

Construction Guide: One & Two Family “New Home” Building Permit Process

(updated 2025)



1. Request a New Home Building Permit Application packet from the Building & Zoning Office (or apply online via City of New Richmond website).
2. Submit a completed Building Permit Application packet along with two sets of building plans. (One will be returned to you after approval process. If application is completed online, upload .pdf of the building plans at the time of submission)
3. The Building & Zoning Office will review completed packet and building plans for conformance with building codes and zoning regulations. The process generally takes approximately two weeks. Building permit and special fee charges will also be calculated at this time. *(Please note that the time for permit approval can vary depending on accuracy and completeness of submitted documentation.)*
4. You will be contacted by our office when plans are approved. Once payment is received, a permit will be issued and construction may commence. Permits are valid for 24 months from date of issuance.
5. Please call the Building & Zoning Office at 715-243-0413 to set up your inspection appointments (listed below). We will make every effort to perform the inspection at the time requested, however we are allowed up to 2 business days by the Wisconsin Uniform Dwelling Code to make the inspection after the notification.

Required Residential Inspections

- a. Water/Sewer Laterals - DSPS 381.2 (air/water test required)
- b. Footings - Prior to pouring of concrete, all footing forms and reinforcements must be inspected.
- c. Foundation – Prior to pouring of concrete, formwork must be inspected. All masonry walls must be inspected after damp proofing but prior to backfill.
- d. Drain Tile – If required, inspection prior to backfill.
- e. Under-ground Plumbing – Must be inspected and tested prior to being covered.
- f. Underslab Vapor Barrier (poly) or Insulation – Must be inspected prior to floor slab being poured.
- g. Temporary or New Electrical Service – Inspection required prior to NR Electric Utility’s energizing service.

- h. Rough-Ins: Plumbing, Electrical, Mechanical, Structural (Framing) – All drain/waste/vent piping must be tested and inspected prior to being covered. All ductwork, flues, vents, gas piping and hydronic piping must be inspected prior to being covered.
- i. Insulation – Once structural & rough-in inspections have been completed, insulation may be installed. All insulation and vapor retarders must be inspected prior to being covered.
- j. Final Inspection – Is required. Upon successful completion; a Certificate of Occupancy will be issued.

CITY OF NEW RICHMOND						Applicant Email:	
UNIFORM BUILDING PERMIT APPLICATION							
PERMIT REQUESTED		☐ Const. ☐ HVAC ☐ Elec ☐ Plbg ☐ Erosion ☐ Other					
Owner's Name		Mailing Address				Tel.	
Contractor's Name: ☐ Con ☐ Elec ☐ HVAC ☐ Plbg		Lic/Cert#		Mailing Address		Tel.	
						FAX	
Contractor's Name: ☐ Con ☐ Elec ☐ HVAC ☐ Plbg		Lic/Cert#		Mailing Address		Tel.	
						FAX	
Contractor's Name: ☐ Con ☐ Elec ☐ HVAC ☐ Plbg		Lic/Cert#		Mailing Address		Tel.	
						FAX	
Contractor's Name: ☐ Con ☐ Elec ☐ HVAC ☐ Plbg		Lic/Cert#		Mailing Address		Tel.	
						FAX	
Project Address		Subdivision Name				Lot No.	Block No.
Zoning District(s)		Lot Area		Setbacks	Front	Rear	Left
					ft.		ft.
							ft.
							ft.
							ft.
1. PROJECT		3. OCCUPANCY		6. ELECTRICAL		9. HVAC EQUIPMENT	
☐ New ☐ Repair ☐ Alteration ☐ Raze ☐ Addition ☐ Move ☐ Sign ☐ Other		☐ Single Family ☐ Two Family ☐ Type ☐ Commercial ☐ Other		Entrance Panel Amps: ☐ Underground ☐ Overhead		☐ Forced Air Furnace ☐ Radiant Basebd/Panel ☐ Heat Pump ☐ Broiler ☐ Central Air Cond. ☐ Fireplace ☐ Other	
2. AREA INVOLVED		4. CONST. TYPE		7. FOUNDATION		10. SEWER	
Unfinished Basement Including Crawl Space _____ Sq Ft		☐ Site-Built ☐ Mfd ☐ UDC ☐ HUD		☐ Concrete ☐ Masonry ☐ Treated Wood ☐ Slab on Grade ☐ Other		☐ Municipal ☐ Septic Permit No _____	
Living Area _____ Sq Ft		5. STORIES		8. USE		11. WATER	
Garage _____ Sq Ft		☐ 1-Story ☐ 2-Story ☐ Plus Basement ☐ Other		☐ Seasonal ☐ Permanent ☐ Other		☐ Municipal Utility ☐ Private On-Site Well	
Deck _____ Sq Ft							
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, expressed or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side. Local permit expires 18 months from date of issuance. APPLICANT'S SIGNATURE _____ DATE SIGNED _____							
APPROVAL CONDITIONS: This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalties							
PROJECT DESCRIPTION:							
PERMIT DOES NOT INCLUDE:							
FEES:		PERMIT(S) ISSUED			PERMIT ISSUED BY:		
Local Permit _____		☐ Construction			Name _____		
SAC _____		☐ HVAC			Date _____		
Impact _____		☐ Electrical			Cert No _____		
Park _____		☐ Plumbing			Telephone Number 715-246-3736		
Other _____		☐ Erosion					
Total _____		☐ Other _____					



CITY OF NEW RICHMOND

BUILDING & ZONING REQUIREMENTS (Updated 03/29/2021)

