



1 & 2 Family Addition Permits

City of Oshkosh Inspection Services Division

This handout will help guide you through the permit application process. Following the steps below will help to expedite the issuance of your building permit. Please plan ahead and pick one of the following methods to apply for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. Permits can be applied for using the following methods below:

In Person:

This is the best method to discuss the specifics of your project with a planner and inspector. Typically if all the required information is submitted, and the information is found acceptable, the permit can be issued at that time.

How to Apply:

Step 1: Obtain site plan approval from Planning Services. They are located in RM 204 on the 2nd floor of City Hall. A scaled site plan will need to be submitted for their review. If you have questions about your project contact their office at (920) 236-5059. The planning office is open 8:00am-4:30pm Monday through Friday.

Step 2: After you've obtained site plan approval, apply for your permit at the Inspection Services Division, City Hall, 215 Church Ave. (2nd floor room 205).

Submit the following for review:

- A detailed description of all proposed work.
- Floor plans, foundation plans, wall bracing plans, elevations, cross section, beam/header calculations and truss plans. For more detailed information see pages 2 and 3.
- Heat loss calculations 2009 IECC and WI UDC.

Owners may obtain permits for construction projects if the house is owner occupied. All contractors shall include their Dwelling Contractor Certification and Dwelling Contractor Qualifier Certification numbers from the State of Wisconsin Department of Safety and Professional Services. Our office is required by the State of Wisconsin to verify these certifications prior to issuing permits to contractors performing work on one and two family dwellings. Inspectors are available for consultation and permit issuance 7:30am-4:30pm Monday through Friday.

Payment:

The City of Oshkosh accepts cash, check or credit/debit cards for payment (a service fee applies when using cards). If you have questions on permit fees please see page 2.

Inspection Requests:

After the permit is obtained, inspections can be requested by calling the Inspection Request Line at (920) 236-5128. This is an automated line, and you will need the permit number or address and inspection type you are requesting to schedule.

Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig! 1-800-242-8511

Online:

When applying for a permit online please follow this link: <http://www.oshkoshwi.gov/EvolvePublic/>

How to Apply

- Step 1: Click on “*New Account*” or “*Login*” located in the upper right hand corner and enter your contact information. If you have an existing account with our department, you may need to contact our office at (920) 236-5050 to set up a password.
- Step 2: Click on “*Permit Application*” on the left side of the screen. Select “*Residential Building*” for the category and “*Addition*” for the type, click next.
- Step 3: Enter the address of the project click next. If the address does not show up, enter it in the 3rd box, click next.
- Step 4: Enter the description of your project and the cost. It also needs to include the fair market value for labor and material costs (even if you are doing the work).
- Step 5: If you are applying as the owner, you may also if you choose, add any contractors you may have hired for your project. This is not required. Only contractors that have obtained permits in the past with the City of Oshkosh may be added, as they will have an existing account.
- Step 6: Upload the following for review:
- Site plan
 - Erosion Control/Drainage Plan
 - Framing Plans including elevations, floor/foundation plans, wall bracing details, cross sections
 - Heat Loss Calculations
 - Truss layout/plans
 - Beam/Header calculations
- Step 7: Read the Esignature statement and check the “I agree to conditions” box, hit finish.
- Step 8: You will see a message that your application has been submitted for review. Someone from the City will contact you if additional information is required and/or when the permit is ready to be issued.
- Please check your junk/spam folder if you do not receive contact from the City.**
- * Please note that no construction can commence until after the permit is approved and obtained.
 - * When the permit is ready to be issued you’ll be able to make payments.
 - * Inspections can be scheduled after the permit has been obtained.

Permit Fees: See the following link to view permit fees: <https://www.oshkoshwi.gov/InspectionServices/PermitFeeSchedule.pdf>

See the following fee schedules to determine the permit fees:

- Inspection Services fee schedule for **building fees**. Questions please contact (920) 236-5050.
- Assessors fee schedule for **property record maintenance fees**. Questions please contact (920) 236-5070.
- Planning Services fee schedule for **zoning fees**. Questions please contact (920) 236-5059.

Please make checks payable to “City of Oshkosh”.

