

VILLAGE OF COTTAGE GROVE 221 E. Cottage Grove Rd Cottage Grove, WI 53527 (608) 839-4704 Office (608) 839-4698 Fax <i>Building Inspector: 837-3371</i>	VILLAGE OF COTTAGE GROVE BUILDING PERMIT APPLICATION <i>RESIDENTIAL or COMMERCIAL</i> <i>circle one</i> <i>Parcel Number</i> _____	CHECK : _____ RECIEPT #: _____ AMOUNT PAID: _____
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Building	HVAC	Electric	Plumbing	Erosion	Other
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Owner's Name	Mailing Address	Phone #: (include area code)
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Contractor's Name	Mailing Address	Phone #: (include area code)
		ESTIMATED COST of PROJECT:

PROJECT LOCATION	License #/ Dwelling Contr Qualifier/ Contractor Registration #	COST: Office Use
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Address:	Project Description:
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ELECTRICAL PERMIT APPLICATION License #/ Contractor Registration #	COST: Office Use
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Contractors' Name:	Phone #: (include area code)
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Mailing Address:	City & State:
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PLUMBING PERMIT APPLICATION License #/ Contractor Registration #	COST: Office Use
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Contractor's Name:	Phone #: (include area code)
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Mailing Address:	City & State:
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HEATING, VENTILATING & AIR CONDITIONING - License #/ Contractor Registration #	COST: Office Use
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Contractor's Name:	Phone #: (include area code)
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Mailing Address:	City & State:
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CHECKS are payable to -VILLAGE OF COTTAGE GROVE
& SIGN Cautionary Statement to Owners Obtaining Permits

BUILDING PERMIT IMPORTANT NOTICES

1. Do not start digging before applying for a permit.
2. DO CALL Diggers Hotline before digging. 1-800-242-8511.
3. Clear all flood plain questions if pertinent to property.
4. Weight restrictions on streets may apply. Check with Town Clerk.
5. Permits are to be displayed during all phases of construction. If damaged, or lost it will be replaced on request.
6. Owner/Contractor is responsible for all erosion control measures prior to excavation
7. Owner/Contractor is responsible for scattered debris. It is to be controlled in an appropriate container until disposal. This includes street cleanup.
8. Owner/Contractor is responsible to affix correct house number on home or by the road.
9. All foundation walls must have subflooring or cover within 60 days after excavation.
10. Owner/Contractor are responsible for inspection arrangements. (See inspection sheet.)
11. Zoning and driveway permits are required.
12. Any construction must meet setback requirements as described by Dane County Zoning and/or Subdivision Covenants and Restrictions.

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.

I have read and understand the information provided above.

Signature

Date

Please identify yourself: (Circle One) Address of Project: _____

PROPERTY OWNER

BUILDER



commerce.wi.gov

Business Credential Application

Remit to:
State of Wisconsin
Department of Commerce-Credentialing
P.O. Box 78780
Milwaukee WI 53293-0780
Phone (608) 261-8500
TDD #: (608) 264-8777 7:45 a.m. - 4:30 p.m.

Instructions:

- 1. Complete the application; sign and date the form.
- 2. Enter the FEIN number of business or social security number of applicant.
- 3. Attach the specified fee and any documents specified on the following pages. Make checks payable to: Department of Commerce.
- 4. If this form was pre-printed with your business, please review and clearly print corrections or new information where needed in red ink.
- 5. **Make a photocopy of the completed application for your records.**

Business Information	Applicant Information
Federal Employer Identification Number (FEIN):	Social Security Number:
Business Name:	Individual's Name :
No. & Street, or P.O. Box:	Address No. & Street, or P.O. Box:
City, Town or Village, State, Zip + 4 Code:	City, Town or Village, State, Zip + 4 Code:
Country, If Other Than United States:	Country, If Other Than United States:
Business Telephone No. (include area code):	Telephone No. (include area code):
If Available, Business Fax No. (include area code):	If Available, E-mail Address:

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. The applicant is also certifying compliance with workers compensation requirements under ch. 102, stats., and unemployment requirements under ch. 108, stats.

