



# New Construction Builder's Packet

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City of Edgerton, 12 Albion Street, Edgerton, Wisconsin 53534  
Phone: (608) 884-3341 ♦ Fax: (608) 884-8892



## NEW CONSTRUCTION BUILDER'S PERMIT PACKAGE

PLEASE COMPLETE INFORMATION BELOW:

PROJECT ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

PARCEL #: \_\_\_\_\_

BUILDER'S NAME: \_\_\_\_\_

BUILDER'S ADDRESS \_\_\_\_\_

BUILDER'S PHONE # \_\_\_\_\_

### CHECKLIST

(Please have all forms filled out completely before submitting application)

\_\_\_\_\_ COMPLETED WISCONSIN UNIFORM BUILDING PERMIT APPLICATION

\_\_\_\_\_ TWO SETS OF PLANS

\_\_\_\_\_ SIGNED CONNECTION CHARGE PERMIT

\_\_\_\_\_ EROSION CONTROL PLAN

\_\_\_\_\_ SITE PLAN

\_\_\_\_\_ WALL SECTION

\_\_\_\_\_ HEATING CALCULATIONS

\_\_\_\_\_ SIGNED PARKLAND AND PARKLAND IMPROVEMENT IMPACT FEES

\_\_\_\_\_ SIDEWALK AND DRIVEWAY PERMIT (IF APPLICABLE)

For questions or to set up an appointment  
Call Dave Geraths at 608-697-7776

Dept of Safety & Professional Services Industry Services Division Wisconsin Stats. 101.63, 101.73		<h2 style="margin:0;">Wisconsin Uniform Building Permit Application</h2>				Application No. _____  Parcel No. _____																									
<b>PERMIT REQUESTED</b>		<input type="checkbox"/> Constr. <input type="checkbox"/> HVAC <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control <input type="checkbox"/> Other: _____																													
Owner's Name _____		Mailing Address _____				Tel. _____																									
Contractor Name & Type _____		Lic/Cert# _____	Exp Date _____	Mailing Address _____		Telephone & Email _____																									
Dwelling Contractor (Constr.) _____		_____	_____	_____		_____																									
Dwelling Contr. Qualifier (The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.) _____		_____	_____	_____		_____																									
HVAC _____		_____	_____	_____		_____																									
Electrical Contractor _____		_____	_____	_____		_____																									
Electrical Master Electrician _____		_____	_____	_____		_____																									
Plumbing _____		_____	_____	_____		_____																									
<b>PROJECT LOCATION</b>		Lot area _____ Sq.ft. <input type="checkbox"/> One acre or more of soil will be disturbed	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City of _____		_____ 1/4, _____ 1/4, of Section _____, T _____ N, R _____ E/W																										
Building Address _____		County _____		Subdivision Name _____		Lot No. _____	Block No. _____																								
Zoning District(s) _____		Zoning Permit No. _____		<b>Setbacks:</b> Front _____ ft.           Rear _____ ft.           Left _____ ft.           Right _____ ft.																											
<b>1. PROJECT</b> <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: _____		<b>3. OCCUPANCY</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____		<b>6. ELECTRIC</b> Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead <b>7.WALLS</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____		<b>9. HVAC EQUIP.</b> <input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____ <b>10. SEWER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____ <b>11. WATER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well		<b>12. ENERGY SOURCE</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Fuel</th> <th>Nat Gas</th> <th>LP</th> <th>Oil</th> <th>Elec</th> <th>Solid</th> <th>Solar Geo</th> </tr> <tr> <td>Space Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Water Htg</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar Geo	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<b>2. AREA INVOLVED (sq ft)</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Unit 1</th> <th>Unit 2</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Unfin. Bsmt</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deck/ Porch</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck/ Porch				Totals				<b>4. CONST. TYPE</b> <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD <b>5. STORIES</b> <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: _____ <input type="checkbox"/> Basement		<b>8. USE</b> <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____		<b>13. HEAT LOSS</b> _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)	
	Unit 1	Unit 2	Total																												
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						<b>14. EST. BUILDING COST w/o LAND</b> \$ _____																									
I understand that I: am subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. <input type="checkbox"/> I vouch that I am or will be an owner occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the second page of this form.																															
<b>APPLICANT (Print:)</b> _____ <b>Sign:</b> _____ <b>DATE</b> _____																															
<b>APPROVAL CONDITIONS</b>		This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. <input type="checkbox"/> See attached for conditions of approval.																													
<b>ISSUING JURISDICTION</b>		<input type="checkbox"/> Town of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> City of _____		<input type="checkbox"/> County of _____ <input type="checkbox"/> State _____		State-Contracted Inspection Agency#: _____  Municipality Number of Dwelling Location _____																									
<b>FEES:</b>		<b>PERMIT(S) ISSUED</b>		<b>WIS PERMIT SEAL #</b>		<b>PERMIT ISSUED BY:</b>																									
Plan Review \$ _____ Inspection \$ _____ Wis. Permit Seal \$ _____ Other \$ _____  Total \$ _____		<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion Control		_____		Name _____ Date _____ Tel. _____ Cert No. _____ Email: _____																									

## INSTRUCTIONS

The owner, builder or agents shall complete the application form down through the Signature of Applicant block and submit it and building plans and specifications to the enforcing jurisdiction, which is usually your municipality or county. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration. **Please type or use ink and press firmly with multi-ply form.**

### PERMIT REQUESTED

- Check off type of Permit Requested, such as structural, HVAC, Electrical or Plumbing.
- Fill in owner's current Mailing Address and Telephone Number.
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and stormwater provisions of ch. NR 151 of the WI Administrative Code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number, and name and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

### PROJECT LOCATION

- Fill in Building Address (number and street or sufficient information so that the building inspector can locate the site).
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

PROJECT DATA - Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:

2. Area (involved in project):
  - Basements - include unfinished area only
  - Living area - include any finished area including finished areas in basements
  - Two-family dwellings - include separate and total combined areas
3. Occupancy - Check only "Single-Family" or "Two-Family" if that is what is being worked on. In other words, do not check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check "Garage" and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
9. HVAC Equipment - Check only the major source of heat, plus central air conditioning if present. Only check "Radiant Baseboard" if there is no central source of heat.
10. Sewage - Indicate if the dwelling will be served by municipal sewer or privately owned treatment system. If a private system is used, include the Sanitary Permit number. Note: A building permit cannot be issued for a new dwelling that utilizes a privately owned wastewater treatment system until a sanitary permit has been issued. This applies to any new or existing private onsite wastewater treatment system that will be used by the dwelling.
13. Heat Loss – Provide heat loss summation data (BTUs/HR) derived from the ResCheck report or the "Heating System Sizing Summary Calculator" available on the Division's website: <http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC>.
14. Estimated Cost - Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

SIGNATURE – The owner or the contractor's authorized agent shall sign and date this application form. If you do not possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

CONDITIONS OF APPROVAL - The authority having jurisdiction uses this section to state any conditions that must be complied with pursuant to issuing the building permit.

