

# Pre-Construction Checklist

## Town of Clayton Town Hall

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Website: <https://www.townofclayton.net/>



## Site Access to Town Roads (Culvert Permit)

Application for Permit to Construct a Driveway Access to Town Roads is available on the Town's website:  
[https://www.townofclayton.net/index.asp?Type=B\\_BASIC&SEC={E558459C-2C23-4C8B-B552-587E0FC24197}](https://www.townofclayton.net/index.asp?Type=B_BASIC&SEC={E558459C-2C23-4C8B-B552-587E0FC24197})

## Pre-Construction Permitting

Submit items 1-2 when applicable, and 3-6 to the Building Inspector for Review. If all is complete and complaint, a building permit will be issued. If non-compliant or Plan Commission and/or Town Board review is needed, you will be contacted regarding any issue(s) and/or additional requirements.

### 1. Sanitary Permit

Issued through Winnebago County Zoning Department when applicable:

<https://www.co.winnebago.wi.us/planning-and-zoning>

### 2. Winnebago County Erosion Control Permit

An erosion control permit is required during certain land disturbing activities to regulate the installation and maintenance of Best Management Practices (BMPs). The erosion control permit applies, but is not limited to the following land disturbing activities:

- Land disturbance greater than or equal to 4,000 square feet;
- Excavation or fill greater than or equal to 400 cubic yards;
- Public or private driveway and road construction or reconstruction longer than 125 linear feet;
- Construction of any structure, addition to a structure, or multiple additions and/or structures where the total area is greater than 1,000 square feet

Additional information is available on the Winnebago County website:

<https://www.co.winnebago.wi.us/planning-and-zoning>

### 3. Zoning Permit Application

Applications are available on the Town's website:

[https://www.townofclayton.net/index.asp?Type=B\\_BASIC&SEC={E558459C-2C23-4C8B-B552-587E0FC24197}](https://www.townofclayton.net/index.asp?Type=B_BASIC&SEC={E558459C-2C23-4C8B-B552-587E0FC24197})

Shoreland Zoning Permit Applications are available on the Winnebago County Planning and Zoning website:

<https://www.co.winnebago.wi.us/planning-and-zoning>

### 4. Site Plan

The following must be included on your site plan:

- Existing Driveway(s)
- All existing structures
- Location of well and septic
- All proposed structures
- All setbacks
- All dimensions

Town of Clayton Zoning Ordinance regulations and requirements are available on the Town's website:

[https://www.townofclayton.net/index.asp?Type=B\\_LIST&SEC={A5D3E281-C914-4590-A7B6-9524AFA48329}](https://www.townofclayton.net/index.asp?Type=B_LIST&SEC={A5D3E281-C914-4590-A7B6-9524AFA48329})

You can print a GIS map of your property at the following link:

<https://wcfgis3.co.winnebago.wi.us/parcelviewer/>

Site Preparation is NOT allowed prior to acquisition of all required Town, County, and/or State Permits. Site Preparation includes any earth moving, excavation, grading, clearing or razing of any other structures on a site, and/or the laying of any base or foundation for a structure. Staking of the site is allowed. Exceptions to the above information may be reviewed on a case by case basis by the Building Inspector.

#### 5. Building Plans/Elevation Drawings

A full set of building plans shall be included with the Zoning Application including but not limited to the following:

- Elevation drawings clearly indication building height
- Floor Plans
- Wall Bracing
- Corner Bracing
- Any Engineering Documents
- Energy Worksheet

#### 6. Building Permit Application

Building Permit Applications for new One- and Two-Family Residential Structures must be electronically submitted through the Wisconsin Department of Safety and Professional Services Electronic Building Permit system:

<https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>

Building Permit Applications for additions, remodels, accessory structures, or other building projects can be found on the Town of Clayton website:

[https://www.townofclayton.net/index.asp?Type=B\\_BASIC&SEC={E558459C-2C23-4C8B-B552-587E0FC24197}](https://www.townofclayton.net/index.asp?Type=B_BASIC&SEC={E558459C-2C23-4C8B-B552-587E0FC24197})

## Building Permit Issuance

Upon receipt of all required permits, applications, and supporting documents to the Building Inspector, a full review of the project will commence. Upon payment of all associated fees, a building permit will be issued. Please note, this process can take up to two-weeks to complete.

Absolutely NO construction, including Site Preparation, may begin without the proper permits being issues. Permits shall be properly displayed at the site of construction as required.

## Inspections

The Building Inspector must be given at least 24 hours (not including weekends) for all required inspection requests.

## Certificate of Occupancy

Property owner(s) of new one- and two-family residential structures, and new commercial structures shall submit a copy of the Final Inspection Report to the Town of Clayton Municipal Office prior to habitation. This submission is required for issuance of Occupancy Permits. Certificates of Occupancy are issued through the Town of Clayton Municipal Office during regular business hours.