*The individual applying for a business credential shall be the owner of the contracting business, a partner in the contracting business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of the contracting corporation.

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780

Overnight mail delivery and Office location: State of Wisconsin, Department of Commerce-Credentialing, 201 W. Washington Ave., Madison, WI 53703

BUILDING CONTRACTOR REGISTRATION

Save \$15 and register faster by completing the registration process online at:
<https://apps.commerce.wi.gov/credential-online-application>

Due to the high volume of applications being processed, it may take up to three weeks to receive your registration for mailed applications. For a faster reply to your question, contact us by email at:
comsbuildingcontractor@wisconsin.gov

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.

- How does contractor registration effect material or equipment suppliers?

Suppliers will have a tool to identify people who are asking to be treated as contractors. Registration implies intending to stay in business and maintain finances.

- Does the registration effect insurance companies?

Insurance companies may have a sales tool in identifying contractors and also have another piece for weighing potential liability. People who do not register are potentially less responsible.

Beginning July 1, 2009, building contractor businesses in Wisconsin need to be registered with the state Department of Commerce.

A four-year, \$25 per year, building contractor registration will be required beginning July 1 for businesses whose work is regulated under any of the Commerce codes affecting commercial buildings, places of employment, one- and two-family dwellings, and public swimming pools. Registrations can be done via the Internet. Those done by mail or in person will have a \$15 processing fee. There are no exams or education prerequisites for the registration.

The department decided to adopt the registration as an emergency rule in order to put the process in place for the 2009 construction season. There was a hearing in January on a code change proposal that is the basis of the emergency rule, which is effective March 2, 2009.

A contracting business will need the registration to do most types of building construction work, to obtain building permits, to provide bids or contracts, or to work as a subcontractor.

Individual employees of contractors will not need this registration, nor will someone who is working on property they or their employer owns or leases. Individual licenses, certifications, etc., may be needed under other state codes or municipal ordinances.

Businesses that currently hold one of nine business credentials issued by the Safety and Buildings Division of the Department of Commerce, such as dwelling contractor certifications, elevator, or HVAC contractor registrations, do not need the new registration.

In part, the registration was adopted to help consumers and local and state agencies better identify businesses that work in construction. Enforcement of the registration system will be done by people in the construction industry, as consumers, contractors, local and state agencies, and suppliers find out who does and does not have the registration.

Registration allows contractors to get more information on codes and about safety and health practices. Contractor voices should be heard in discussions about construction regulations. More information will help contractors know their responsibilities in terms of taxes, worker's compensation insurance, and unemployment insurance. Some contractors are not following those regulations, which leads to unfair competition.

The Safety and Buildings Division has a Building Contractor Program Web page that provides more information and via which contractors can now register: <http://commerce.wi.gov/SB/SB-BuildingContractorProgram.html>. There is a list on that site which identifies most of the business types that will need to register.

Examples of businesses that will need to register includes:

Building site preparation/stabilization

Drywall and plastering

Electric Wiring

Finish carpentry

Fire protection

Flooring

Framing carpentry

General building construction

Glass and glazing

Insulation

Masonry and stone work

Plumbing

Poured concrete foundations and structures

Precast concrete

Public Swimming Pools and Water Attractions

Roofing

Siding

Structural steel

Tile and terrazzo

Wall coverings

Building Contractor Registration FAQ - Frequently Asked Questions

- What does the registration cost?

The four-year registration costs \$25 per year - \$100. There will be a \$15 fee for people using paper forms rather than using the automated online registration.

- If I hold a contractor license from some municipality in Wisconsin, do I still need to have a state Building Contractor Registration?

Yes, the registration is required everywhere in the state for businesses who do the types of work covered under the state rules.

- Can a municipality use the state registration for their own purposes?

Yes. If a municipality chooses to have an ordinance that requires the state registration for some local purpose, they may do so.

- Does a plumbing business need a BCR?

