



# New Manufactured Home Application

Building Inspection Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
Phone: 262.694.9304  
Email: buildinginspection@pleasantprairiewi.gov

Community Development Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
Phone: 262.925.6726  
Email: communitydevelopment@pleasantprairiewi.gov

## PROJECT DETAILS

Manufactured/Mobile Home Park (select one)		Type of Unit (check one)	
<input type="checkbox"/> City View	<input type="checkbox"/> New Manufactured Home	<input type="checkbox"/> Used Manufactured Home	
<input type="checkbox"/> Scotties	VIN Number		
<input type="checkbox"/> Timber Ridge	Manufacture		
<input type="checkbox"/> Westwood Estates	Manufactured Date		
Lot Number		HUD Certification Number	
Tax Parcel Number			
Is an Attached Garage/Carport proposed to be constructed? If yes, submit construction plans and show location on site plan		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a Detached Garage/Carport proposed to be constructed? If yes, submit construction plans and show location on site plan		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a deck, porch or stairs proposed to be constructed? If yes, submit construction plans and show location on site plan		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you pouring a new slab for the home? If yes submit a grading and drainage plan		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Estimated Construction Cost		Estimated Completion Date	

## PROPERTY OWNER AND MANUFACTURED/MOBILE HOME UNIT OWNER

Property Owner	Manufactured/Mobile Home Unit Owner
Contact	Name
Address (City, State, ZIP)	Address (City, State, ZIP)
Phone Number	Phone Number
Email	Email

## BUILDING DETAILS

Total Living Area (sq. ft.)	Building Height (ft.)
Garage Area (sq. ft.)	Number of Bedrooms
Deck/porch Area (sq. ft.)	Siding and Venting Materials
Total (sq. ft.)	Vented skirting of a flame-resistant material is required to prohibit a harborage for rodents or a fire hazard. The skirting material shall be of the same material/style of the exterior siding and shall extend to the ground.
<b>Building to be used as (check one)</b>	
<input type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal

Structure Setbacks										
Setback to property line adjacent to a public street or to the edge of private street (ft.)										
Setback to adjacent home to the right or side property line of the park, whichever is closer (ft.)										
Setback to the adjacent home to the left or side property line of the park, whichever is closer (ft.)										
Setback to the adjacent home to the rear or rear boundary of the park whichever is closer (ft.)										
Setback to nearest adjacent detached garage/shed (ft.)										
Setback to nearest deck/porch/steps/stairs on any adjacent home (ft.)										
Is the unit adjacent to any 100-year floodplain? If yes, show location of 100-year floodplain on the site plan.							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the unit adjacent to a wetland? If yes, show location of the wetland on the site plan and setback to the unit (a minimum setback of 25 feet required).							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Electric Service Size (amps)					Electric Service Type (check one)					
					<input type="checkbox"/>	Underground	<input type="checkbox"/>	Overhead		
HVAC Equipment					Sewer/Water/Storm Sewer (check all that apply)					
# of Furnaces					<input type="checkbox"/>	Municipal Sewer				
# of AC Units					<input type="checkbox"/>	Municipal Water				
# of Fireplaces					<input type="checkbox"/>	Storm Sewer				
# of Exhaust Fans										
Radiant Heat	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
Heat Pump	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
Boiler	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No						
Energy Source-Space Htg (check all that apply)					Energy Source-Water Htg (check all that apply)					
<input type="checkbox"/>	Natural Gas				<input type="checkbox"/>	Natural Gas				
<input type="checkbox"/>	LP				<input type="checkbox"/>	LP				
<input type="checkbox"/>	Oil				<input type="checkbox"/>	Oil				
<input type="checkbox"/>	Electric				<input type="checkbox"/>	Electric				
<input type="checkbox"/>	Solid				<input type="checkbox"/>	Solid				
<input type="checkbox"/>	Solar/Geothermal				<input type="checkbox"/>	Solar/Geothermal				
DRIVEWAY DETAILS-See Driveway Requirements										
check one										
<input type="checkbox"/>	New Driveway									
<input type="checkbox"/>	Existing Driveway									
<input type="checkbox"/>	No Driveway Proposed									
Number of driveway connections to a street?										
Does the driveway connect to a public street with curb and gutter?							<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the curb proposed to be cut?							<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No