ISSUING JURISDICTION: This must be completed by the authority having jurisdiction.

- Check off Jurisdiction Status, such as town, village, city, county or state and fill in Municipality Name
- Fill in State Inspection Agency number only if working under state inspection jurisdiction.
- Fill in Municipality Number of Dwelling Location
- Check off type of Permit Issued, such as construction, HVAC, electrical or plumbing.
- Fill in Wisconsin Uniform Permit Seal Number, if project is a new one- or two-family dwelling.
- Fill in Name and Inspector Certification Number of person reviewing building plans and date building permit issued.

**Cautionary Statement to Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin 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 any negligence by 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 damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an 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 to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Cautionary Statement to Contractors for Projects Involving Building Built Before 1978**

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to the Wisconsin Department of Health Services' lead homepage for details of how to be in compliance.

**Wetlands Notice to Permit Applicants**

You are responsible for complying with state and federal laws concerning the construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources wetlands identification web page or contact a Department of Natural Resources service center.

**Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management standards, and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Building a One or Two-Family Home in Wisconsin**

- ☐ If applicable, you will need to obtain a **sanitary permit**, a **driveway permit**, and a **zoning permit** as required by your local municipality or county before a building permit can be issued; a copy of these permits will need to be submitted to the building inspector **prior** to a building permit being issued.
- ☐ Complete the latest version (R.6/10) of the **Wisconsin Uniform Building Permit Application** (attached) and return to the building inspector.
- ☐ Submit an **Erosion Control Plan** showing the locations of erosion control measures to be taken for sediment control, the location of the tracking pad for driveway access, and the locations of temporary soil storage piles. A copy of the Site Plan with the additional erosion control information may be used for the Erosion Control Plan.
- ☐ Submit your **Energy Calculations** to the building inspector; you may use the latest version (4.4.3) of the **RES Check Software** to calculate this number. This software can be downloaded for free at [www.energycodes.gov](http://www.energycodes.gov). If you are uncertain how to obtain this calculation, please refer to your HVAC contractor.
- ☐ **Plan Submittal (Two Sets)**  
At least **two** sets of plans for all one and two-family dwellings need to be submitted to the building inspector for examination and approval at the time the **Wisconsin Uniform Building Permit** application is submitted. The required building plans must be legible and drawn to scale or dimensioned and must include **ALL** of the following:

**Site Plan** must show all of the following:

- ☐ The location of the dwelling and other buildings, wells, surface waters and dispersal systems on the site with respect to property lines and surface waters adjacent to the site.
- ☐ The areas of land-disturbing construction activity and the location of all erosion and sediment control measures to be employed in order to comply with SPS 321.125.
- ☐ The pre-construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.

**Floor Plan** must be provided for each floor and must show all of the following:

- ☐ The size and location of all rooms, doors, windows, structural features, exit passageways and stairs.
- ☐ The use of each room.
- ☐ The location of plumbing fixtures, chimneys, heating and cooling appliances and a heating distribution layout.
- ☐ The location and construction details of the braced wall lines.

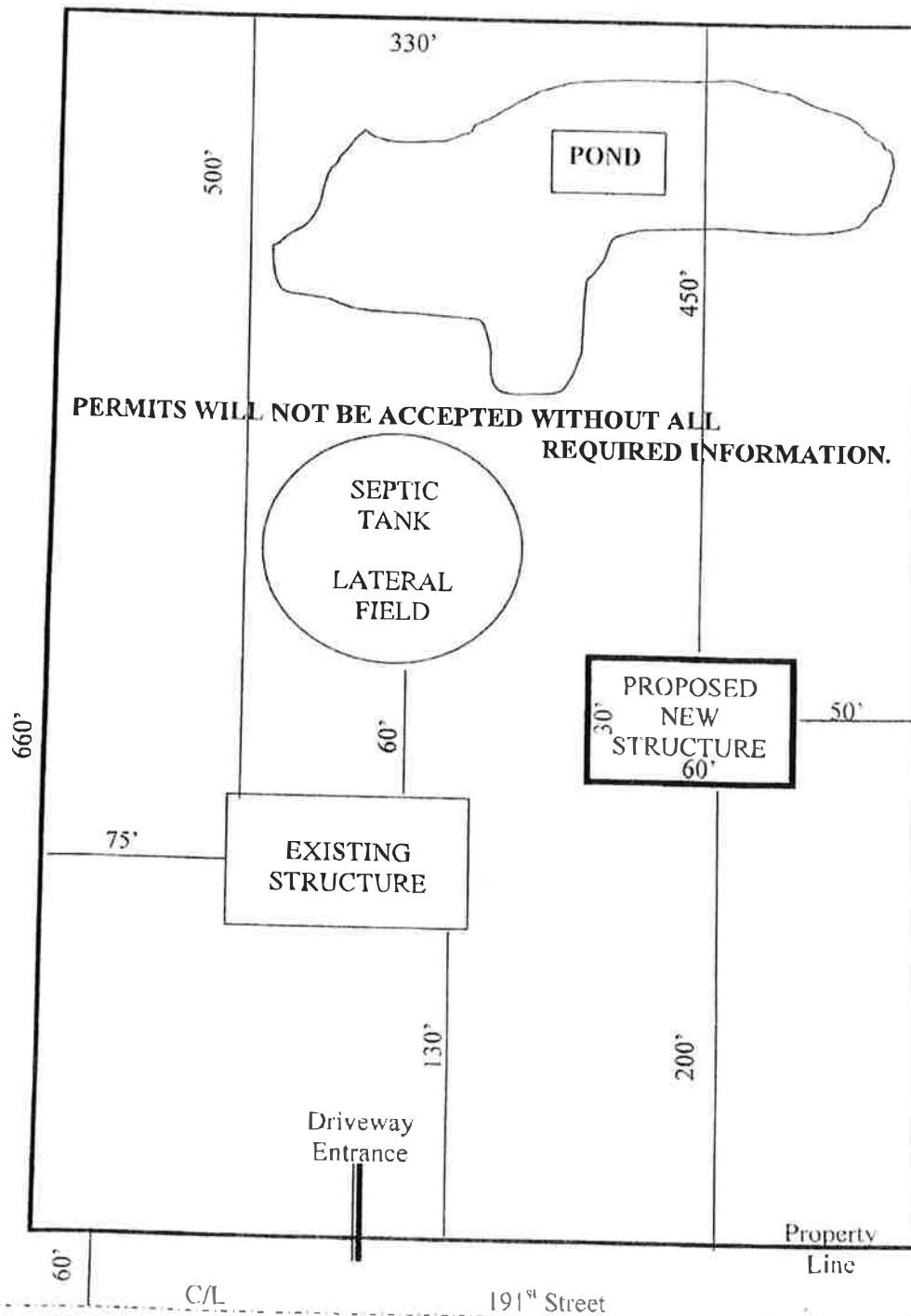
**Elevations** must show all of the following:

- ☐ The exterior appearance of the building, including the type of exterior materials.
- ☐ The location, size and configuration of doors, windows, roof, chimneys, exterior grade, footings and foundation walls.

**Storm Water Management Plan:**

- ☐ Must be prepared for a site where one acre or more of land will be disturbed.
- ☐ Must delineate and describe the post-construction storm water management practices to be employed to comply with SPS 321.126.

**All above Listed Materials MUST be Submitted PRIOR to the Issuance of a Building Permit**



EXAMPLE ONLY  
MORE INFORMATION MAY BE REQUIRED



Scale: 1" = 60'

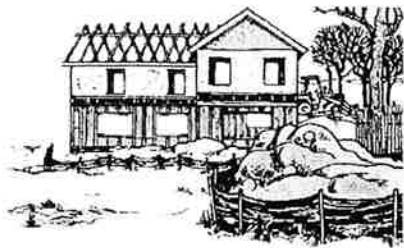
### EXAMPLE SITE PLAN

NOTE ALL MEASUREMENTS IDENTIFIED ON THIS EXAMPLE SHOULD APPEAR ON THE SUBMITTED SITE PLAN. THE SUBMITTED SITE PLAN MUST BE DRAWN TO SCALE.

ALL MEASUREMENTS MUST BE TO SCALE

- Please indicate:
- The location of all existing and proposed buildings/structures.
  - The distance from each structure to nearest property line.
  - The distance from centerline of adjacent street to property lines.
  - The scale used to draw the Site Plan.

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# 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.

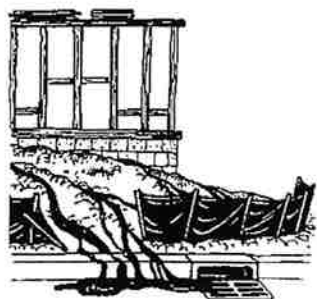
If you need help developing an erosion control plan or training your staff, contact your local building inspection, zoning or erosion control office.

## 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.



# Standard Erosion Control Plan

## for 1- & 2-Family Dwelling Construction Sites

According to SPS 320 & 321 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

### Instructions:

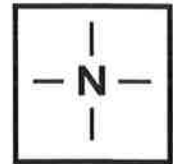
1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION \_\_\_\_\_

BUILDER \_\_\_\_\_ OWNER \_\_\_\_\_

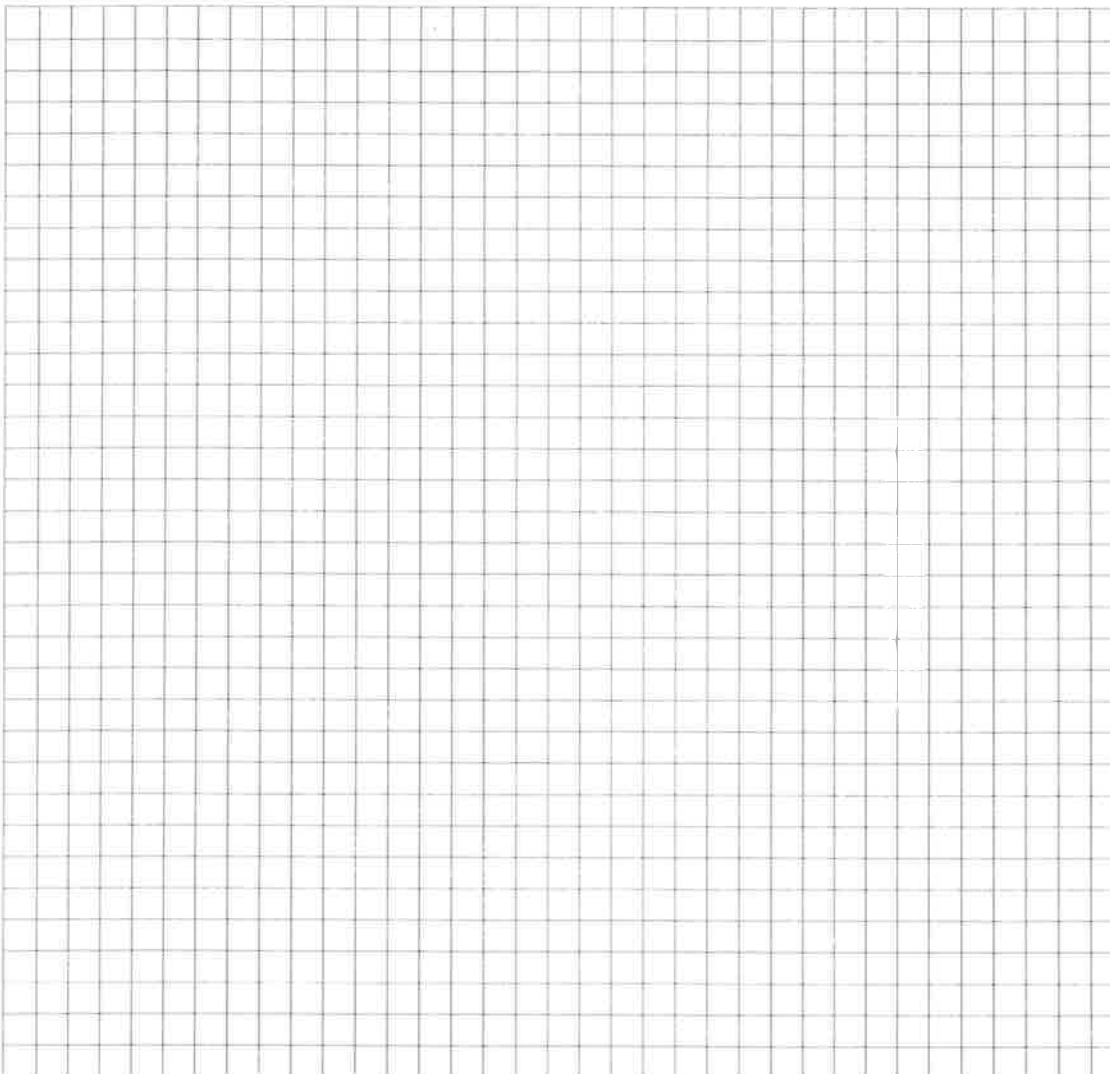
WORKSHEET COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