1. No construction or excavation allowed without permit issuance. Permits will not be issued or valid until payment is received. Double permit fees will be assessed for work started without a permit per Ord. Sect. 105-33. Strict erosion control compliance including off-site tracking will be enforced. Placement of dumpsters on City streets requires prior approval from the Director of Public Works.
2. Check with local Building Inspection/Zoning Administrator office prior to any home improvements, landscaping, fencing, pools, excavation, antennas, outdoor wood stoves, paving, planting, misc. construction projects, etc. **Always check private covenants before building. It is the applicant's responsibility to adhere to private covenants.**
3. Municipality NOT responsible for:
 - Any site work or construction performed prior to plan review and building permit issuance.
 - Property line locations or proper lot/building site validation.
 - Enforcing private covenants.
4. Owner/Builder IS responsible for:
 - Zoning compliance. Inquire about specific zoning requirements.
 - Obtaining utility easements for any services traversing adjacent/contiguous lots or parcels.
 - Verifying that sub-contractor licensing through the State of Wisconsin is current.
 - Declaring if property lines are present at common walls on the building permit application for two unit buildings under separate ownership.
 - Building plans matching the intended construction.
 - Displaying property lines upon initial footing inspection. Setbacks are NEVER measured from the curb - always measure from the property lines
 - Final inspection notification upon completion of project. Occupancy NOT permitted until completion of all conditions on the final inspection report is satisfied.
 - Property owners are responsible to report all project costs, which include but not limited to, all construction work and labor for which the permit is issued, as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment. If, in the opinion of the building inspector, the permit valuation has been underestimated and/or a labor value is not provided, the inspector may assign a valuation based on our internal Valuation Calculator Policy.
5. 48-hour UDC inspection notification preferred. Allowances will be made on a case-by-case basis. Any re-inspection shall be subject to a \$75.00 fee for each incident.
6. City of New Richmond Building Inspection/Zoning Administrator office reserves citation authority for violations.
7. City of New Richmond building permit expires 24 months from date of issuance.
8. Easements:
 - Homeowner is responsible for determining location of easements and existing underground utilities.
 - No fence shall not be positioned closer than 3 feet to any side of a transformer, pedestal or cabinet.
 - No fence shall not be positioned closer than 10 feet to the door of any transformer or cabinet. EXCEPTION: If a gate is positioned directly in front of the door and measures at least as wide as the door, the distance may be reduced to 3 feet.
 - New Richmond Utilities will not repair or replace any portion of fence within the utility easement if the fence needs to be removed for any utility work including clearing obstructions in the easement area.
 - No fence shall not be attached to any utility equipment.
 - If fence impedes the movement of stormwater through the easement, it will be the homeowners responsibility to return the drainage to its original characteristics.
9. **Cautionary Statement to Owners Obtaining Building Permits:** 101.65(lr) of the Wisconsin State Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:
 - (a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by an negligence of the contractor that occurs in connection with the work performed under the building permit.
 - (b) The owner may not be able to collect from the contractor any damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury or death of others or damage to property that is caused by negligence by the contractor that occurs in connection with the work performed under the building permit.**I agree to all applicable codes, statutes and ordinances and with the conditions of this permit: understand that the issuance of the permit creates no legal liability, expressed or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility.**

I, _____, understand and agree to these aforementioned conditions.

Dated _____

Building Permit # _____



156 East First Street
New Richmond, WI 54017
www.newrichmondwi.gov
715-246-4268

City of New Richmond Erosion Control, Site Stabilization and Landscaping Revised and Effective 5/28/2025

Erosion control, site stabilization and landscaping site plans, along with a corresponding deposit are required at the time of all building permit applications (**Wis Comm 20 & 21, NRM Sec 109-291 and Sec 121-55**), unless otherwise already covered by another agreement related to the development of the site (e.g. Developer's Agreement or Site Improvement Agreement). Deposits are collected at time of building permit issuance and deposited into the General Fund. Following satisfactory site stabilization and establishment of landscaping, the contractor must apply for a Completion Certificate, and deposits shall be returned after satisfactory inspections have been completed by City Staff. Commercial and Industrial landscaping plans require a financial guarantee per NRM 121-31 and shall not be deemed complete until the City has verified survivability of all required plantings through 1 winter season, which is defined for the purpose of this Section as the period of October 31 through April 30. Ideally, all work should be completed prior to the Certificate of Occupancy. The building permit applicant shall have one year from the Certificate of Occupancy to apply for a Completion Certificate for erosion control, site stabilization and landscaping.

- See attached documentation regarding erosion control, landscaping requirements, and the application for the Completion Certificate.
- This cover page, an erosion control site plan, and a completed erosion control checklist will be required at the time of building permit application for one and two family buildings. All other sites will be required prior to commencement of the work.
- Failure to apply for and obtain a Completion Certificate within one year of issuance of the Certificate of Occupancy shall result in forfeiture of the deposit.

The deposit amount required is based on the project unless otherwise covered by another agreement.

Erosion Control/Site Stabilization/Landscape Deposits:

One and Two Family Buildings	\$1,200.00 (Each Dwelling Unit)
Non-Residential/Commercial Landscape Deposit	\$4,000 for all sites < 1 acre
(hold for one winter season)	\$4,000/acre for sites > 1 acre

Deposit amount: \$_____

I, _____ have read, understand, and agree to follow the City of New Richmond's erosion control, site stabilization, and landscaping requirements as outlined in this cover page and the supporting documentation. I acknowledge that failure to apply for and obtain a certificate of completion within one year of issuance of the Certificate of Occupancy shall result in forfeiture of the deposit.

Signed: _____ Date: _____

Office Use Only:

Approved by: _____ Date: _____

Building Permit # _____ Property Address: _____

Zoning District: _____



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City of New Richmond Site Stabilization and Landscaping Completion Certificate

This completion certificate must be completed and returned to the City of New Richmond Community Development Department in order to receive return of the deposit. Following submittal of this certificate, City Staff will inspect the site. If the inspection determines that the erosion control, site stabilization, and landscaping requirements have been met, then the deposit will be returned, unless it is a Commercial or Industrial project. Failure to apply for and obtain a Completion Certificate within one year of issuance of the Certificate of Occupancy shall result in forfeiture of the deposit.

Completed:

- ☐ Erosion control installed, maintained throughout construction.
- ☐ Temporary Erosion Control removed after establishment of site.
- ☐ Permanent site stabilization has been established.
- ☐ Landscape requirements have been met.

*NOTE: Commercial and Industrial properties will be held for one winter season per NRM Sec. 121-55 . 9(b).

Completed:

Building Permit# _____

Site Address: _____

Signed _____

Date: _____

Office Use Only:

Approved by: _____ Date: _____

Deposit returned: \$ _____

EROSION CONTROL PLAN CHECKLIST

Check (✓) appropriate boxes below, and complete the site diagram with necessary information.

Site Characteristics

North arrow, scale, and site boundary. Indicate and name adjacent streets or roadways.