Yes, a plumbing business must have a BCR. Employees of a plumbing business do not need the BCR to do plumbing. Employees do need the appropriate plumbing credential to do the work.

- Are there consequences of not obtaining the Building Contractor Registration?

Yes. Registration is needed to obtain building permits (see note about Dwelling Contractor Certification Select image to follow link). Stop-work orders can be issued against the project. Fines can be levied by courts. Contractors may not subcontract with businesses who do not have the registration.

- How does the Building Contractor Registration (BCR) compare to the two Dwelling Contractor Certifications?

Both the Dwelling Contractor (DC) and the Dwelling Contractor Qualifier (DCQ) Certifications are needed to obtain building permits for work on one- or two-family dwellings in Wisconsin. The two dwelling contractor certifications have prerequisites. Proof of insurance of bonding is required for the DC and a 12-hour initial education class for the DCQ. The DCQ has continuing education requirements for renewal. The BCR does not have con ed requirements. The DC has a one-year term and the DCQ has a two-year. The BCR is a four-year registration.

- If a property owner obtains a one- or two-family building permit, are there possible unforeseen consequences?

Yes, read this "Cautionary Statement To Owners Obtaining Building Permits" which is printed on dwelling building permits - "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

Credential Fee (nonrefundable): \$115.00 class code 7644

Make checks payable to: Department of Commerce. The fee consists of a \$15 application fee and a registration fee of \$100. The credential will be effective for 4 years from the date of issuance.

You also have the option of registering online by visiting:

<https://apps.commerce.wi.gov/credential-online-application>

If you choose to register online, the application fee of \$15 will be waived and you will only be paying the registration fee of \$100.

* **Notice** Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39, Stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

Reason for Registration: No person or entity may engage in a construction business or offer to engage in a construction business that affects public buildings, places of employment and one- and two- family dwellings, public swimming pools and water attractions, unless the person or entity holds a registration issued by the department as a registered Building Contractor.

You do not need this registration if you currently hold any of the following credentials issued by the department:

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| Dwelling Contractor Certification | Electrical Contractor Certification |
| Dwelling Contractor - Restricted Certification | Electrical Contractor - Restricted Certification |
| Manufactured Home Dealer License | HVAC Contractor Registration |
| Manufactured Home Installer License | Elevator Contractor License |
| Manufactured Home Manufacturer License | |

Or you are a person or entity that works only on real estate or property you own or lease.

Examples of Construction Businesses that are to be registered with the Department of Commerce:

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| Building site preparation/ stabilization | Plumbing |
| Drywall and plastering | Poured concrete foundations and structures |
| Electric Wiring | Precast concrete |
| Finish carpentry | Public swimming pools and water attractions |
| Fire protection | Roofing |
| Flooring | Siding |
| Framing carpentry | Structural steel |
| General building construction | Tile and terrazzo |
| Glass and glazing | Wall coverings |
| Insulation | Other building or equipment specialties |
| Masonry and stone work | |

**** Additional information can be viewed at <http://commerce.wi.gov/SB/SB-BuildingContractorProgram.html>****

Responsibilities of Registrant: A person or entity that holds a building contractor registration shall do all of the following:

Include their registration number on all construction bids and contracts.

Not contract with another person or entity to engage in construction business activities unless the person or entity holds a business license, certification or registration issued by the Department of Commerce.

Not commence a construction business activity until a permit is issued for the construction for any project that requires a uniform building permit under s. Comm 20.08, Wisconsin Administrative Code.

Not commence a construction business activity until a permit is issued for the construction for any project that requires a municipal building permit involving a public building, a place of employment or a one- or two- family dwelling.

Not commence a construction business activity until plan approval has been obtained as required under ss. Comm 61.30, 82.20, 83.22, or 90.04.

Please visit <http://commerce.wi.gov/SB/SB-DivEmailSignup.html> to sign up for Safety and Buildings email lists for programs you work in or are interested in. You will receive information from Safety and Buildings regarding code changes, product information, forms, etc.