Please indicate north  
by completing the arrow.







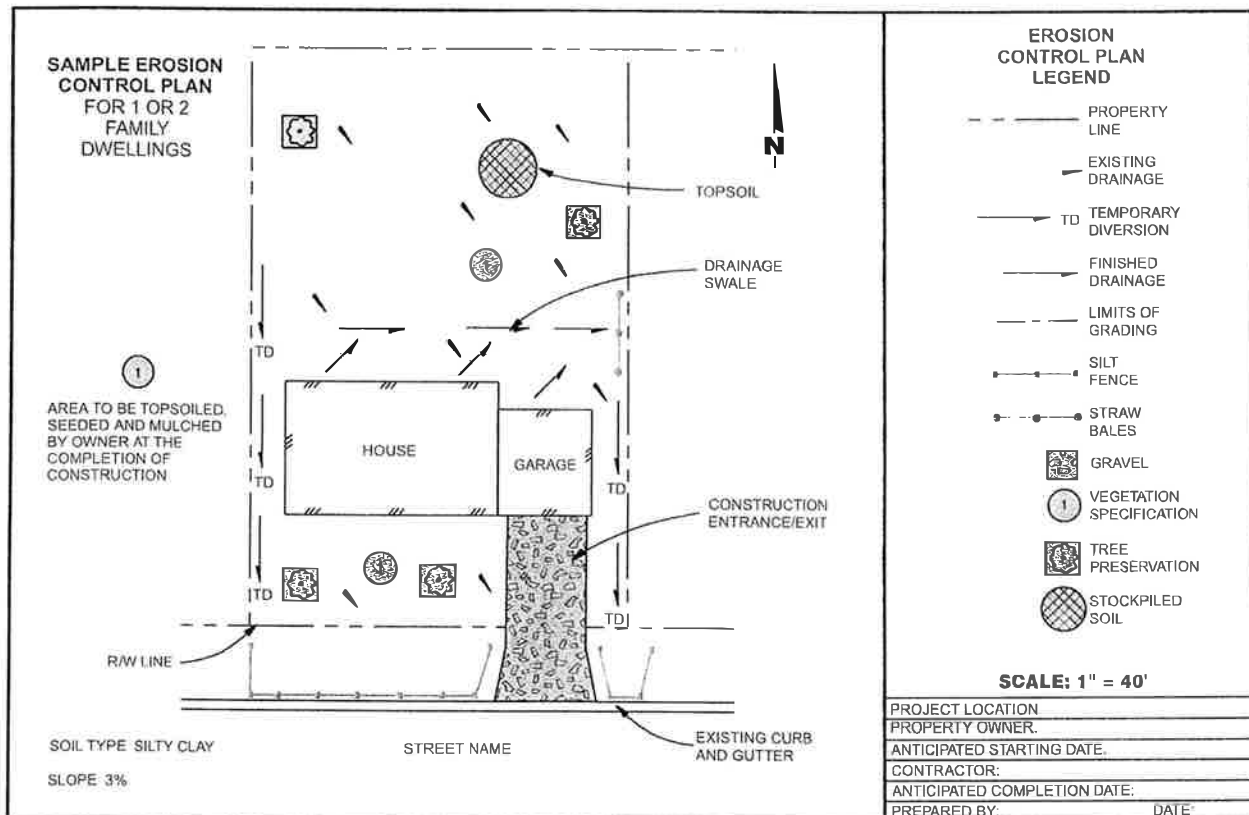
### SITE DIAGRAM

Scale: 1 inch = \_\_\_\_ feet



### EROSION CONTROL PLAN LEGEND

- PROPERTY LINE
- > EXISTING DRAINAGE
- > TD TEMPORARY DIVERSION
- > FINISHED DRAINAGE
- - - - - LIMITS OF GRADING
- SILT FENCE
- — ● — ● STRAW BALES
-  GRAVEL
-  VEGETATION SPECIFICATION
-  TREE PRESERVATION
-  STOCKPILED SOIL



