

# ONEIDA NATION ZONING-LITTLE BEAR DEVELOPMENT CENTER

PO BOX 365, N7332 Water Circle Place, Oneida WI 54155

Office (920) 869-1600 Fax (920) 869-1610

---

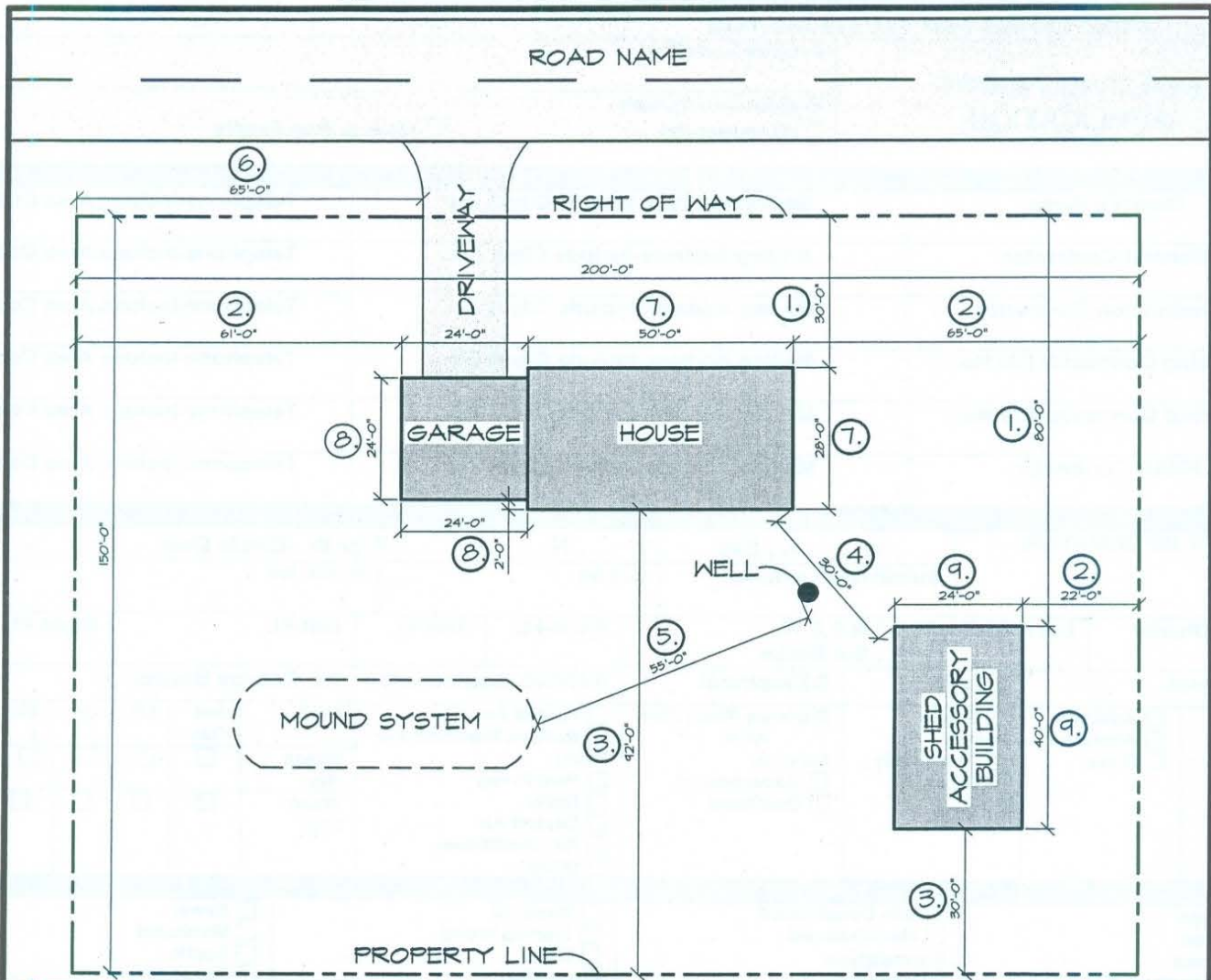
## Residential Permit Checklist

- When submitting your application for a building permit the following information must be included to begin the review process.
  - Scope of work, including the year the structure was originally constructed, and year of any subsequent renovations and/or additions.
  - A description of the land in which the proposed work is to be done.
  - The use or occupancy of all parts of the structure.
  - A site/floor plan drawn to scale showing: (See example on page 2.)
    - The actual dimension of the lot to be built upon.
    - The size and location of all buildings.
    - Such other information that may be required.
  - Foundation specifications.
  - Braced Wall Diagram for residential projects.
  - RES Check® for residential projects.
  - Computations, stress diagrams and other data, as required/requested.
  - Once all appropriate documents have been received the completed application will be reviewed.
  - Once approved you will be notified that your permit is ready for pick-up and the fees associated with the issuance of this permit.
  - If denied, you will be notified of the reason with a follow-up in letter form detailing this information.
  - Additional information may be required, you will be notified by the Zoning Department as to what additional information will be needed for submission.
- 

## Commercial Permit Checklist

- When submitting your application for a building permit the followings information must be included to begin the review process.
  - Scope of work, including the year the structure was originally constructed, and year of any subsequent renovations and/or additions.
  - A full set of construction documents (to include all trades/discipline).
  - A project manual.
  - Copy of WI State Submittal Application.
  - Copy of WI State Plan Review Approval Letter (when requested).
  - Project Data.
  - Applicable Codes.
  - Associated Calculations.
  - COM Check® for commercial projects.
  - Computations, stress diagrams and other data as required/requested.
  - Once all appropriate documents have been received the completed application will be reviewed.
  - Once Plan Review is complete and permit approved, you will be notified that your permit is ready for pick up and the fees associated with the issuance of this permit.
  - If denied you will be notified of the reason with a follow-up in letter form detailing this information.
