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# BUILDING A NEW HOME: CHECKLIST

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Here, in checklist form, are all the steps of preparing to build your home in the Town of Black Wolf. This checklist must be turned into the Town with the required permits, forms and fees prior to a Building Permit being issued.

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## LIST OF CONTACT NAMES AND NUMBERS

- ☐ Town of Black Wolf – (920) 688-1404 or [info@townofblackwolf.com](mailto:info@townofblackwolf.com)
- ☐ Town of Black Wolf Zoning Administrator, Tom Verstegen: (920) 379-308 or [tom@townofblackwolf.com](mailto:tom@townofblackwolf.com)
- ☐ SPS Inspection Service, LLC: (920) 266-9611 or [spsinspectionsservice@gmail.com](mailto:spsinspectionsservice@gmail.com)

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## APPLICATION FOR BUILDING PERMIT

- ☐ Complete the initial building permit application form via the online Building Permit System (*applications must be thoroughly completed*)  
[https://esla.wi.gov/apex/Customer\\_Portal\\_Intro\\_Page](https://esla.wi.gov/apex/Customer_Portal_Intro_Page).
- ☐ Contact the Town at (920) 688-1404 once complete and submitted

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## PREPARE YOUR DOCUMENTS

Upon approval of the Building Permit application, Inspector will notify the town to print and issue the Building Permit. The completed checklist, payments and required documents listed below must be submitted to the Town of Black Wolf prior to a permit being issued:

- ☐ 2 copies of blue prints must be submitted to the Town Hall as soon as your application is completed online. The Inspector will need to review the blue prints **with** the application BEFORE final approval can be granted for a permit.
- ☐ Building Permit Fee payable to Town of Black Wolf:
  - Up to 5,000 Sq Ft: \$4,000
  - 5,001 Sq Ft. and above: \$6,500
  - This amount will include required inspections. Any unused building permit fee funds after the notice of occupancy is given will be returned to the payee. Work started before the permit is issued will result in double fees.
- ☐ Contact Tom Verstegen (920) 379-3081 for Zoning Permit and information - attach a copy of the zoning permit.
- ☐ Contact Supervisor II, Beth Oswald at [beth@townofblackwolf.com](mailto:beth@townofblackwolf.com) or (920) 688-1404 for potential Road Access/Culvert Permit (required contact). If culvert if required, attach copy.
- ☐ Erosion Control Permit (attach)
- ☐ Sanitary District Permit (attach)
- ☐ Elevation/grade was determined and meets specifications (check box)
- ☐ Surveyor marks are in place and visible (check box)