Control Plan for 1 & 2 Family Dwelling Construction Sites

DNR WT-458-96 R-03-02-2M-10-S Editing and design by the Environmental Resources Center, University of Wisconsin-Extension.

Printed on recycled paper



Erosion Control for Home Builders

By controlling erosion, home builders help keep our lakes and streams clean.

Eroding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:

Taxes
Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

Lower property values
Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

Poor fishing
Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

Nuisance growth of weeds and algae
Sediment carries fertilizers that fuel algae and weed growth.

Dredging
The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre.

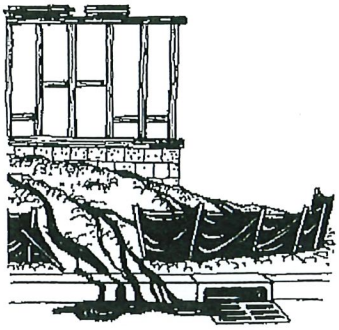
If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

Controlling Erosion is Easy

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpilkes;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.

GWQ001 Erosion Control for Home Builders. Additional copies are available from Cooperative Extension Publications, 45 N. Charter St., Madison, WI 53715, 608/262-3346 (toll-free 877-947-7827) or Dept. of Commerce, P.O. Box 2509, Madison, WI 53701-2509, 608/267-4405.



A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).

WARNING! Extra measures may be needed if your site:

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

Straw Bale or Silt Fence

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

Soil Piles

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

Access Drive

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

Sediment Cleanup

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

Sewer Inlet Protection

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

Downspout Extenders

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

Preserving Existing Vegetation

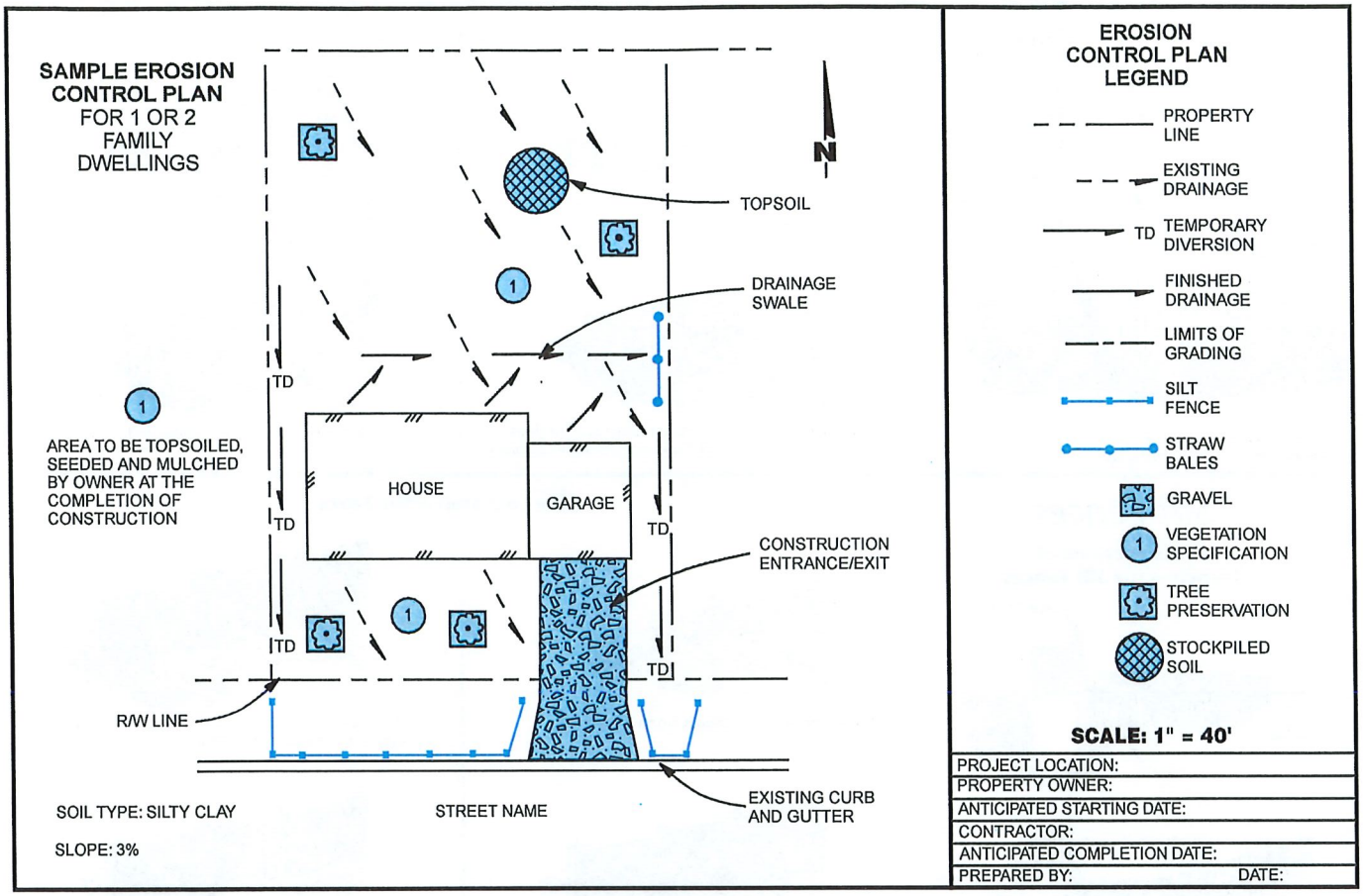
- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

