



RESIDENTIAL CONSTRUCTION CHECKLIST  
ALL STRUCTURES OVER 200 S.F. OR WITH A CONCRETE FOUNDATION

1. Cover Sheet:

- Name, address and phone number of preparer
- Name, address and phone number of owner
- Address and parcel number of parcel
- Current zoning of lot (see zoning map on City's website)
- Structure type – single family, duplex, zero-lot, condo, etc.
- Impervious area (square feet) – include all non-landscaped areas
- Lot size (square feet)
- Building coverage (square feet)

2. Aerial Print:

- 8-1/2" X 11" color print from the Jefferson County GIS website showing the parcel and adjacent parcels. Search Jefferson County GIS or go to <https://jeffarcgis.jeffersoncountywi.gov/apps/PublicGISmr/>

3. Site Plan:

- Scaled (1:40 scale or less) with North arrow and adjacent streets labeled.
- Structures: Show the location, height and dimensions of all principal and accessory buildings, driveways, decks, sidewalks, retaining walls, etc. Show first floor elevation of new structures or reference offset from existing for additions. Show distances to property lines. Indicate surface material type for decks and driveways and sidewalks (i.e. asphalt, concrete, wood, etc.).
- Property Boundaries: Boundary survey should be completed by a licensed surveyor. Show the dimensions of all property lines and the location of all lot corners. A benchmark should be shown (curb chisel or similar). Local datum may be used. Foundation certification will be required prior to concrete pour.
- Setbacks: Indicate building foundation setbacks from the property line including front, side and rear yard.
- Drainage and Topography: Indicate the existing and proposed grade contour lines on minimum two-foot (2') intervals. Contours should extend 25-feet beyond the parcel. Limits of disturbance should be shown. Indicate proposed drainage swales to minimize sump or storm runoff to adjoining properties.

- Utilities: Show the location, fittings and size of all existing and proposed utilities, below and above the ground. Use the best available information – contact the City of Fort Atkinson for water, storm and sewer information. For new connections to public utilities, provide a separate sheet indicating proposed plan and profile installation with details on fittings and connection to public water and sewer.
- Right of Way: Include and label limits of the right-of-way (R.O.W.); edge of pavement, curb, gutter and sidewalk. Label the location and type of pavement restoration needed on the roadways. If the proposed work impacts the public right of way, a street opening permit will be required.
- Easements: Indicate all existing and proposed easements on or adjacent to the property, including open space, utility, drainage, native and access easements. Include the Jefferson County recording number for existing easements.
- Critical Areas: If present, indicate the following: top of bank of streams, wetland boundaries and floodplain boundaries.

4. Erosion Control Plan:

- Follow the instructions and complete the Standard Erosion Control Plan included from the City. Utilize the “*Erosion Control for Homebuilders*” to develop an approved plan.
- Include any narrative explanation specific to the site.

5. Architectural Drawings:

- Submit plans including all dimensions for:
  - Cross section of construction
  - Wall bracing
  - Footing, foundation and drain tile
  - Insulation energy loss worksheet (if applicable)
  - Exterior elevation with materials
  - Plans should be submitted electronically; however paper plans may be accepted

6. City of Fort Atkinson Building Permits:

- General building permit
- HVAC permit
- Plumbing permit
- Electrical permit
- Erosion Control permit