Detailed Plan Submittal Requirements:

Framing Plans including the following: structural features such as the size of joists/beams, headers, studs, columns, beam calculations for any beams with point loads and rafters or trusses. Size/location of all windows and doors, dimensions of rooms with use (example: kitchen, dining, bedroom, etc.). Wall bracing to include the type, length, location, percentage. Plumbing fixture locations.

Foundation Plans including the following: size/location of all footings, foundation walls/thickness and column pads/size, type of reinforcement if installed, beam size and location and all dimensions.

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Elevation Plan including: height of the addition, location and size of all doors/windows/chimneys.

Cross-section including: footing/foundation wall sizes with reinforcement, drain tile system information, exterior wall construction identifying the materials used including insulation/wall sheathing/house wrap/stud size, stair information including riser heights/tread widths/headroom/handrail info, roof construction identifying the type of material/size/spans and insulation information for the roof/walls/floors.

Heat Loss Calculations: The heat loss calculations are normally done by your lumber supplier, designer, or heating contractor. REScheck can be downloaded at www.energycodes.gov.

Truss Plans including: truss layout and individual truss plans. These plans must be submitted prior to the rough framing inspection and can be obtained by the truss manufacturer.

Building Code Requirements:

Exterior Wall Bracing:

Effective April 1, 2009, the State of Wisconsin Uniform Dwelling Code implemented new Wall Bracing requirements. Wall bracing had typically been accomplished by providing 4' sections of wood structural panels at the corners of the building and spacing the wall panels within each wall section at intervals not to exceed 25' on center. However, recognizing it may not be possible (or practical) to meet this requirement in all cases, the State Building Code now provides several alternative wall bracing methods.

Continuously Sheathed Braced Wall Line Method:

This is the most frequently used method when an addition has structural sheathing (OSB) applied to the entire surface of the exterior walls. Most lumber companies and/or designers can provide a wall bracing plan for you to submit when applying for a building permit.

Nailing Requirements:

When looking at nailing requirements the code requires that common nails be installed. Please refer to the charts below for the required spacing for alternate nails.

The following can be substituted for 6d common nails:

6d Common Nail	Spaced 3" o/c portal	Spaced 6" edge o/c	Spaced 12" field o/c
2-3/8" x .113 Gun Nail	Spaced 3" o/c portal	Spaced 6" edge o/c	Spaced 12" field o/c
16 Gage Staple	Spaced 3" o/c portal	Spaced 6" edge o/c	Spaced 6" field o/c

The following can be substituted for 8d common nails:

8d Common Nail	Spaced 3" o/c portal	Spaced 6" edge o/c	Spaced 12" field o/c
2-3/8" x .113 Gun Nail	Spaced 3" o/c portal	Spaced 6" edge o/c	Spaced 12" field o/c
16 Gage Staple	Spaced 1.5" o/c portal	Spaced 3" edge o/c	Spaced 6" field o/c

NOTE: When nailing into treated plates make sure you are using nails that have been properly treated for use in those applications.

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Air Sealing:

Exterior joints, seams or penetrations in the dwelling envelope, which are sources of air leakage, shall be sealed with durable caulking materials, closed with gasketing systems, taped, or covered with water-vapor-permeable house wrap. This also applies to penetrations of utility services through walls, floor and roof assemblies, penetrations through the top and bottom plates. Sealing shall be provided at the attic and crawlspace panels, at recessed lights and around all plumbing, electrical and HVAC penetrations. The openings (used and unused) in the electrical boxes located in ceilings (attic areas) or exterior walls also need to be sealed.

Smoke and CO alarms:

A listed and labeled multiple-station smoke alarm with battery backup shall be installed in all of the following locations: Inside each sleeping room. On floor levels with one or more sleeping rooms smoke and CO alarms shall be installed outside of the rooms and within 21 feet from the centerline of any door opening to a sleeping room, and in the exit path from any sleeping room. On floor levels that do not contain a sleeping area, smoke and CO alarms shall be installed in a common area on each floor level. Smoke and CO alarms shall be continuously powered by the house electrical service and be interconnected.

