

# New Construction Packet

FOR ONE- & TWO-FAMILY DWELLINGS

## INTRODUCTION

The Town of Algoma now partners with McMahon for building permit issuance and building inspections. The goal of this packet is to aid you in the Town's new residential construction process now that McMahon is an integral part of it.

## THE TOWN VS. MCMAHON

### WORK WITH THE TOWN OF ALGOMA TO:

- Obtain permit applications
- Submit completed applications (and all required supporting materials)
- Pay for your permit
- Pick up an issued permit

### WORK DIRECTLY WITH MCMAHON TO:

- Schedule building inspections
- Ask questions, report changes, address concerns, etc.,  
**FOR APPROVED PROJECTS IN PROGRESS**

## RESIDENTIAL NEW CONSTRUCTION REQUIREMENTS LIST

Your permit application will not be submitted for review until the **TOWN HALL** receives ALL of the following items.

### REQUIRED MATERIALS FOR PERMIT REVIEW

	Copy of <b>SANITARY PERMIT</b> from the Algoma Sanitary District or Winnebago County (if the property is not in the district)
	Copy of <b>WINNEBAGO COUNTY ZONING PERMIT</b>
	Copy of <b>WINNEBAGO COUNTY EROSION CONTROL PERMIT</b>
	A completed (error-free) submission of the online <b>WISCONSIN BUILDING PERMIT APPLICATION*</b>
	<b>ENERGY CALCULATION WORKSHEET</b>
	<b>BUILDING PLANS</b> (1 digital copy or 3 physical copies)
	<b>SITE PLANS</b> (1 digital copy or 3 physical copies)**
	State-approved <b>TRUSS PLANS</b> signed by the engineer (1 digital copy or 3 physical copies)
	A signed <b>CONDITIONS OF APPROVAL***</b>
	<b>BUILDING PERMIT FEE PAID</b>

\*Choose ALL trades when selecting your permit type.

\*\*See pages 4-5 for site plan requirements.

\*\*\*A copy of the Conditions of Approval document is included at the end of this packet.

## PROCESS OVERVIEW

### STEP 1

Submit all required materials (see the checklist on the first page) to the Town of Algoma and pay for the building permit.

#### PHYSICAL COPIES

Physical documents can be mailed to or dropped off at the Town Hall (15 N Oakwood Rd, Oshkosh) during office hours:

**Mon-Thu:** 9a – 5p **Fri:** 9a – 1p

#### DIGITAL COPIES

Digital copies are welcome and can be emailed to:

[permits@townofalgoma.org](mailto:permits@townofalgoma.org)

### STEP 2

The Town will submit your application and all required materials to McMahon for plan review and permit approval.

### STEP 3

Pick up your building permit from the Town Hall after receiving notification of its issuance.

### STEP 4

McMahon's surveying team will visit the site and stake the temporary benchmark for the foundation and the culvert location.

### STEP 5

After pouring the foundation, contact McMahon to request a second surveying visit to check the top of the foundation and culvert grades.

### STEP 6

#### BUILDING

During construction, schedule building inspections directly with McMahon:

**Brian Bending – Senior Public Safety Specialist**

O 920.751.4200 ext. 402 | C 920.379.3524

[bbending@mcmgrp.com](mailto:bbending@mcmgrp.com)

#### SURVEYING

The final lot grade must pass inspection within one year of the Certificate of Occupancy issuance. Request these surveying visits from McMahon to:

1. Stake proposed yard grades (corners and mid-lot points)
2. Check the final lot grade
  - a. The final check should ideally occur after the topsoil is placed and fine grading is complete; but before seeding and laying mulch or an erosion mat.
  - b. Upon passing this final inspection, the yard grade deposit – less any reinspection costs – will be returned within 30 days to whomever the **property owner** was at the time of inspection.
  - c. If the final grade check has not passed by the time of occupancy, the contractor is responsible for informing the homeowner and supplying them with a copy of their site plan.

### STEP 7

Request and pass the final inspection.

### STEP 8

The Certificate of Occupancy will be mailed after the Town Hall is notified about your final inspection. If the property was NOT occupied before passing the final inspection, your Certificate of Occupancy will be accompanied by a refund check for the occupancy deposit amount.

## PAYMENT

Payment is due in full at the time of application submittal. Your application will NOT be sent to McMahon for review if the permit fee has not been paid.

## PERMIT FEES

Effective as of 8/22/2024:

LINE ITEM	ONE-FAMILY DWELLING	TWO-FAMILY DWELLING
Base Price <i>includes State Seal + administration fee + 12 total inspections</i>	\$ 5,895.00	\$ 5,895.00
Surveying <i>includes driveway &amp; culvert + 4 surveying visits</i>	\$ 2,625.00	\$ 2,625.00
Certificate of Occupancy Deposit <i>refunded to the original payer of the permit fee</i>	\$ 500.00	\$ 1,000.00
Final Yard (Lot) Grade Deposit <i>refunded to the homeowner per Town of Algoma Municipal Code § 135-22(C)</i>	\$ 2,000.00	\$ 2,000.00
Parks and Recreation Facilities Impact Fee	\$ 825.00	\$ 1,650.00
<b>TOTAL</b>	<b>\$ 11,845.00</b>	<b>\$ 13,170.00</b>
<i>Additional Inspection Fee (per inspection)</i>	<i>\$ 160.00</i>	<i>\$ 160.00</i>

## ADDITIONAL INSPECTIONS

If your project exceeds the included inspection allotment, the additional fee of \$160 must be paid to the Town of Algoma before McMahon will schedule the requested inspection.

# Site Plan Requirements

## NEW RESIDENTIAL HOMES

A comprehensive site plan must be submitted to the Town when applying for a new one- or two-family dwelling building permit. The Town will provide this plan to McMahon to review. McMahon is also the organization that will complete the surveying work required by the Town.

