NEW HOUSE CHECKLIST
TOWN OF GREENVILLE
PO Box 60 • W6860 Parkview Dr • Greenville, WI 54942
Phone: (920) 757-5151 • Fax: (920) 757-6342
dwaala@townofgreenville.com

Applicant ___________________________ Date Received __________________
Location ____________________________ Proposed Dig Date _________

Items needed to obtain a building permit are:

☐ Building Plans – 2 sets with at least 1 set done in ¼ scale
☐ Cross section of building
☐ Wall Bracing Plans – with compliance calculations (also 2 sets)
☐ Drainage plan – with elevations
☐ Plot plan – with distances to lot lines, other buildings, septic, well, etc.
☐ Erosion control plan
☐ Erosion Control Approval
☐ Energy worksheet – latest version with signature
☐ Heating Layout Plan
☐ Address application - be sure to complete center of driveway location
☐ Contractor certification card - copy
☐ Contractor qualifier number
☐ Signature on permit
☐ Contact Inspection Dept for Fee Schedule
☐ Proper fees Received
☐ Receipt Number ________________
☐ Correct Driveway Separation Approved by Dean Schiller 585-4316
☐ Culvert Permit
☐ Elevation
☐ Benchmark
☐ Engineered plan required due to egress windows or walk-out basements
☐ Residential Stormwater Management Permit
☐ Office use only – Builders copy must have Wetland & 1978 notice

If construction is to occur outside sanitary district:
☐ Sanitary Permit – Copy of hard card and first page of application

YES / NO
☐ ☐ Inside the Airport Zone? Which zone? ________
☐ ☐ Inside a Shoreland Zone?
☐ ☐ Inside a Wetland Zone?
☐ ☐ Is there Hydric Soil?
☐ ☐ Is this a Parade Home?

Statements to be given to applicant
☐ Cautionary Statement – If Self Built
☐ Wetland and 1978 notice