Location of existing drainageways, streams, rivers, lakes, wetlands or wells.

Location of storm sewer inlets.

Location of existing and proposed buildings and paved areas.

The disturbed area on the lot.

Approximate gradient and direction of slopes before grading operations.

Approximate gradient and direction of slopes after grading operations.

Overland runoff (sheet flow) coming onto the site from adjacent areas.

Erosion Control Practices

Location of temporary soil storage piles.

Note: Soil storage piles should be placed behind a sediment fence, a 10 foot wide vegetative strip, or should be covered with a tarp or more than 25 feet from any downslope road or drainageway.

Location of access drive(s).

Note: Access drive should have 2 to 3 inch aggregate stone laid at least 7 feet wide and 6 inches thick. Drives should extend from the roadway 50 feet or to the house foundation (whichever is less).

Location of sediment controls (filter fabric fence, straw bale fence or 10-foot-wide vegetative strip) that will prevent eroded soil from leaving the site.

Location of sediment barriers around on-site storm sewer inlets.

Location of diversions.

Note: Although not specifically required by code, it is recommended that concentrated flow (drainageways) be diverted (re-directed) around disturbed areas. Overland runoff (sheet flow) from adjacent areas greater than 10,000 sq. ft. should also be diverted around disturbed areas.

Location of practices that will be applied to control erosion on steep slopes (greater than 12% grade).

Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.

Location of practices that will control erosion on areas of concentrated runoff flow.

Note: Unstabilized drainageways, ditches, diversions, and inlets should be protected from erosion through use of such practices as in-channel fabric or straw bale barriers, erosion control mats, staked sod, and rock rip-rap. When used, a given in-channel barrier should not receive drainage from more than two acres of unpaved area, or one acre of paved area. In-channel practices should not be installed in perennial streams (streams with year round flow).

Location of other planned practices not already noted.

COMPLETED

NOT APPLICABLE

Indicate management strategy by checking (✓) the appropriate box.

Management Strategies

☐☐

Temporary stabilization of disturbed areas.

Note: It is recommended that disturbed areas and soil piles left inactive for extended periods of time be stabilized by seeding (between April 1 and September 15), or by other cover, such as tarping or mulching.

☐

Permanent stabilization of site by re-vegetation or other means as soon as possible (lawn establishment).

- Indicate re-vegetation method: ☐ Seed ☐ Sod ☐ Other _____
- Expected date of permanent re-vegetation: _____
- Re-vegetation responsibility of: ☐ Builder ☐ Owner/Buyer (Must be building permit applicant)
- Is temporary seeding or mulching planned if site is not seeded by Sept. 15 or sodded by Nov. 15? ☐ Yes

☐☐

Use of downspout and/or sump pump outlet extensions.

Note: It is recommended that flow from downspouts and sump pump outlets be routed through plastic drainage pipe to stable areas such as established sod or pavement.

☐☐

Trapping sediment during de-watering operations.

Note: Sediment-laden discharge water from pumping operations should be ponded behind a sediment barrier until most of the sediment settles out.

☐

Proper disposal of building material waste so that pollutants and debris are not carried off-site by wind or water.

☐

Maintenance of erosion control practices.

- Sediment will be removed from behind sediment fences and barriers before it reaches a depth that is equal to half the height of the barrier.
- Breaks and gaps in sediment fences and barriers will be repaired immediately. Decomposing straw bales will be replaced (typical bale life is three months).
- All sediment that moves off-site due to construction activity will be cleaned up before the end of the same workday.
- All sediment that moves off-site due to storm events will be cleaned up before the end of the next workday.
- Access drives will be maintained throughout construction.
- All installed erosion control practices will be maintained until the disturbed areas they protect are stabilized.

EROSION CONTROL REGULATIONS

Erosion control and stormwater regulations can be complex. Local, state and, in some cases, federal regulations may apply. Before construction make sure you have the appropriate permits.

LOCAL ORDINANCES

Check with your county, city, village, or town for any local erosion control ordinances including shoreland zoning requirements. Except for new 1- & 2-family dwellings, local ordinances may be more strict than state regulations. They may also require erosion control on construction projects not affected by state or federal regulations.

UNIFORM DWELLING CODE (DEPT. OF COMMERCE)

CONTROLS REQUIRED

- Silt fences, straw bales, or other approved perimeter measures along downslope sides and side slopes.
- Access drive.
- Straw bales, filter fabric fences or other barriers to protect on-site sewer inlets.
- Additional controls if needed for steep slopes or other special conditions.

FOR MORE INFORMATION, CONTACT:

- Local building inspector
- Department of Commerce, Safety and Buildings Division, P.O. Box 7970, Madison, Wis. 53707-7970, (608) 267-5113.

STORMWATER PERMIT (DEPT. OF NATURAL RESOURCES)

CONTROLS REQUIRED

- Erosion control measures specified in the *Wisconsin Construction Site Best Management Practice Handbook*.
- Measures to control storm water after construction.

FOR MORE INFORMATION, CONTACT

- Department of Natural Resources, Storm Water Permits, P.O. 7921, Madison, WI 53707-7921, (608) 267-7694.

For more assistance on plan preparation, refer to the Wisconsin Uniform Dwelling Code, the DNR *Wisconsin Construction Site Best Management Handbook*, and UW–Extension publication *Erosion Control for Home Builders*. The *Wisconsin Uniform Dwelling Code* and the *Wisconsin Construction Site Best Management Handbook* are available through the State of Wisconsin Document Sales, (608) 266-3358.

Erosion Control for Home Builders (GWQ001) can be ordered through Extension Publications, (608) 262-3346 or the Department of Commerce, (608) 267-4405. A PDF version of *Erosion Control for Home Builders* (GWQ001) and *Standard Erosion Control Plan* are also available at <http://clean-water.uwex.edu/pubs/sheets>

This publication is available from county UW-Extension offices or from Extension Publications, 45 N. Charter St., Madison, WI 53715. (608) 262-3346 or toll-free (877) 947-7827. A publication of the University of Wisconsin–Extension in cooperation with the Wisconsin Department of Natural Resources and the Wisconsin Department of Commerce.