Is the curb and gutter proposed to be removed and re-poured?		<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
Is there a public sidewalk adjacent to the street that is proposed to be altered?		<input type="checkbox"/>	Yes*	<input type="checkbox"/>	No
*If yes, the Contractor shall be approved by the Village Public Works Department, obtain a Sidewalk Contractor License, if applicable, and obtain a Village Work in the Right-of-way Permit.					
<b>Driveway material within first 4 feet from edge of the road (check one)</b>					
<input type="checkbox"/>	Asphalt	<input type="checkbox"/>	Crushed Stone/Gravel	<input type="checkbox"/>	Concrete (Not allowed if connecting to a public street with no curb and gutter)
<b>Driveway material beyond 4 feet from edge of the and on private property (check one)</b>					
<input type="checkbox"/>	Asphalt	<input type="checkbox"/>	Crushed Stone/Gravel		
<input type="checkbox"/>	Concrete	<input type="checkbox"/>	Other		
<b>EROSION CONTROL DETAILS</b>					
<b>Responsible Party for Final Grade (check one)</b>			<b>Return Erosion Control Deposit to (check one)</b>		
<input type="checkbox"/>	Property Owner	<input type="checkbox"/>	Dwelling Contractor	<input type="checkbox"/>	Property Owner
		<input type="checkbox"/>		<input type="checkbox"/>	Dwelling Contractor
<b>GARBAGE AND RECYCLING CONTAINERS—See Garbage/Recycling Information and Fee</b>					
<b>Type of Service and Cart Size (check one)</b>					
<input type="checkbox"/>	Automated Collection with 95-gallon Garbage and Recycling Cart				
<input type="checkbox"/>	Automated Collection with 65-gallon Garbage and Recycling Cart				
<input type="checkbox"/>	Automated Collection with 95-gallon Garbage and 65-gallon Recycling Cart				
<input type="checkbox"/>	Automated Collection with 65-gallon Garbage and 95-gallon Recycling Cart				
<b>Extra Garbage Cart-additional cost (check one)</b>					
<input type="checkbox"/>	No Extra Garbage Cart				
<input type="checkbox"/>	Yes Extra 95-gallon Garbage Cart				
<input type="checkbox"/>	Yes Extra 65-gallon Garbage Cart				
<b>Extra Recycling Cart-additional cost (check one)</b>					
<input type="checkbox"/>	No Extra Recycling Cart				
<input type="checkbox"/>	Yes Extra 95-gallon Recycling Cart				
<input type="checkbox"/>	Yes Extra 65-gallon Recycling Cart				
<b>CONTRACTORS</b>					
<b>Dwelling Contractor</b>	<b>Name and Address (City State &amp; ZIP)</b>				
				<b>License #</b>	
				<b>Phone</b>	
				<b>Email</b>	
<b>Dwelling Contractor Qualifier</b>	<b>Name and Address (City State &amp; ZIP)</b>				
				<b>License #</b>	
				<b>Phone</b>	
				<b>Email</b>	

<b>HVAC Contractor</b>	<b>Name and Address (City State &amp; ZIP)</b>	
		<b>License #</b>
		<b>Phone</b>
		<b>Email</b>
<b>Electrical Contractor</b>	<b>Name and Address (City State &amp; ZIP)</b>	
		<b>License #</b>
		<b>Phone</b>
		<b>Email</b>
<b>Master Electrician</b>	<b>Name and Address (City State &amp; ZIP)</b>	
		<b>License #</b>
		<b>Phone</b>
		<b>Email</b>
<b>Plumbing Contractor</b>	<b>Name and Address (City State &amp; ZIP)</b>	
		<b>Phone</b>
		<b>Email</b>
<b>Master Plumber</b>	<b>Name and Address (City State &amp; ZIP)</b>	
		<b>License #</b>
		<b>Phone</b>
		<b>Email</b>
<b>Utility Contractor</b>	<b>Name and Address (City State &amp; ZIP)</b>	
		<b>License #</b>
		<b>Phone</b>
		<b>Email</b>

**PERMIT APPLICANT** The applicant is the person the Village will communicate with for all items related to this permit.

Company Name	Contact Name
Phone Number	Email

**MINIMUM SUBMITTALS**

<input type="checkbox"/>	Foundation Plan	<input type="checkbox"/>	Plat of Survey/Site Plan showing all structures and required setbacks
<input type="checkbox"/>	Floor Plan with rooms labeled	<input type="checkbox"/>	Grading and Drainage Plan, if a new slab is being poured
<input type="checkbox"/>	Construction Plans for deck, porch or stairs, if applicable	<input type="checkbox"/>	Construction Plans for garage or carports, if applicable
<input type="checkbox"/>	Property Owner Cautionary Statement, required if property owner is acting as their own Contractor	<input type="checkbox"/>	We Energies approval, required if a driveway is proposed to be located within a We Energies Easement-Contact We Energies at 262-763-1044
<input type="checkbox"/>	Village Work in the Right-of-way Application, required for any work within the right-of-way related to public sidewalks, cutting the curb, removing/replacing any curb, direct connection to sanitary sewer or water mains.		

**The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted if additional information is required to be submitted.**

## PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the application, information is missing or additional information is required, the permit will be put on hold until the information is received. The 10-day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
- The building address will be assigned by the Village as part of the permit review process.
- All outstanding Special Assessments and Impact Fees shall be paid prior to the issuance of the permit.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

## INSPECTIONS

All required inspections shall be scheduled at least 2 business days in advance by calling 262.694.9304 with the permit number.