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

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

COMPLETED

NOT APPLICABLE

# 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).

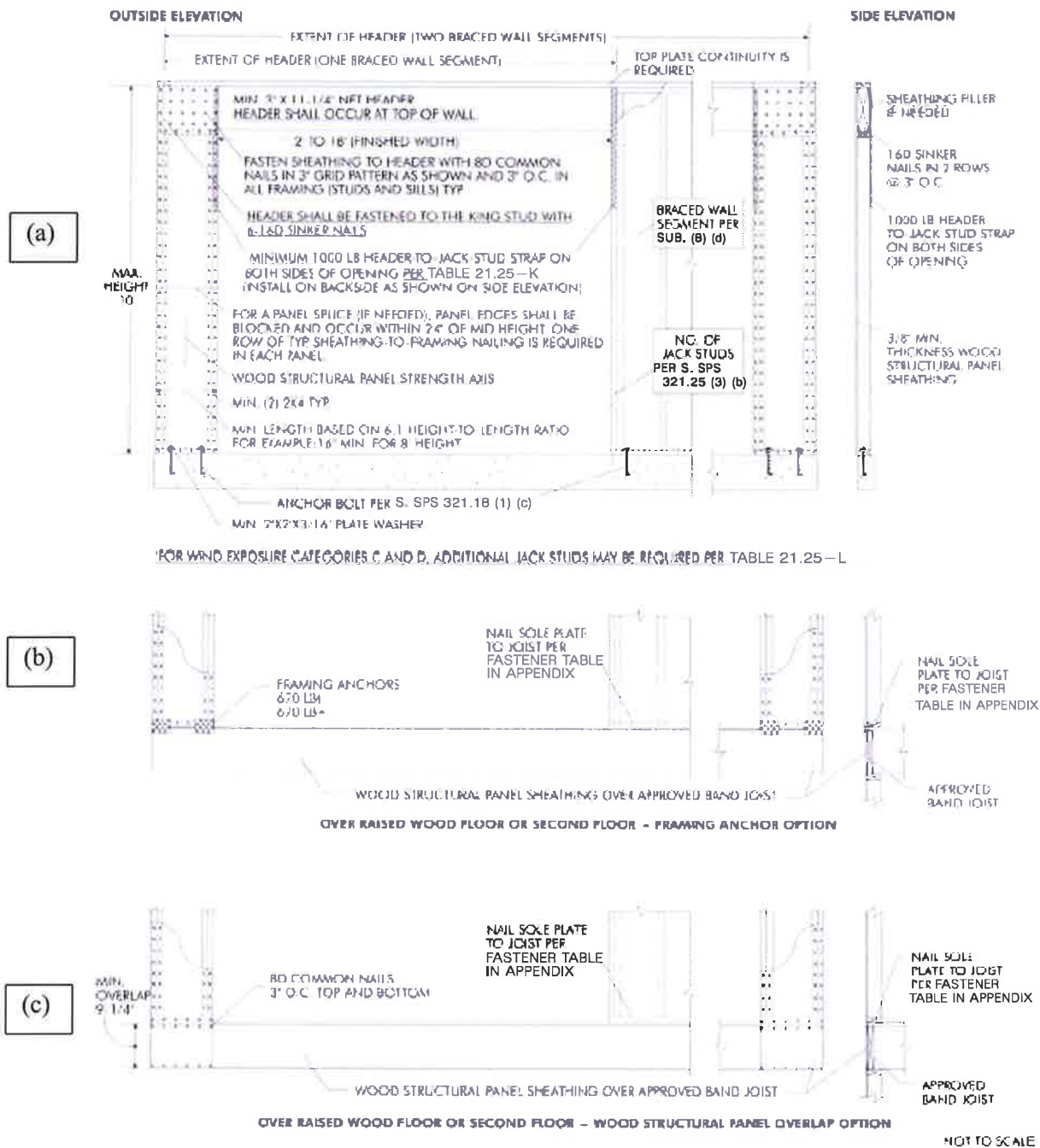
Note: Such practices include maintaining existing vegetation, placement of additional sediment fences, diversions, and re-vegetation by sodding or seeding with use of erosion control mats.

☐ 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.

**FIGURE 321.25-K**  
**6:1 ASPECT RATIO BRACED WALL PANELS USING CONTINUOUS WOOD**  
**STRUCTURAL PANEL SHEATHING AND EXTENDED HEADERS**



**TABLE 322.31-1**  
**INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT<sup>a</sup>**

Zone	Fenestration U-Factor	Skylight U-Factor	Ceiling R-Value	Wood Frame Wall R-Value	Mass Wall R-Value	Floor R-Value	Basement or Crawl Space Wall R-Value <sup>b</sup>	Heated Slab R-Value <sup>c</sup>	Unheated Slab R-Value <sup>d</sup>
1	0.35	0.60	49 <sup>e</sup>	19 <sup>f</sup> or 13+5 <sup>g</sup>	15	30 <sup>h</sup>	10/13	10/15	10
2	0.35	0.60	49 <sup>e</sup>	21 <sup>f</sup>	19	30 <sup>h</sup>	10/13	10/15	10

<sup>a</sup> R-values are minimums. U-factors are maximums.

<sup>b</sup> The first R-value applies to continuous insulation. The second R-value applies to framing cavity insulation. Either insulation meets the requirement.

<sup>c</sup> The first R-value applies under the entire slab, regardless of depth below grade. The second R-value applies to the slab edge where the bottom of the slab is less than 12 inches below adjacent grade. Slab edge insulation shall extend downward from the top of the slab for a minimum of 48 inches or downward to at least the bottom of the slab and then horizontally to the interior or exterior for a minimum total distance of 48 inches. Also, see s. SPS 321.16 for protection against frost for slabs with supports less than 4 feet below grade.

<sup>d</sup> The R-value applies to any slab, the bottom of which is less than 12 inches below adjacent grade. Also, see s. SPS 321.16 for protection against frost for slabs with supports less than 4 feet below grade.

<sup>e</sup> See s. SPS 322.32 (1) for application and permitted reduced R-value.

<sup>f</sup> R-19 and R-21 may be compressed into a 2X6 cavity.

<sup>g</sup> "13+5" means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25% or less of the exterior, insulating sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25% of the exterior, structural sheathing shall be covered with insulated sheathing of at least R-2.

<sup>h</sup> Or insulation sufficient to fill the framing cavity with a minimum of R-19.

**TABLE 322.31-2**  
**EQUIVALENT U-FACTORS**

Zone	Fenestration U-Factor	Skylight U-Factor	Ceiling U-Factor	Wood Frame Wall U-Factor	Mass Wall U-Factor	Floor U-Factor	Basement Wall U-Factor	Crawl Space U-Factor
1	0.35	0.60	0.026	0.060	0.060	0.033	0.065	0.065
2	0.35	0.60	0.026	0.057	0.057	0.033	0.065	0.065

**TABLE 322.31-3**  
**WARM AIR FURNACES AND BOILERS, MINIMUM EFFICIENCY REQUIREMENTS**

Equipment Type	Minimum Efficiency	Test Procedure
Natural gas and propane furnace	90% AFUE	DOE 10 CFR Part 430 or ANSI Z21.47
Natural gas and propane hot water boilers	90% AFUE	DOE 10 CFR Part 430
Oil-fired furnaces	83% AFUE	DOE 10 CFR Part 430 or UL 727
Oil-fired hot water boilers	84% AFUE	DOE 10 CFR Part 430

Please Call Kelly Green for inspections:

24 Hours Notice is Appreciated

Wisconsin Administrative Code, SPS 320.10(2)(b)1: "The applicant or an authorized representative shall request inspections from the municipality ..."