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Landscaping Requirements Section 121-55

1. The front, side and rear yards of each site not utilized for building, parking (where permitted) or other improvements shall be landscaped utilizing an effective combination of street trees, grass, ground cover and shrubbery. Undeveloped areas in the interior of the site shall be seeded with appropriate grasses and maintained neat and orderly. All tree trimmings, stumps, and construction debris shall be promptly removed and not be accumulated or stored on-site.
2. Minimum Landscaping requirements:
 1. **Single and Two Family Dwellings** - Shall have hardy turf grass, one tree (front or side yard) and five shrubs.
 2. **All other applications** require a landscape plan subject to the review of the DRC based on current standards.
3. All properties within the City subject to subdivision, development or redevelopment, or renovation shall be subject to the requirements of this section, with the exception of airport structures.

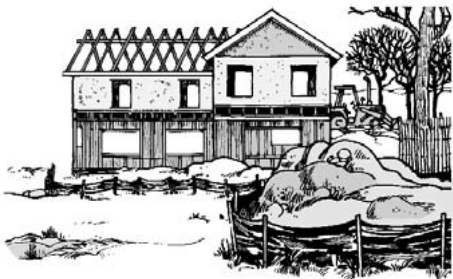
Tree preservation

1. With respect to existing trees in **new developments**, all trees on the site are to be saved unless they must be removed for street, buildings, utilities, drainage or active recreational purposes. Trees over 6-inches in diameter that are to remain are to be protected with snow fences or other suitable enclosure, prior to excavation. The City may further require that the property owner and/or developer retain a professional forester to prepare a forest inventory and management plan for the development in order to control and abate any existing or potential shade tree disease and to save trees from construction loss.
2. The removal of any tree 8" caliper or larger shall be replaced according to a 1:1 replacement ratio. Minimum landscaping requirements shall count toward the replacement ratio. The City shall require a fee of not less than \$100 for any un-replaced tree unless the tree is dead, or a prohibited species.

Landscape maintenance (Commercial / Industrial)

1. Landscaping plans require a financial guarantee per NRM 121-31 and shall not be deemed complete until the City has verified survivability of all required plantings through 1 winter season, which is defined for the purpose of this Section as the period of October 31 through April 30.

Landscaping requirements shall be completed before Occupancy, unless approved by City staff or the Building Inspector. Please sign and return showing you are responsible for all landscaping requirements.



Erosion Control for Home Builders

By controlling erosion, home builders help keep our lakes and streams clean.



Eroding construction sites are a leading cause of water quality problems in Wisconsin. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the builder uses erosion controls. Problems caused by this sediment include:

Taxes

Cleaning up sediment in streets, sewers and ditches adds extra costs to local government budgets.

Lower property values

Neighboring property values are damaged when a lake or stream fills with sediment. Shallow areas encourage weed growth and create boating hazards.

Poor fishing

Muddy water drives away fish like northern pike that rely on sight to feed. As it settles, sediment smothers gravel beds where fish like smallmouth bass find food and lay their eggs. Soil particles in suspension can act like a sand blaster during a storm and damage fish gills.

Nuisance growth of weeds and algae

Sediment carries fertilizers that fuel algae and weed growth.

Dredging

The expense of dredging sediment from lakes, harbors and navigation channels is paid for by taxpayers.

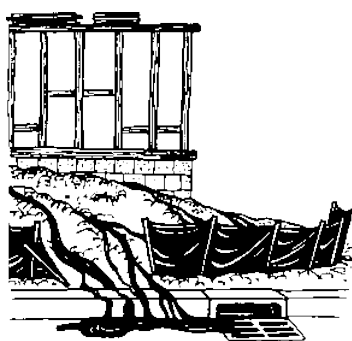
This fact sheet includes the diagrams and step-by-step instructions needed by builders on most home sites. Additional controls may be needed for sites that have steep slopes, are adjacent to lakes and streams, receive a lot of runoff from adjacent land, or are larger than an acre.

If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

Controlling Erosion is Easy

Erosion control is important even for home sites of an acre or less. The materials needed are easy to find and relatively inexpensive – straw bales or silt fence, stakes, gravel, plastic tubes, and grass seed. Putting these materials to use is a straightforward process. Only a few controls are needed on most sites:

- Preserving existing trees and grass where possible to prevent erosion;
- Revegetating the site as soon as possible;
- Silt fence or straw bales to trap sediment on the downslope sides of the lot;
- Placing soil piles away from any roads or waterways;
- Diversions on upslope side and around stockpiles;
- Stone/rock access drive used by all vehicles to limit tracking of mud onto streets;
- Cleanup of sediment carried off-site by vehicles or storms; and
- Downspout extenders to prevent erosion from roof runoff.



A poorly installed silt fence will not prevent soil erosion. Fabric must be buried in a trench and sections must overlap (see diagram on back of this fact sheet).

WARNING! Extra measures may be needed if your site:

- is within 300 feet of a stream or wetland;
- is within 1000 feet of a lake;
- is steep (slopes of 12% or more);
- receives runoff from 10,000 sq. ft. or more of adjacent land;
- has more than an acre of disturbed ground.

For information on appropriate measures for these sites, contact your local building inspection, zoning or erosion control office.

Straw Bale or Silt Fence

- Install within 24 hours of land disturbance.
- Install on downslope sides of site parallel to contour of the land.
- Extended ends upslope enough to allow water to pond behind fence.
- Bury eight inches of fabric in trench (see back page).
- Stake (two stakes per bale).
- Leave no gaps. Stuff straw between bales, overlap sections of silt fence, or twist ends of silt fence together.
- Inspect and repair once a week and after every ½-inch rain. Remove sediment if deposits reach half the fence height. Replace bales after three months.
- Maintain until a lawn is established.

Soil Piles

- Cover with plastic and locate away from any downslope street, driveway, stream, lake, wetland, ditch or drainageway.
- Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

Access Drive

- Install an access drive using two-to-three-inch aggregate prior to placing the first floor decking on foundation.
- Lay stone six inches deep and at least seven feet wide from the foundation to the street (or 50 feet if less).
- Use to prevent tracking mud onto the road by all vehicles.
- Maintain throughout construction.
- In clay soils, use of geotextile under the stone is recommended.

Sediment Cleanup

- By the end of each work day, sweep or scrape up soil tracked onto the road.
- By the end of the next work day after a storm, clean up soil washed off-site.