## ACKNOWLEDGMENTS

**Erosion Control Cash Deposit:** The undersigned understand that an erosion control permit may be issued with this Permit and that a cash deposit may be required to guarantee to the Village that the conditions of the erosion control permit and **Chapter 381 of the Village Municipal Code** are being followed as it relates to maintaining the public right-of-way and stormwater drainage system. The cash deposit may be used if the Village determines that the owner/contractor has not kept the rights-of-way clean from mud tracking, if erosion control measures are damaged or if there is damage to stormwater drainage improvements. The Village will notify the owner/contractor if any mud tracking or damaged erosion control measures or stormwater drainage improvements exist and a specific time frame to remedy the issues. I understand that the Village has authorization to complete the work and charge the work against the cash deposit and accrued interest if the work is not completed. The cash deposit or any portion remaining, less a 6% administrative processing fee, will be timely refunded upon the completion of the project to the person indicated on the application filed with this permit.

However, if the cost incurred by the Village exceeds the cash deposit on file then additional costs to complete the work will be assessed to the property owner. If at the end of the year any additional costs have not been paid, the Village will place the outstanding amount on the tax assessment roll. In accordance with the provisions of Section 66.0703(7)(b) Wisconsin Statutes, the owner waives any and all notice of special assessment to be levied and assessed by the Village or its assigns against this property to defray the cost of said erosion control requirements and all incidental expenses incurred by the Village on said property. This requirement shall be construed as a covenant running with the property and shall be binding upon the signatories, their heirs, executors, administrators and assigns.

**Municipal Sanitary Sewer and Water Billing:** I understand that monthly usage billing for sanitary sewer will begin at the time the utility contractor obtains the plumbing permit for the connection of municipal sewer from the sewer main to the building and that monthly usage for water billing will begin at the time the water meter is installed.

**By submitting this application,** I certify that all of the information and attachments submitted are true and correct to the best of my knowledge. I understand that for any work started or completed without proper permits, a triple fee will be charged. I agree that all of the work will be done in accordance with all applicable Village, County, State and Federal codes, ordinance requirements and permit conditions. I also agree to allow the inspection of the premises by the Village's Inspectors during regular business hours.

**PROPERTY OWNER SIGNATURE AND CERTIFICATION**

The undersigned, being all of the owners of said property have read and understand the Acknowledgements.

Signature	Signature
Print Name	Print Name

## ACKNOWLEDGMENT

STATE OF \_\_\_\_\_  
SS  
COUNTY \_\_\_\_\_

This instrument was acknowledged before me in \_\_\_\_\_ (city) \_\_\_\_\_ (state)  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
(print name of signatories)

Notary Signature: \_\_\_\_\_

Print Notary Name: \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## Property Owner Cautionary Statement

Building Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
Phone: 262.694.9304  
Email: [buildinginspection@pleasantprairiewi.gov](mailto:buildinginspection@pleasantprairiewi.gov)

### CAUTIONARY STATEMENT EXCEPTIONS

A cautionary statement is not required for projects to be completed by the property owner related to the installations of a swimming pool, hot tub, pergola, driveway or fence.

### CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

Section 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 BUILDINGS 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

Signature		Date	
Print Name		Tax Parcel Number	
Property Address			



## Garbage/Recycling Information and Fees

Public Works Department  
8600 Green Bay Road  
Pleasant Prairie WI 53158  
Phone: 262.925.6700  
Email: pw@pleasantprairiewi.gov

### GARBAGE AND RECYCLING CONTAINER FEES

State law requires that everyone in Wisconsin recycle: newspapers; magazines; cardboard; office paper; glass, plastic, aluminum or steel food and beverage containers; tires\*; yard waste\*; appliances\*; motor oil\*; lead acid batteries\* and electronics\* (\*require special handling and shall not be placed in your recycling cart).

In addition, solid waste items larger than 50 pounds will require a Bulk Pickup. For more information contact the Public Works Department at 262.925.6700 or visit our website at <https://www.pleasantprairiewi.gov>

Initial fee for a garbage and recycling containers will be collected at the time a building permit is issued for any new residential dwelling construction permit. Monthly solid waste collection billing will begin at the time a Temporary Occupancy has been issued. One garbage and one recycling container per residential dwelling unit is required.

**All garbage and recycling carts are \$70.00 per cart.**

#### **Automated 95-Gallon Collection: \$23.50 per month**

The 95-gallon garbage cart will be collected weekly. The 95-gallon or 65-gallon recycling cart will be collected every other week on the same day as your garbage pickup. An extra cart for garage and or recycling can be purchased with a monthly fee as established by the Village Fee Schedule.

#### **Automated 65-Gallon Collection: \$21.50 per month**

A 65-gallon garbage cart will be collected weekly. The 65-gallon or 95-gallon recycling cart will be collected every other week on the same day as your garbage pickup. An extra cart for garage and or recycling can be purchased with a monthly fee as established by the Village Fee Schedule

**Collection option can be changed once per year.**

**Notify Public Works at 262.925.6700 by September 15<sup>th</sup> for billing change effective October 1<sup>st</sup>.**