Below are shown the required inspections you must call for:

## **NOTICE REQUIRED INSPECTIONS**

**SEWER  
EROSION CONTROL  
FOOTINGS  
(BEFORE POURING)  
FOUNDATION & DRAIN TILE  
(BEFORE POURING)  
UNDERFLOOR PLUMBING  
VAPOR RETARDER  
(Under Basement Floor)  
TEMPORARY ELECTRICAL SERVICE  
ROUGH CONSTRUCTION  
ROUGH PLUMBING  
ROUGH ELECTRIC  
ROUGH HEATING- A/C  
SERVICE- PERMANENT ELECTRICAL  
INSULATION  
FINAL INSPECTION  
(OCCUPANCY)**



## SEWER CONNECTION CHARGE

**Introduction & Purpose:** Pursuant to the authority of section 66.0821(4) Wisconsin Statutes, it is the general policy of the City of Edgerton that users of the sanitary sewer system reasonably participate in the cost of the City's Wastewater Treatment Systems. Wastewater Treatment Systems are generally defined as all intercepting sewers and related facilities such as manholes and appurtenances, pumping stations, force mains and the Wastewater Treatment Facilities. In determining what constitutes reasonable participation toward such cost, the City shall be guided by the principal that the area to be served shall bear its proportionate share of such costs.

**Payment of Connection Charges:** Payment of all required Connection Charges shall be paid in full prior to the issuance of a building permit or issuance of a permit for an additional water meter or a change in size of an existing meter. Payments shall be the responsibility of the owner of record at the time a permit is requested

## CONNECTION CHARGE PER EQUIVALENT METER

Meter Size	Equivalency	Connection Charge
5/8 or 3/4 inch	1	\$1,000
1 inch	2.5	\$2,500
1-1/4 inch	3.75	\$3,700
1-1/2 inch	5	\$5,000
2 inch	8	\$8,000
3 inch & larger	To Be Determined	To Be Determined

Parcel # \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Amount Paid \_\_\_\_\_



**CITY OF EDGERTON  
PARKLAND IMPACT FEES AND  
PARKLAND IMPROVEMENT IMPACT FEES**

**Introduction and Purpose:** Pursuant to the authority of Section 66.0617, Wisconsin Statutes, the City of Edgerton established an ordinance to impose an impact fee to finance the capital costs of public facilities which are necessary to accommodate the land development.

Effective January 23, 2007		
	PARKLAND	PARKLAND
	IMPACT FEES	IMPROVEMENT FEES
Dev Woods (phase 1)	\$0	\$552.19
Windfield (all phases)	\$0	\$552.19
Orchard Heights (all phases)	\$0	\$235.91
Country Oaks	\$0	\$552.19
Knollridge (all lots)	\$338.72/unit	\$552.19/unit
1021/1025 South Main	\$338.72/unit	\$1,104.38
1031/1035 South Main	\$338.72/unit	\$1,104.38
1041/1045 South Main	\$338.72/unit	\$1,104.38
Hemphill	\$0 single family/duplex	\$552.19/\$1,104.38
312 Tider	\$0	\$552.19
204 Thronson & 214 Thronson	\$338.72 duplex	\$1,104.38
	\$0 single family	\$ 552.19
108 South Ave	\$0	\$552.19
Notes:		
1) Orchard Heights improvements fee is reduced by value of soccer field grading work done by developer.		

Permit Fee: \$15

## CITY OF EDGERTON SIDEWALK PERMIT

By signing this application and paying the required fee, it is understood that the applicant accepts and agrees to all terms and requirements of the city of Edgerton Municipal Codes, Chapter 22.402 Access Standards and Chapter 10.09 Sidewalk Construction and Repair

1. PERMIT REQUIRED – No person shall construct, alter, repair, or maintain any sidewalk without first obtaining a permit from the Public Works Director.
2. SPECIFICATIONS for new sidewalk construction.
  - a. Width – Minimum width for residential sidewalks is 4 feet across. Commercial properties may vary.
  - b. Height of sidewalk should be a 6" minimum above back of curb (back edge of sidewalk)
  - c. Depiction on Required Site Plan – Any and all proposed access drives on the subject property shall be depicted as to their location and configuration on the site plan required for the development of the subject property.
3. SPECIFICATIONS for sidewalk repair.
  - a. REPLACEMENT: All poured in place replacement sidewalks must be a minimum of 4" thick. The sidewalks through the driveway must be a minimum of 6" thick. Finishes must result in a smooth, (broom finish) even surface showing quality workmanship.
  - b. SAW CUTTING: Sidewalks may be rehabilitated using saw cutting under the conditions listed below:
    1. Offset between sidewalk squares cannot be more than 1 ½ inch
    2. For a change in level of ½ inch or less, the resulting slope of the saw cut must be less than 1:2. For a change in elevation of more than ½ inch, the resulting slope must be less than 1:10.
    3. Saw cutting cannot be used as a rehabilitation method to address cracks in middle of a sidewalk block and if the following defects are present; spalling has occurred which has created a depression greater than 1/2 inch; or there is a noticeable change or distortion in the constant grade.
    4. The saw cutting process must be able to be completed to the edge of the sidewalk.
    5. Due to specialized saw cutting equipment, contractors must perform the saw cutting.
  - c. GRINDING: Grinding of sidewalk in need or rehabilitation is not allow. Grinding is a process that uses a rotary scarifier or pounding tool to remove the lip. Grinding typically leaves a gouged surface.
  - d. MUD JACKING: Mud jacking is allowed as a method to repair noncompliant sidewalks but it is not recommended as long term repair and may result in a need for future replacement. Mud jacking must be performed by a contractor.
  5. PATCHING AND RAMPING: Patching or ramping is not allowed. Ramping may be allowed in emergency circumstances until the noncompliant sidewalk can be replaced using an approved method.

