

Town of Freedom

Uniform Dwelling Code (UDC) Permit Submittal Requirements

1. ALL UDC submittals shall be electronic – NO HARD COPIES. The electronic submittal shall include all the the following items in one file.
2. Wisconsin Uniform Building Permit Application shall be filled out online at “Department of Safety & Professional Services (DSPS) Online Building Permit”. The Online Building Permit shall include the names, license numbers, contractor, email, phone numbers and mailing addresses for ALL contractors and sub-contractors.
3. Site Plan showing the location of all existing and/or proposed structures, septic system, easement(s), wells and property lines.
4. Erosion Control Plan & Plot Plan accurately showing ALL existing and/or proposed structures.
5. House Plans: All house plans shall be organized. Plans shall be to scale and include at a minimum the following:
 - House plans shall show the size and location of all rooms, basements, doors, windows, structural features, exit passageways, decks, stoops and stairs. All rooms shall be labeled and identified as finished and/or unfinished areas, decks, stoops, attached garages, etc.
 - Building Elevations shall show the exterior appearance of the building, including the type of exterior materials. The elevations shall also show the location, size and configuration of doors, windows, roof pitch, chimneys, exterior grade, footings and foundation walls.
 - The Wall Cross Section and Wall Bracing Compliance Worksheet shall be on the plans.
 - Energy (Heat-Loss) Calculations: Both are Required:
 - 2009 International Energy Conservation Code (IECC) Residential check for the envelope; and,
 - 2009 Wisconsin Uniform Dwelling Code (UDC) Residential check for conductive loss’s & mechanical. Both MUST be signed by the individual completing the worksheets.
 - In-Floor Heat: Provide a detail of the proposed insulation for any in-floor heat.
 - Truss Plans: They do not need to be submitted but MUST be available on site.
6. Additional Information.
 - Additional permits or agreements may be required depending on the scope of the project. An example of additional permits or agreements: stormwater management and/or erosion control, shoreland filling and grading, holding tank agreements, shoreland mitigation agreements
 - The Town of Freedom recommends that you contact Outagamie County officials to determine what other permits, such as zoning, shoreland or land use, would be required for your project.
 - The location of the home MUST be clearly staked or flagged out for our inspection(s).
 - Address Request Form - these are required for all new homes. Include this form with the plan submittal. The Town staff will then complete the online application and get an address assignment from Outagamie County.
7. Fee Schedule.
 - The permit fee schedule can be found at:
<http://www.townoffreedom.org/services/forms,-fees-applications/>
 - Once you have been notified by the building inspector that the submittal has been reviewed, pick up and PAY for the permit at the Freedom Town Hall, W2004 County Highway S.

**SEND ALL REQUIRED PAPERWORK TO: Stephanie Potter (spotter@msa-ps.com)
Phone: 608-617-5691**