



723 Scott Street  
Wausau, WI 54403  
(715) 393-5442 Office  
(866) 564-8972 Fax  
[customerservice@wispect.com](mailto:customerservice@wispect.com)

*Serving Municipalities In Ashland and Bayfield Counties*

*Town of Ashland Town of Jacobs Town of Sanborn Town of White River  
City of Bayfield Town of Bayfield Town of Bayview Town of Clover Town of Orienta Town of Russell*

## Permit Application Checklist for UDC Modular Homes

Plan-sets can be obtained from the manufacturer. However the Soil Erosion Worksheet, Site Plan and REScheck Compliance Report will need to be completed by the permit applicant. The drain tile system and footing and foundation plans provided by the manufacturer can be used by the permit applicant provided they reflect the construction that will take place. Exterior views will need to show the modular home and all site-built additions - finished or unfinished.

- ☐ **Appropriate Permits Fees**
- ☐ **Wisconsin Uniform Building Permit Application**
  - This form must be filled out *completely* up to the “approval conditions” area.
- ☐ **Uniform Notice to Permit Applicants Served by State-Contracted Inspection Agencies**
- ☐ **\*Two (2) full plan sets which include:**
  - ☐ **Site Plan SPS 320.09 (5) (a) 1, 2., and 3.**
    - *A site plan shall show the location of the dwelling and any other buildings, wells, surface waters and dispersal systems on the site with respect to property lines and surface waters adjacent to the site. For rural areas, include directions for locating the dwelling.*
    - Note: The Soil Erosion Worksheet may also be used as the site plan.*
  - ☐ **Floor plan for each floor SPS 320.09 (5) (b) 1. and 2.**
    - *General floor plans of modular home indicating size and model number.*
    - *Floor plans and construction drawings for site-built additions to the modular home, such as:*
    - *Attached garages, porches, decks, etc.; or*
    - *Drawings or description of construction to be completed at the site for the modular home, such as finishing drywall, siding, kitchen cabinets, etc.*
  - ☐ **Exterior elevation views SPS 320.09 (5) (c)**
    - *The elevations shall contain information on the exterior appearance of the building, indicate the location, size, and configuration of doors, windows, roof, chimney(s), exterior grade, footings and foundation walls, and include the type of exterior materials.*
  - ☐ **Footing and Foundation plan SPS 320.09 (5) (c) 2./SPS 321.15/SPS 321.18**
    - *Footing and foundation (basement) plan (if applicable) showing the size and locations of:*
    - *Rooms;*
    - *Doors;*
    - *Windows;*
    - *Room use;*
    - *Structural features - size, species and grade of lumber or other*
    - *structural material for beams, headers, studs, and columns; strength,*

- *thickness, and reinforcement (if any) of concrete for footings,*
- *foundations, floors and any other concrete work; height and thickness of concrete and/or masonry construction;*
- *Exit passageways (hallways) and stairs (including all stair dimensions - riser height, tread width, stair width, headroom and handrail heights);*
- *Plumbing fixtures (if any, such as laundry trays, lavatory, water closet, water heater, softener, floor drains, etc.);*
- *Chimney(s) - include also the type of construction (masonry or factory built) and rating, if metal;*
- *Heating equipment;*
- *Cooling equipment (central air conditioning, if provided);*
- *Crawlspace access; and*
- *Fire separation between dwelling and garage.*
- ☐ **Footing and Foundation Plan SPS 321.15, 21.16, and 21.18/SPS 322**
- ☐ **Slab-on-Grade Foundation SPS 321.15 (2) (e)**  
*Any dwelling supported on a floating slab on grade shall be designed through structural analysis. When submitting the plans for a floating slab-on-grade foundation the engineering calculations shall be submitted at this time. Designers may also submit data from the Builder's Guide to Frost-Protected Shallow Foundations or ASCE 32-01.*
- ☐ **Building cross-section highlighting materials and structural details SPS 320.09 (6) (a)**
  - *Foundation cross-sectional drawing which shows:*
  - *Exterior grade level; and*
  - *Footing and foundation wall sizes, drain tile system and types of materials;*
  - *Exterior wall construction identifying materials used (including insulation and vapor barrier);*
  - *Anchorage of modular home to foundation, beams, walls, etc.; and*
  - *Amount and type of any field-installed insulation.*
- ☐ **REScheck Compliance Report** (*REScheck can be downloaded at [www.energycodes.gov](http://www.energycodes.gov). Version 4.1.0 or later must be submitted as required by SPS 322.31 (2) (b).*)
- ☐ **Completed Soil Erosion Worksheet SPS 320.09 (5) (a) 2./SPS 321.125/SPS 321.126/SPS 320.09 (4) (b) PAGES 2 & 3 NEED TO BE COMPLETED AND SUBMITTED**
  - *The Soil Erosion Worksheet shall show the areas of land disturbing activity and the location of all erosion and sediment control practices to be employed. The pre-construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.*

**Please forward the above documentation to:**

WISPECT LLC  
 UDC Inspection Division  
 723 Scott Street  
 Wausau, WI 54403-4924  
 (715) 393-5442

**Please make Permit Fee checks payable to: WISPECT, LLC**

**PLEASE NOTE:** All building contractors must be certified by the State of Wisconsin (meaning they meet the State's minimum requirements for worker's compensation, unemployment compensation, and liability insurance or bonding) to obtain building permits, and their license number is required on the Wisconsin Uniform Building Permit Application form. *Effective January 1, 2008, a Dwelling Contractor Qualifier credential is also required.* Should the owner hire a building contractor that is not State-certified or intends to do his own work, then a cautionary statement (advising the owner of their potential legal liability) will need to be signed by the owner prior to obtaining a permit.