4. CONSTRUCTION

- a.. Permittee liable for Costs and Damage for injury – The permittee shall pay all costs of and shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during the construction or repair of a property's sidewalk. Permittee is required to ensure safety during repairs by adding barricades, flashers, signs, and traffic regulators as needed.
- b. Any machinery or equipment used for the project is required to be operated and stored in a safe manner including locked if applicable.

5. INSPECTION – Once the forming of the work is completed, the owner or contractor shall call the inspector for inspection. The Building Inspector shall inspect within a reasonable time to see that it conforms to this section. If it does not conform, the owner promptly shall correct the work, or cause it to be corrected, or he shall be subject to a maximum fine of \$200.00.

THE CITY IS TO HAVE FINAL WORD ON ACCEPTABILITY OF REPAIRS.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Approved and Inspected by

\_\_\_\_\_  
Date

# CITY OF EDGERTON

## DRIVEWAY PERMIT

By signing this application and paying the required fee, it is understood that the applicant accepts and agrees to all terms and requirements of the city of Edgerton Municipal Codes, Chapter 22.402 Access Standards and Chapter 10.10 Driveway Construction and Repair

1. PERMIT REQUIRED – No person shall construct, alter, repair , or maintain any driveway across any sidewalk or curbing without first obtaining a permit from the Public Works Director.
2. SPECIFICATIONS FOR Driveway construction.
  - a. Width – All access drives for residential properties shall have a minimum width of 10 feet and a maximum width of the smaller of either 24 feet or 50% of the street frontage of the lot as measured at the property line. Shared driveways and driveways for twin houses shall have a maximum width of 24 feet total. All access drives for nonresidential properties shall have a minimum width of 18 feet and minimum widths of 35 feet as measured at the property line. Access drives may be flared between the right-of-way line and the roadway up to a maximum of three additional feet. Access drives for nonresidential properties that fail to comply with the width restrictions can be reviewed as a conditional use permit per section 22.206.
  - b. Distance from Property Line – The Distance from an access drive to the property line of an adjacent property shall not be less than five feet, as measured along the right-of-way line, except for common driveways (serving two or more lots, typically located over or adjacent to a property line) and zero lot line situations.
  - c. Depiction on Required Site Plan – Any and all proposed access drives on the subject property shall be depicted as to their location and configuration on the site plan required for the development of the subject property.
  - d. Workmanship, Materials and Paving Requirements – All driveway entrances and approaches should be at a minimum of 6 inches thick. The drive should be at a minimum of 4 inches thick. The sidewalk, through the drive must be a minimum of 6 inches thick.
  - e. Permittee liable for Costs and Damage for injury – The permittee shall pay all costs of and shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during the construction or repair of driveway approaches or entrances. When curb and gutters are removed, the new connection shall be of equivalent acceptable material and curb returns provided or restored in a neat, workmanlike manner. Driveway surfaces shall connect with the street pavement and sidewalk in a neat, workmanlike manner. Any sidewalk areas which are damaged or are inadequate by reason of vehicle travel across the sidewalk shall be replaced in accordance with the requirements of Section 10.09.
3. INSPECTION – Once the forming of the work is completed, the owner or contractor shall call the inspector for inspection. The Building Inspector shall inspect within a reasonable time to see that it conforms to this section. If it does not conform, the owner promptly shall correct the work, or cause it to be corrected, or he shall be subject to the penalties provided in Section 10.10(4) of this code.

THE CITY IS TO HAVE FINAL WORK ON ACCEPTABILITY OF REPAIRS.

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Applicant signature

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Date

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Approved and Inspected by

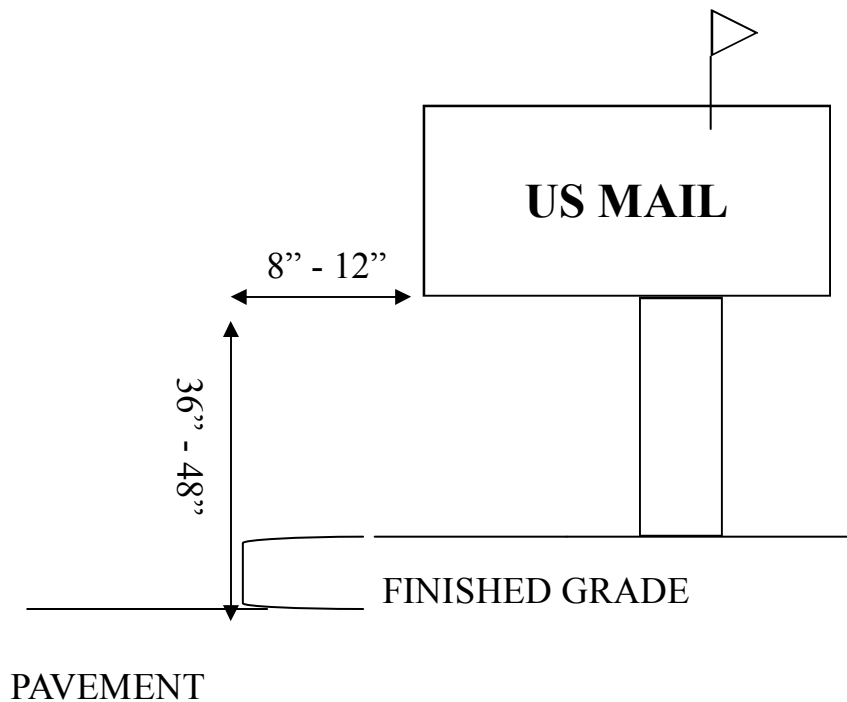
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Date

## MAILBOX PROPER HEIGHT AND SETBACKS

- Mailboxes should be installed with the mailbox door 8"-12" behind the face of the curb.
- Mailboxes should be installed with the bottom of the box 36" - 48" above the road surface.

If you have any questions or concerns, please contact Tom Hartzell, Director of Public Works at 608-884-3341.