Sewer Inlet Protection

- Protect on-site storm sewer inlets with straw bales, silt fences or equivalent measures.
- Inspect, repair and remove sediment deposits after every storm.

Downspout Extenders

- Not required, but highly recommended.
- Install as soon as gutters and downspouts are completed to prevent erosion from roof runoff.
- Use plastic drainage pipe to route water to a grassed or paved area. Once a lawn is established, direct runoff to the lawn or other pervious areas.
- Maintain until a lawn is established.

Preserving Existing Vegetation

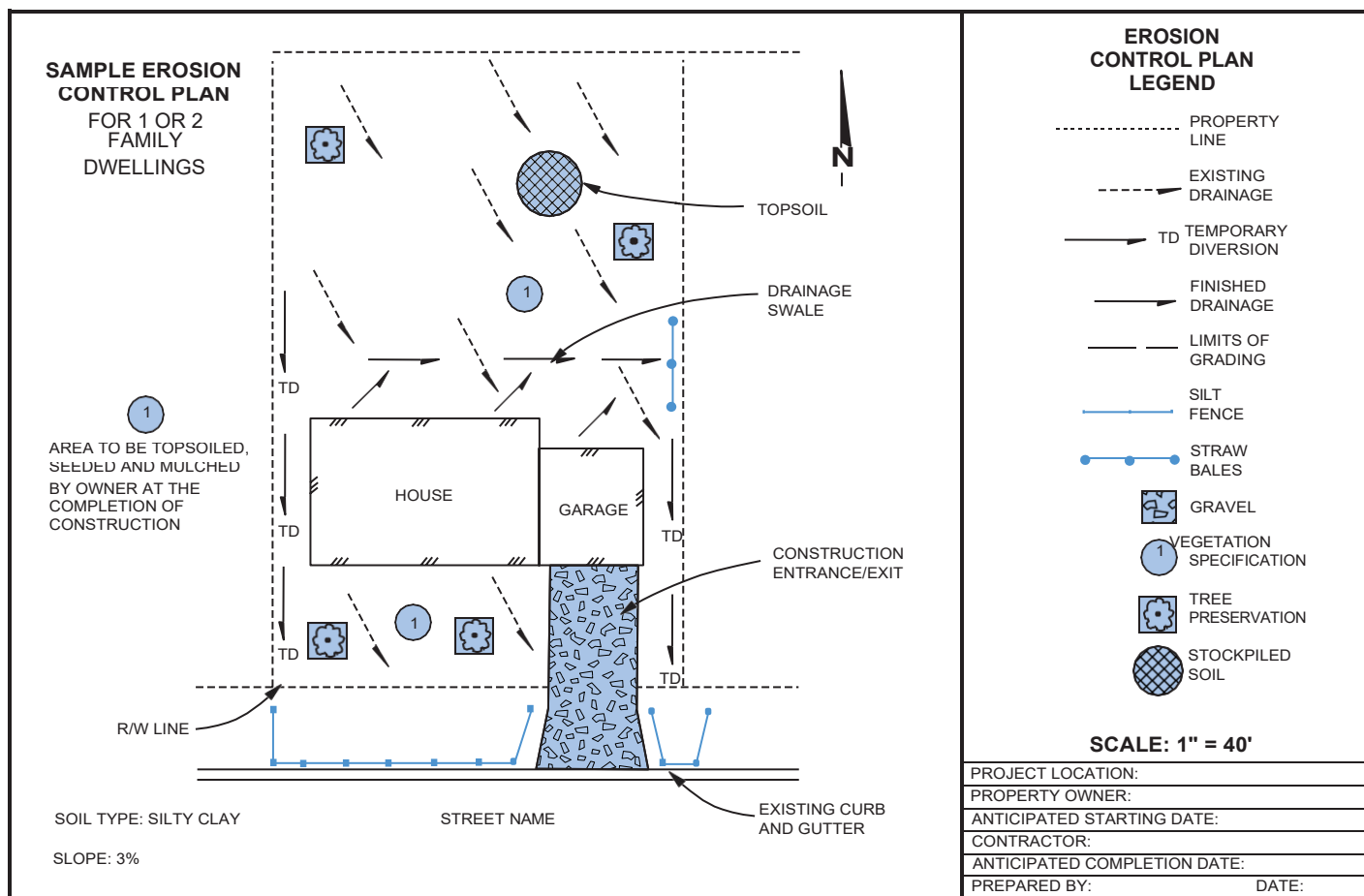
- Wherever possible, preserve existing trees, shrubs, and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh or snow fence barriers around trees to protect the root area below their branches.

Revegetation

- Seed, sod or mulch bare soil as soon as possible. Vegetation is the most effective way to control erosion.

Seeding and Mulching

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Seed with an appropriate mix for the site (see table).
- Rake lightly to cover seed with ¼" of soil. Roll lightly.
- Mulch with straw (70-90 lb. or one bale per 1000 sq. ft.).
- Anchor mulch by punching into the soil, watering, or by using netting or other measures on steep slopes.
- Water gently every day or two to keep soil moist. Less watering is needed once grass is two inches tall.



Sodding

- Spread four to six inches of topsoil.
- Fertilize and lime if needed according to soil test (or apply 10 lb./1000 sq. ft. of 10-10-10 fertilizer).
- Lightly water the soil.
- Lay sod. Tamp or roll lightly.
- On slopes, lay sod starting at the bottom and work toward the top. Laying in a brickwork pattern. Peg each piece down in several places.
- Initial watering should wet soil six inches deep (or until water stands one inch deep in a straight-sided container). Then water lightly every day or two to keep soil moist but not saturated for two weeks.
- Generally, the best times to sod and seed are early fall (Aug. 15-Sept. 15) or spring (May). If construction is completed after September 15, final seeding should be delayed. Sod may be laid until November 1. Temporary seed (such as rye or winter wheat) may be planted until October 15.

Mulch or matting may be applied after October 15, if weather permits. Straw bale or silt fences must be maintained until final seeding or sodding is completed in spring (by June 1).

Concrete Wash Water

- Dispose of concrete wash water in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Dispose of remaining cement. Be aware that this water can kill vegetation.

De-Watering

- Dispose of de-watering water in a pervious area. Prevent the discharge of sediment from de-watering operations into storm sewers and surface waters.

