

# NEW HOME CONSTRUCTION CHECKLIST

## TOWN OF MISHICOT

The following information has been assembled to assist a property owner through the process of constructing a new home in the Town of Mishicot. Below are listed requirements needed for building a new home.

**ZONING** - Check with the Manitowoc County Planning and Park office to find out if your property meets the zoning criteria for your building project. If not, a zoning change is necessary. Complete a Zoning Change Request form and submit it, along with a check in the amount of \$150 to the Town of Mishicot Chairperson. The chairperson will forward the request to the Town of Mishicot Planning Commission. The Commission will meet and forward a recommendation to the Mishicot Town Board. The Mishicot Town Board will make a recommendation at a monthly town board meeting. The recommendation will then be forwarded to Planning and Parks. After the town's recommendation, you may petition Manitowoc County for a rezone hearing. After the county receives a completed zoning map amendment request application and required fees, a public hearing will be scheduled with the Manitowoc County Planning and Park Commission. The Commission will make a recommendation at the hearing and forward it to the County Board for final action. Approval by the County Board completes your request.

[See Town Zoning Change Request Form](#)

Manitowoc County Planning and Parks Planning and Zoning

<https://manitowocountywi.gov/departments/planning-and-zoning/planning-park-commission-applications/>

**SANITARY PERMIT**- This permit is needed to install a septic system. To obtain a sanitary permit, first a soil evaluation needs to be done by a certified soil tester. This test will then be used by a licensed plumber or septic installer to design a system for the property. The soil test, system design plan, and sanitary permit application filled out by the plumber then needs to be submitted to the Manitowoc Planning and Park Commission office for issuance of a Sanitary Permit. Keep in mind that the Town of Mishicot does not allow the use of holding tanks.

**ZONING AND SETBACK PERMIT**- A "Zoning and Setback Permit" is required from Manitowoc County Planning and Park before construction begins on any permanent building or structure, regardless of size.

<https://manitowocountywi.gov/departments/planning-and-zoning/zoning/>

**SURVEY**- If a parcel is not an existing parcel of land and is less than 15 acres, a survey is required.

LOT LINE SETBACKS- Manitowoc County Planning and Park have established setback guidelines for principle and auxiliary buildings. The lot line setbacks vary depending on zoning. <https://manitowocountywi.gov/departments/planning-and-zoning/zoning/>

ROAD SETBACKS- Structures need to be set back from the centerline of a road. These setbacks vary depending on the classification of the road. The minimum distances from the center of a road to the edge of the structure closest to the road are as follows:

- Town road – 60 feet
- County road – 100 feet
- State highway – 100 feet

CULVERT PERMIT- If you will be installing a new driveway, a culvert permit will be necessary. The culvert will have to be installed according to Town standards and specifications. The driveway shall meet the Manitowoc County Firefighters Association driveway guidelines as adopted by the Town of Mishicot. The permit and specifications can be obtained from the Road Superintendent who can be contacted at the Town Hall or obtained as follows:

[See Culvert Ordinance](#)  
[See Driveway Permit form](#)  
[Fire Fighters Assoc. Driveway Guidelines](#)

HOUSE NUMBER ASSIGNMENT- A house number (address) for a new home is obtained from the Town of Mishicot Treasurer. This assignment is necessary before you can receive an occupancy permit from the building inspector.

BUILDING PERMIT- The building permit, permit fees, and inspections of new homes are handled for the Town of Mishicot by Beining Building Inspection, a certified building inspection agency contracted by the State of Wisconsin to provide building inspection services to the Town of Mishicot. A building permit is necessary before any construction is started. Contact the Beining Building Inspection office early on in your planning process. A Zoning and Setback Permit and Sanitary Permit are necessary before a building permit application can be submitted. To obtain a building permit, Beining Building Inspection will require a completed building permit application, copies of the Zoning and Setback Permit and Sanitary Permits, a site plan showing erosion control, floor and elevation plans, a thermal performance (heat loss) calculation, permit fees and other items as identified by the Beining inspector. Once a permit is issued, required inspections are done by Beining Building Inspection. When an inspection is necessary, it can be scheduled by calling Beining Building Inspection.

[See Independent Inspections Permit Requirements.doc](#)

OCCUPANCY PERMIT Occupancy can take place only after a final inspection is approved and an occupancy permit is received from the building inspector.

DWELLING CONTRACTOR CERTIFICATION- Dwelling contractors will need an additional certification to take out building and erosion control permits for one- and two-family homes. Two certifications from the Safety and Buildings Division will be needed:

- (1) Dwelling Contractor Certification
- (2) Dwelling contractor Qualifier Certification

A contractor shall possess a Wisconsin Dwelling Contractor Certification and, in addition, the dwelling contractor shall also possess or have an employee, CEO, or chairman of the board that as an individual holds a Dwelling Contractor Qualifier Certification.

Exemptions:

- Plumbing, electrical, or heating work, or to work on commercial or multi-family dwellings.
- An owner of a dwelling who resides or will reside in the dwelling and who applies for a building permit to perform work.

Under s. 101.65(1r), an owner who obtains a building permit needs to sign a statement advising the owner of the potential consequences of hiring a contractor to perform work under permit who is not bonded or insured under s. 101.654(2)(a).

## CONTACTS

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