Permanent Weather Resistant Finish:

The exterior walls of the addition are required to be covered with a permanent weather resistant finish. There is a misconception in the construction industry that vinyl siding is a permanent weather resistant finish. However the vinyl siding does not protect the osb sheathing from getting wet and is actually constructed with holes in it to let the water shed out due to the fact that it is not weather resistant. Most vinyl siding manufacturers require a weather barrier behind the siding such as tar paper or house wrap. Please also note that OSB is not an exterior finish material and it shall not be exposed to the elements for longer than required during construction even if it is painted. When installing house wrap and/or tar paper please remember to properly lap it so that the water sheds from the top of the structure to the bottom.

Electrical Code Requirements:

General Installation Requirements:

- Romex (type NM cable) shall be supported within 8 inches of a plastic box and 12 inches of a metal box and every 4-1/2 ft. thereafter (holes in studs are considered support).
- Metallic boxes are to be grounded.
- Mechanically secure all ground wire splices (green wire nuts, crimps, pigtailed with wire nuts, etc.).
- All devices are to be grounded, including switches, receptacles, light fixtures, etc.
- All 120-volt, single phase, 15 & 20 ampere branch circuits supplying outlets installed in dwelling unit family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, or similar rooms or areas shall be protected by a listed arc-fault circuit interrupter (AFCI), combination-type, installed to provide protection of the branch circuit.

Lighting:

At least one wall switch-controlled lighting outlet is required in the following locations:

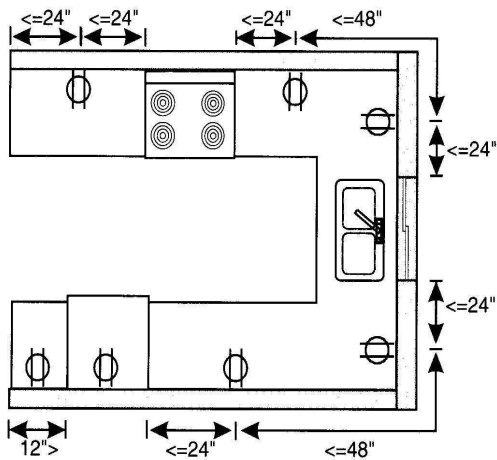
- Every habitable room, bathroom, kitchen, etc.
- Hallways and stairways (interior stairways require a switch at each floor level where the difference between floor levels is six steps or more).
- Attached garages and detached garages with electric power.
- Attic, under floor spaces, utility rooms, and basements shall have at least one lighting outlet containing a switch or controlled by a wall switch, at the usual point of entry, if these spaces are used for storage or contain equipment requiring servicing.
- On the exterior side of exterior entrances and exits with grade access.

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Receptacles:

- Receptacles in habitable rooms are to be located within 6 ft. of a door and every 12 ft. thereafter (there shall be no point along a wall more than 6 ft. from a receptacle) and any wall greater than 2 ft. in width.
- A minimum of one receptacle for hallways longer than 10 ft.
- At least one receptacle outlet shall serve an island or peninsula.
- Bathroom receptacles are required to be on a 20-amp branch circuit and GFCI protected with no other outlets.
- At least one bathroom receptacle is to be located within 36 inches of the outside edge of each basin.
- Laundry areas shall have at least one 120-volt receptacle outlet supplied by a 20-amp branch circuit.
- Kitchen countertop receptacles shall be placed so that at no point along the wall line is more than 24 inches measured horizontally from an outlet in that space. Any counter space 12 inches or greater in width shall have an outlet installed. These receptacles shall be on at least two 20-amp branch circuits and be GFCI protected.
- Outdoor receptacle outlets shall be installed at the front and back of the dwelling and not more than 6¹/₂ ft. above grade. (GFCI protection required)
- At least one GFCI protected receptacle is required in all unfinished portions of a basement.
- All 15 & 20 ampere receptacles shall be tamper resistant.

Counter spaces separated by range tops, refrigerators or sinks are considered as a separate counter space. Receptacle outlet required for each space. 210-52(c)(4).



Receptacle outlet for wall space 12" or more
No point on wall more than 24" from a receptacle outlet