Material Storage

- Manage chemicals, materials and other compounds to avoid contamination of runoff.

Typical Lawn Seed Mixtures

Grass	Percent by Weight	
	Sunny Site	Shady Site
Kentucky bluegrass	65%	15%
Fine fescue	20%	70%
Perennial ryegrass	15%	15%

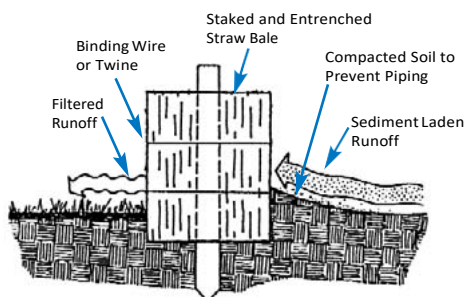
Seeding rate (lb./1000 sq. ft.)	3-4	4-5
---------------------------------	-----	-----

Source: R.C. Newman, Lawn Establishment, UW-Extension, 1988.

COMMONLY USED EROSION CONTROLS

Straw Bale Fences

Cross Section of Straw Bale Installation



Source: Michigan Soil Erosion and Sedimentation Control Guidebook, 1975.

How to Install a Straw Bale Fence



1. Excavate a 4" deep trench.



2. Place bales in trench with bindings around sides away from the ground. Leave no gaps between bales.



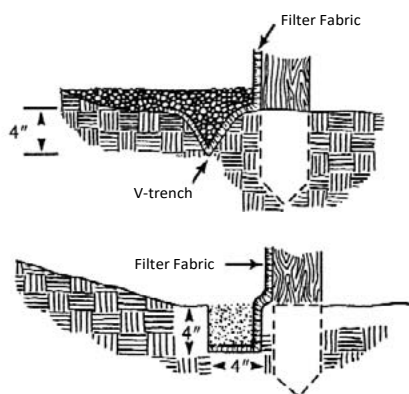
3. Anchor bales using two steel rebars or 2" x 2" wood stakes per bale. Drive stakes into the ground at least 8".



4. Backfill and compact the excavated soil.

Silt Fences

Cross Sections of Trenches for Silt Fences

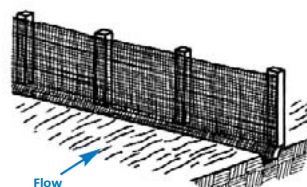


Sources: North Carolina Erosion and Sediment Control Planning and Design Manual, 1988.

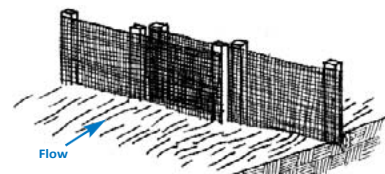
How to Install a Silt Fence



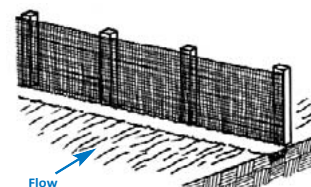
1. Excavate a 4" x 4" trench along the contour.



2. Stake the silt fence on downslope side of trench. Extended 8" of fabric into the trench.



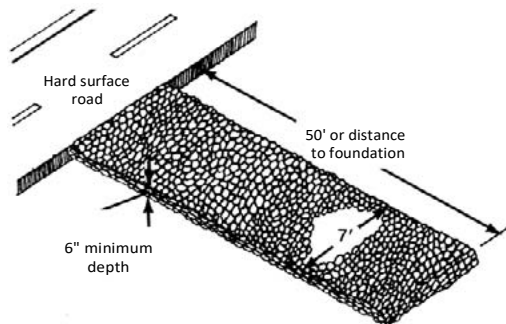
3. When joints are necessary, overlap ends for the distance between two stakes.



4. Backfill and compact the excavated soil.

Access Drive

How to Install an Access Drive



1. Install as soon as possible after start of grading.
2. Use two-to-three-inch aggregate stone.
3. Drive must be at least seven feet wide and 50 feet long or the distance to the foundation, whichever is less.
4. Replace as needed to maintain six-inch depth.

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Author: Carolyn Johnson, UW-Extension.

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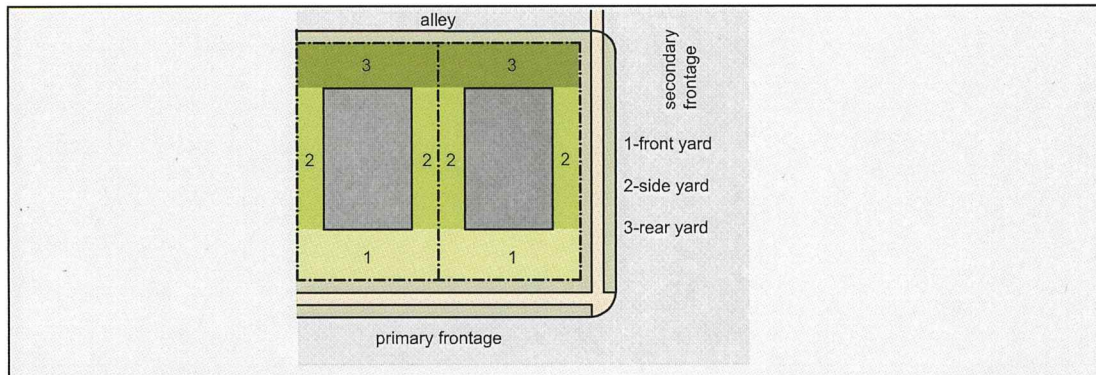
**GWQ001 Erosion Control for
Home Builders**

DNR WT-457-96

R-1-00-10M-25-S

TABLE 15: SITE RESTORATION & PLANTING

Minimum Landscape Standards in this table are prescribed on a per lot basis.