# CITY OF EDGERTON

## DRIVEWAY PERMIT

By signing this application and paying the required fee, it is understood that the applicant accepts and agrees to all terms and requirements of the city of Edgerton Municipal Codes, Chapter 22.402 Access Standards and Chapter 10.10 Driveway Construction and Repair

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  - a. Width – All access drives for residential properties shall have a minimum width of 10 feet and a maximum width of the smaller of either 24 feet or 50% of the street frontage of the lot as measured at the property line. Shared driveways and driveways for twin houses shall have a maximum width of 24 feet total. All access drives for nonresidential properties shall have a minimum width of 18 feet and minimum widths of 35 feet as measured at the property line. Access drives may be flared between the right-of-way line and the roadway up to a maximum of three additional feet. Access drives for nonresidential properties that fail to comply with the width restrictions can be reviewed as a conditional use permit per section 22.206.
  - b. Distance from Property Line – The Distance from an access drive to the property line of an adjacent property shall not be less than five feet, as measured along the right-of-way line, except for common driveways (serving two or more lots, typically located over or adjacent to a property line) and zero lot line situations.
  - c. Depiction on Required Site Plan – Any and all proposed access drives on the subject property shall be depicted as to their location and configuration on the site plan required for the development of the subject property.
  - d. Workmanship, Materials and Paving Requirements – All driveway entrances and approaches should be at a minimum of 6 inches thick. The drive should be at a minimum of 4 inches thick. The sidewalk, through the drive must be a minimum of 6 inches thick.
  - e. Permittee liable for Costs and Damage for injury – The permittee shall pay all costs of and shall assume all responsibility for any injury or damage to persons or property resulting directly or indirectly during the construction or repair of driveway approaches or entrances. When curb and gutters are removed, the new connection shall be of equivalent acceptable material and curb returns provided or restored in a neat, workmanlike manner. Driveway surfaces shall connect with the street pavement and sidewalk in a neat, workmanlike manner. Any sidewalk areas which are damaged or are inadequate by reason of vehicle travel across the sidewalk shall be replaced in accordance with the requirements of Section 10.09.
3. INSPECTION – Once the forming of the work is completed, the owner or contractor shall call the inspector for inspection. The Building Inspector shall inspect within a reasonable time to see that it conforms to this section. If it does not conform, the owner promptly shall correct the work, or cause it to be corrected, or he shall be subject to the penalties provided in Section 10.10(4) of this code.

THE CITY IS TO HAVE FINAL WORK ON ACCEPTABILITY OF REPAIRS.

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Applicant signature

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Date

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Approved and Inspected by

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Date

## **CONSTRUCTION NOISE RESTRICTIONS**

(excerpt from Chapter 16 of City of Edgerton Municipal Code Book)

### **SECTION 16.09 LOUD AND UNNECESSARY NOISE.**

- (1) **PROHIBITED.** No person shall make or cause to be made any loud, disturbing or unnecessary sound or noises such as may tend to annoy or disturb another in or about any public street, alley, or park or any private residence.
- (2) **MOTOR VEHICLE NOISE.** No person shall make unnecessary and annoying noise with a motor vehicle by squealing tires, excessive acceleration of the engine, or by emitting unnecessary and loud muffler noises. In this section the term "motor vehicle" will also include motor driven cycles.
- (3) **LIGHT MOTOR VEHICLE NOISE CONTROL.**
  - (a) **SCOPE.** This section shall apply to the control of all noise caused by light motor vehicles and audio devices such as, but not limited to, radios, phonographs, and tape players, in light motor vehicles originating within the limits of the City of Edgerton.
  - (b) **DEFINITIONS.** The following words and terms, whenever they occur in this ordinance shall be interpreted as herein defined.
    1. **Terminology.** All terminology used in this ordinance not defined below, shall be in conformance with applicable publications of the American National Standards Institute (ANSI) or its successor body.
    2. **A-weighted Sound Level.** This means the sound pressure level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(a) or dBA.
    3. **Noise Level.** This shall refer to the A- weighted sound level produced by a light motor vehicle or as a result of the operation of audio devices such as, but not limited to, radios, phonographs and tape players in said light motor vehicle.
    4. **Person.** This means any individual, association, partnership, or corporation, and includes any officer, employee, department, agency or instrumentality of a State or any political subdivision of a State.
    5. **Sound Level Meter.** This means an instrument which is used to measure sound pressure levels. This instrument shall comply with the standards for Type 1 and Type 2 sound level meters as specified in American National Standards Institute Standard ANSI S1.4-1971 or its successor.
    6. **Sound Pressure Level.** This means 20 times the logarithm to the base 10 of the ratio of the RMS sound pressure to the reference pressure of 20 micropascals. This sound pressure level is expressed in decibels.
    7. **Noise.** This means any sound which annoys or disturbs persons or which causes or tends to cause an adverse psychological or physiological effect on a person.
    8. **Light Motor Vehicle.** For the purpose of Section 16.09(3) a light motor vehicle shall mean any automobile, van, motorcycle, motor driven cycle, motor scooter or light truck with gross vehicular weight of less than 8,000 pounds.
- (4) **INFRASTRUCTURE CONSTRUCTION.** No person, firm or corporation shall at any time on Monday through Saturday between the hours of 7:00 p.m. and 7:00 a.m. create any loud or sharp noises, concussions or disturbing sounds associated with the construction, excavation, demolition, alteration or repair of any infrastructure. No person, firm or corporation shall at any time on Sunday create any loud or sharp noises, concussions or disturbing sounds associated with the construction, excavation, demolition, alteration or repair of any infrastructure. This ordinance does not apply to the installation or repair of utilities not under the City's jurisdiction (i.e. gas electric, cable, etc.)

Emergency situations involving the repair of essential services or protection of persons or property shall be exempt from the terms of this ordinance. The City Department Head responsible for the repair shall have the authority to grant a permit for such work upon determining that the resulting loss due to inconvenience would be extraordinary and of such nature as to warrant special consideration.

**(5) CONSTRUCTION OR REPAIR OF BUILDINGS.** No person, firm or corporation shall at any time between the hours of 7:00 p.m. and 7:00 a.m. demolish, alter or repair any building, including the operation of any excavation equipment, pile driver, steam shovel, pneumatic hammer, derrick, steam or electric hoist, or any other similar equipment attended by loud or unusual noise. No person, firm or corporation shall at any time on Sunday create any loud or sharp noises, concussions or disturbing sounds associated with the construction, excavation, demolition, alteration or repair of any infrastructure. Building construction or repair done by the property owner is excluded from this time limitation.

Emergency situations involving the repair of essential services or protection of persons or property shall be exempt from the terms of this ordinance. The City Department Head responsible for the repair shall have the authority to grant a permit for such work upon determining that the resulting loss due to inconvenience would be extraordinary and of such nature as to warrant special consideration.