The site plan must be drawn to scale and include the following:

- Owner/Applicant name, phone number, and email address
- Lot number, legal description, and/or address
- Lot lines, including dimensions
- Street name(s)
- Driveway location, including:
  - ▶ Width at the right-of-way
  - ▶ Dimensions to the property lines
- Sidewalks, patios, or other ancillary concrete
  - ▶ Include dimensions to property lines or other site features
- Buildings
  - ▶ Include dimensions from property lines and other site features
  - ▶ Identify the location of window wells or exposed windows
- Structures, including:
  - ▶ Dimensions
  - ▶ Distance from property lines and other site features
- Setbacks and easements
- Two benchmarks (minimum) used for elevations (if located outside of a plat or CSM with an approved drainage plan)
- Proposed ground elevations at all lot corners and mid-lot locations (per the approved drainage plan, if available)
  - ▶ If no grading or drainage plan is available:
    - The average grade elevation of the adjacent lands must be maintained
    - A survey is required to show the adjacent lot and first-floor building elevations
- Proposed ditch or swale elevations, as applicable (per the approved drainage plan, if available)
- Proposed ground elevation at the foundation (per the approved drainage plan, if available)
- Proposed top of foundation elevation
- Proposed culvert length, size (15" minimum), and materials (CMP required)
  - ▶ See included driveway and culvert guidelines for more information on Town requirements
- Dimensions from the culvert to the extended side property lines



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# Conditions of Approval

## TOWN OF ALGOMA - NEW RESIDENTIAL HOMES

This document outlines the Town of Algoma's guidelines and requirements for new residential construction. Please note that this list is not to be considered all-inclusive.

### FEES

- ▶ All fees are payable to the Town of Algoma.
- ▶ The Building Permit fee is due at the time of application.
- ▶ The Building Permit fee includes the following deposits:
  1. Occupancy
    - The Town returns the Occupancy deposit to the original building permit applicant after issuance of the Occupancy Certificate.
    - The Occupancy deposit is forfeited if occupancy occurs before issuance of the certificate.
  2. Final Yard Grade
    - The Town returns the Final Yard Grade deposit to whomever the property owner is at the time of final yard grade inspection and approval.
    - The Final Yard Grade deposit includes one inspection; additional inspections will result in deductions from the deposit amount.
    - The Final Yard Grade deposit is forfeited if the final yard grade is not certified within one (1) year from the issuance of the Occupancy Certificate.

### WORKING GUIDELINES FOR THE TOWN OF ALGOMA

- ▶ All required permits must be issued **AND** posted **BEFORE** any construction begins.
- ▶ Schedule all inspections at least **24-48 HOURS IN ADVANCE** directly with McMahon (920.751.4200 ext. 402).
- ▶ Provide safe means (i.e., approved ladder, etc.) to access areas requiring an inspection.
- ▶ Access the property through approved entrances only; do not disturb finished ditches.
- ▶ A tracking pad is required (minimum 24' x 50' x 1' of 3-6" clear stone).
- ▶ No fill, spoils, brush, or construction material – including dumpsters – may be stored on any easement areas or Town roadways.
- ▶ Dispose of all on-site waste and concrete wash properly and clean up road surfaces by the end of each workday.
- ▶ Locate soil stockpiles on high ground, away from drainage, water courses, inlets, etc., and protect soil stockpiles with seed, mulch, silt fence, tarps, trenches, etc.
- ▶ Drainage from the site must not impact neighboring properties.
- ▶ Establish vegetation as soon as possible and maintain erosion control practices until it is established.
- ▶ Establish property lines of new and abutting properties and ensure perimeter controls are in place.
- ▶ Ensure the final yard adheres to the required grades **OR** provide the final yard grade information to the property owners.

## WORKING GUIDELINES FOR THE TOWN OF ALGOMA CONT.

- ▶ Place mailboxes according to USPS requirements.
- ▶ An Occupancy Certificate is required **BEFORE** moving into or living in any structure; issuance only occurs **AFTER** the final inspection is complete and there are no health or safety violations.
- ▶ Overnight (midnight – 6:00 a.m.) parking is prohibited on all Town of Algoma roadways; this includes trailers, construction equipment, and dumpsters.

## SIGNATURE

I have read the Conditions of Approval and agree to abide by them. I understand that failure to comply with local and state building codes and Town ordinances and conditions may result in a work stoppage.

\_\_\_\_\_  
*Contractor or their agent*

\_\_\_\_\_  
*Date*

## PROPERTY

**PARCEL ID**

**ADDRESS**

**SITE DESCRIPTION**

002 -

## PROPERTY CONTACT

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*E-mail Address*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

## PAYMENT

### PERMIT FEES

#### LINE ITEM

#### ONE-FAMILY DWELLING

#### TWO-FAMILY DWELLING

Base Price

\$

5,895.00

\$

5,895.00

*includes State Seal + administration fee + 12 total inspections*

Surveying

\$

2,625.00

\$

2,625.00

*includes driveway & culvert + 4 surveying visits*

Certificate of Occupancy Deposit

\$

500.00

\$

1,000.00

Final Yard Grade Deposit

\$

2,000.00

\$

2,000.00

Parks and Recreation Facilities Impact Fee

\$

825.00

\$

1,650.00

**TOTAL**

\$

11,845.00

\$

13,170.00

## PAYMENT RECEIPT (TO BE COMPLETED BY OFFICE STAFF ONLY)

\_\_\_\_\_  
*Amount Paid*

\_\_\_\_\_  
*Payment Method*

\_\_\_\_\_  
*Confirmation or Check #*

\_\_\_\_\_  
*Date Paid*