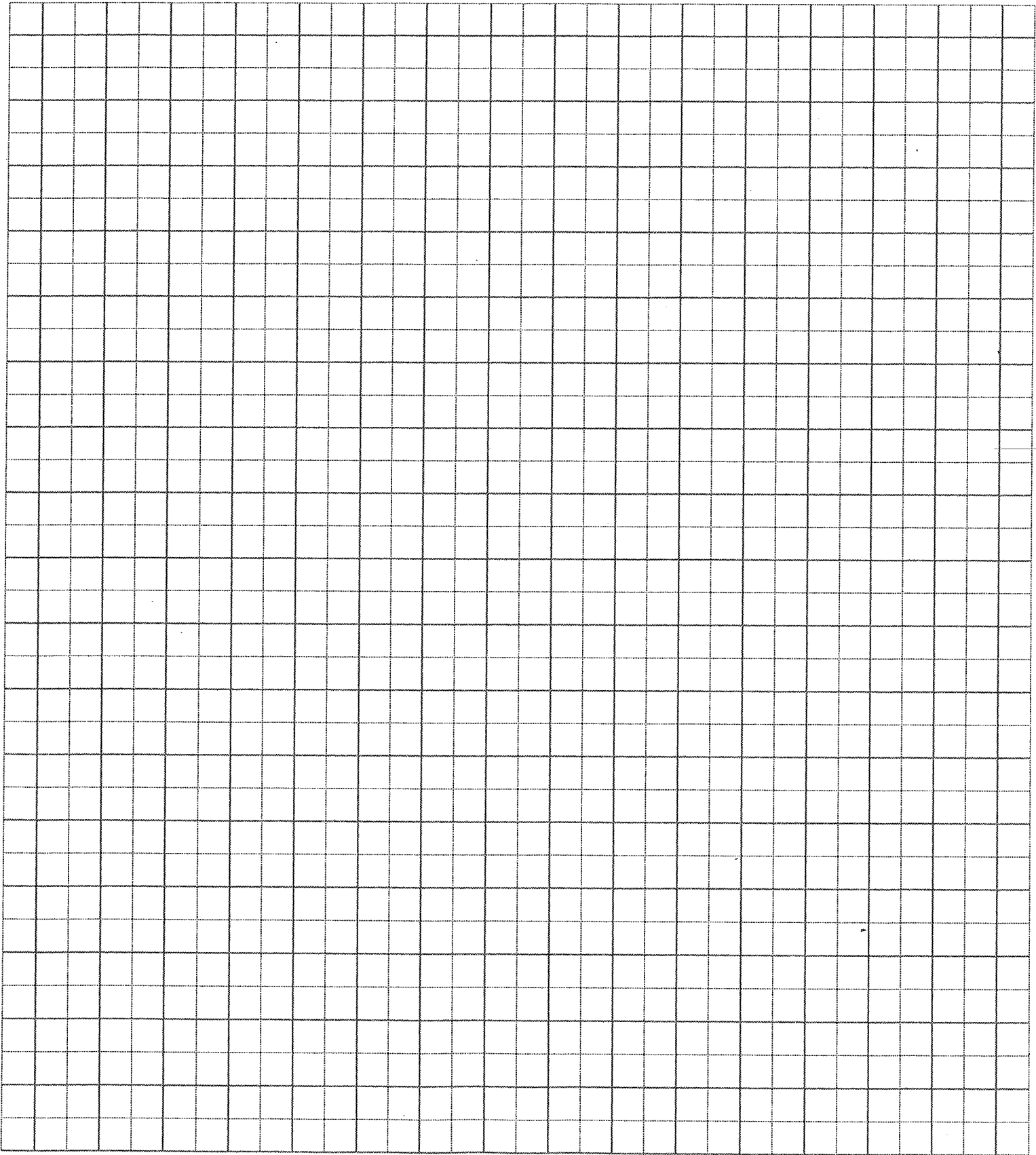


District	Front Yard	Side Yard	Rear Yard
Z1	• hardy turf grass • 1 shade tree	• hardy turf grass	• hardy turf grass
Z2	• hardy turf grass • 1 shade tree • 3 deciduous shrubs • 2 evergreen shrubs	• hardy turf grass	• hardy turf grass
Non-Residential Z3	• hardy turf grass • 1 shade tree per 5,000 sf of building area • 2 deciduous or evergreen shrubs per 1,000 sf of building area • additional planting required if majority front yard parking, see next page	• hardy turf grass	• hardy turf grass • 1 shade tree per 50 linear feet of rear lot width
Residential Z3	• hardy turf grass • 1 shade tree per 4 dwelling units • 2 deciduous or evergreen shrubs per dwelling unit	• hardy turf grass	• hardy turf grass • 1 shade tree per 40 linear feet of rear lot width
Non-Residential Z4	• hardy turf grass • 1 shade tree per 40 linear feet of front lot width • 6 deciduous or evergreen shrubs per 1,000 sf of building area	• hardy turf grass	• hardy turf grass • 1 shade tree per 40 linear feet of rear lot width
Residential Z4	• hardy turf grass • 1 shade tree • 3 deciduous shrubs • 2 evergreen shrubs	• hardy turf grass	• hardy turf grass
Z5	• hardy turf grass • 1 shade tree • 3 deciduous shrubs • 2 evergreen shrubs	• hardy turf grass	• hardy turf grass
Z6	• hardy turf grass	• hardy turf grass	• hardy turf grass
Z7	New industrial developments or uses shall require at a minimum: whichever is greater: • 1 new tree per 5,000 sf of building area. • 1 new tree per 100 linear feet of lot perimeter For building sites that have over 40,000 square feet of gross floor area, the maximum number of trees required shall be 50.		

**CITY OF NEW RICHMOND
SITE PLAN REQUIREMENTS**

BP # _____

- 1. Draw to scale - 1/4 inch equals _____ feet.**
- 2. Show lot perimeters with dimensions.**
- 3. Show existing and intended structure locations and setbacks from lot lines.**
- 4. Show existing and intended separations between all buildings on lot.**
- 5. Label any adjacent streets or alleys.**



Construction Guide: FAQs

(Updated 4/2019)



Erosion Control Requirements (SPS 321.125):

- Install erosion control per approved plan before digging foundation
- Tracking pad must be in place prior to pouring footings
- Clean up any off site sediment at the end of each work day

Temporary Occupancy Permits:

Temporary Occupancy Permits will no longer be issued.

- You must have house numbers installed
- Code compliant stairs at all exits including handrails and guards
- Working smoke/CO alarms and all other life safety and sanitary items completed
- Site Stabilization will be checked twice per year if not completed at final inspection.