Revegetation

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

Seeding and Mulching

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with 1/4" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.



Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15. Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

Typical Lawn Seed Mixtures

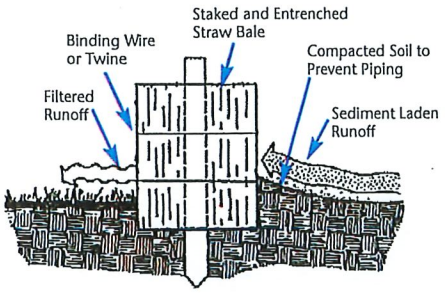
Grass	Percent by Weight Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%
Seeding rate (lb./1000 sq. ft.)	3-4	4-5

Source: R.C. Newman, Lawn Establishment, UW-Extension, 1988.

COMMONLY USED EROSION CONTROLS

Straw Bale Fences

Cross Section of Straw Bale Installation



Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

How to Install a Straw Bale Fence

1. Excavate a 4" deep trench.

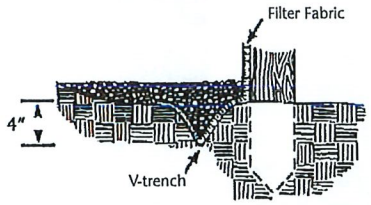
2. Place bales in trench with bindings around sides away from the ground. Leave no gaps between bales.

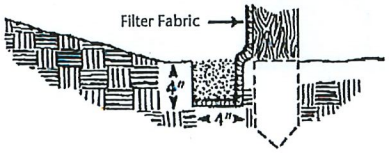
3. Anchor bales using two steel rebars or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".

4. Backfill and compact the excavated soil.

Silt Fences

Cross Sections of Trenches for Silt Fences

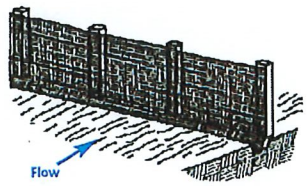




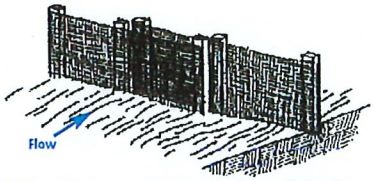
Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

How to Install a Silt Fence

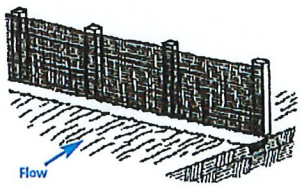
1. Excavate a 4" x 4" trench along the contour.



2. Stake the silt fence on downslope side of trench. Extended 8" of fabric into the trench.



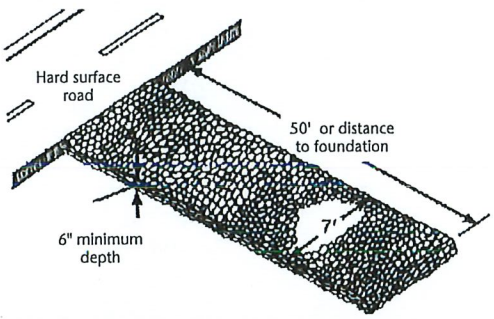
3. When joints are necessary, overlap ends for the distance between two stakes.



4. Backfill and compact the excavated soil.

Access Drive

How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.

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Author: Carolyn Johnson, UW–Extension.

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