Ufer Ground:

Beginning January 1, 2020, the ufer ground connection will need to be accessible (unless burying in concrete floor). Mark panel location on plans. Also, rebar will no longer be allowed on the exterior of the building.

Water Department:

Appointments/Inspections:

All appointments for water/sewer service inspections must be made by 3:30 pm the day before the requested appointment. These appointments can be made directly through the building office 715-246-4268.

Curb Stops:

Curb stops will generally be marked with a blue fence post when a utility locate is called in, and their condition verified. Please leave the fence post in place, and protect the curb stop. Any damage to the curb stop will be repaired at the expense of the general contractor.

Proper Curb Stop



Water Service/Meter installation

All water services shall be installed as shown in the photo below, with a main shut off valve and a tee with threaded plug “upstream” of the meter and associated valving.



Street Department:

Use of Public Right-of-Way (ROW)

All dumpsters for new home construction shall be placed on the job site, and not on the street, trail or sidewalk. The obstruction of public ROW including streets, sidewalks and trails, for storage of construction materials, dumpsters, or other equipment is prohibited. These areas are intended for public use and must be kept accessible. If there is a specific need to use a public area in conjunction with a building project, a Street Privilege permit is required.

Damage to Public Facilities

Any damage caused to public facilities such as an asphalt street or trail, or concrete curb or sidewalk will be repaired at the expense of the general contractor.

Electric Department:

Winter follow up:

- We ran into multiple challenges trying to have secondary run to a basement or foundation prior to the meter socket being installed. Moving forward we will wait until the meter socket is installed, prior to installing wire.
- We will be evaluating our procedures and frost charges for the winter of 2019-2020.
- Please don't pile/plow snow on pedestals, transformers and enclosures.
- Please consider the route from the power source when choosing the location of service on the home or business. Please contact the electric department with questions.
- To ensure adequate depth of our conductors, the lot must be close to grade before wire installed.
- Leave Pipe, lugs, adapter. Considering requiring a slide sleeve when updating electric service manual.
- Multi-family meter labelling
 - Meters will not be set on multi-units until there is labelling inside meter socket and outside. Preferred 1" stickers on outside. Labelling should match units on application: A/B, 1/2, Upper/Lower, etc.
- Consider the proposed electric route when storing construction materials, dumpsters, etc.
- For residential remodel or service upgrades, consider converting from overhead to underground electric service. The customer will be billed for materials only. New Richmond Utilities will provide labor at no cost.



CONTRACTOR FORM

APPLICATION TO ESTABLISH NEW SERVICE (ELECTRIC/WATER/WASTEWATER)

The Federal Trade Commission (FTC) requires municipal utilities to have an "Identity Theft Prevention Program" in place. In accordance with this, customers are now required to submit an application in person and show a photo ID. Failure to provide proof of identity may be constructed as a red flag & may be reported to the proper authorities. All information provided will be confidential.

SERVICE START DATE: _____ **(M-F Only)**
(24-hour minimum advance notice required)

Address of where Service(s) are to be provided: _____
House # Street Name Suite # Lot #

Mailing address if different from Service Address: _____
House # Street Name Apt #
City State Zip

Application for service shall be made in the legal name(s) of the party obligated to pay for service.
Primary Person(s)/Entity responsible for paying Utility Bills:

A. NAME FOR BILLING: _____

BUSINESS NAME IF DIFFERENT FROM BILLING NAME: _____

CONTACT PERSON: _____

BUSINESS PHONE #: (_____) _____ **CELL PH#:** (_____) _____
(You must provide at least one phone number where you can be reached.)

B. DRIVERS LICENSE INFORMATION: #: _____ **STATE:** _____ **DOB:** _____

SOCIAL SECURITY NO. . #: ____ - ____ - ____ **OR**

FEIN# _____ **STATE INCORPORATED:** _____

E-MAIL ADDRESS: _____ ☐ **ACH-Check here and fill out the short form on back**

Do you have or have you had other construction accounts with New Richmond utilities? No _____ Yes _____

Comments: _____

Customer Signature

Please Print Name

Date

MUST BE SIGNED TO BE VALID, ELECTRONIC SIGNATURE ACCEPTED

False information can be cause for disconnection per Public Service Commission of Wisconsin Service rules PCS 113.0301. Service may be disconnected or refused for: (i) Failure of an applicant for utility service to provide adequate verification of identity and residency, as provided in sub.(3). Social Security number is not required.

OFFICE USE ONLY Reviewed & Validated by: _____ Move **In:** Account No.: _____ - _____ Customer No. _____
Approved or Denied by: _____ Letter Sent: _____ Move **Out:** Account No.: _____ - _____



156 E 1st Street
New Richmond, WI 54017
(715) 246-4167
www.nrutilities.com

Save Money and Time!

Save postage! Save checks! Save time!
Maintains good credit – your payment is always on time!

New Richmond Utilities gives you the option of having your utility payments automatically deducted from either your checking or savings account. This not only saves you money on checks and postage, but it assures that your bill will be paid on time. Whether you're at home or on vacation, you never have to worry about getting your payments in on time, we do it for you. *It's easy to sign up and it's **free!***

Here is how the automatic payment plan works:

Payments are withdrawn on the due date of your billing statement each month, the 28th.

If you have any questions about how this service works, please feel free to give us a call at (715) 246-4167. You will continue to receive your monthly bill with a notation on the stub, which states, "PRE-AUTHORIZED - DO NOT PAY."

Sign up today by returning the authorization form below. You can also include everything with your next payment. **Simply cut along the dotted line and return it to the utility office along with a voided check. IT'S THAT SIMPLE!**

CREDIT/DEBIT AUTHORIZATION FORM

I authorize New Richmond Utilities to instruct my financial institution to make my **AUTO PAY** payment from the bank listed on my voided check, and to initiate adjustments (if necessary) for any transactions credited/debited in error. I can revoke this authorization at any time by notifying New Richmond Utilities in writing in such time to afford New Richmond Utilities and the bank reasonable opportunity to act on it. I further agree to give thirty (30) days written notice to New Richmond Utilities of any changes in financial institution.

Today's Date: _____ Utility Account number _____ - _____

Customer Address: _____ Phone #: _____

Customer Name (please print): _____

Customer Signature: _____

(Note: authorized signature must match the name on the bank account.)

ATTACH VOIDED CHECK