  - If additional information is required you will be notified by the Zoning Department, as to what additional information is required.
-

# EXAMPLE SITE PLAN:



NORTH



INDICATE NORTH DIRECTION

## REQUIRED SETBACK - R-1

FRONT: 30'-0" MINIMUM  
 SIDE: 10'-0" MINIMUM  
 REAR: 30'-0" MINIMUM

## REQUIRED SETBACK - ACCESSORY BUILDING

FRONT: 60'-0" MINIMUM  
 SIDE: 10'-0" MINIMUM  
 REAR: 5'-0" MINIMUM

## SITE PLAN

### MEASUREMENTS NEEDED:

- ① RIGHT-OF-WAY TO STRUCTURE DISTANCE.
- ② SIDE YARD LOT LINES TO STRUCTURE DISTANCE.
- ③ REAR YARD LOT LINE TO STRUCTURE DISTANCE.
- ④ STRUCTURE TO STRUCTURE DISTANCE.
- ⑤ WELL TO SEPTIC SYSTEM DISTANCE.
- ⑥ DRIVEWAY TO CORNER PINS DISTANCE.
- ⑦ HOUSE DIMENSIONS.
- ⑧ GARAGE DIMENSIONS.
- ⑨ ACCESSORY BUILDING(S) DIMENSIONS.

# **ONEIDA NATION ZONING DEPARTMENT**

## **CONTRACTOR INSPECTION & RESPONSIBILITY FORM**

As a condition of permit process, the following steps shall be followed. All applications shall be requested through the **Zoning Office**. Zoning has 15 day to approve or deny applications.

**Other approval conditions may be attached to this permit.**

### **Read all permit conditions carefully.**

- All inspections will be made during business hours which are:  
M-F, 8:00 A.M. – 12:00 P.M. and 1:00 P.M. – 4:30 P.M.
- A minimum of 24-hour but not later than 48-hour notice is required for ALL inspections. Acceptance of a permit is agreeing to call for inspections.
- The contractor, subcontractor, or their authorized representative shall be present for each inspection.
- Mandatory Inspection will include but are not limited to excavations, pouring foundation walls or slabs, prior to backfilling, tile, store, and insulation. Prior to pouring basement floor, underground plumbing, and all framing, plumbing, heating/cooling, electrical work, insulation and vapor barrier, installations of any utilities, final grading and project completion and all other inspections deemed appropriate by the Inspection staff.
- Any corrections deemed necessary by the Inspector shall be corrected within 5 working days and re-inspected.
- Any other inspections deemed necessary as a condition or approval.
- Prior to any Certificate of Occupancy: Any corrections required at this time shall be re-inspected before certificate will be issued.
- Permits shall be on site five (5) days after approval of application and place permit card in a noticeable place on the site of authorized work.
- Extension request shall be submitted in writing 90 days prior to expiration of permit.
- All applications where scope of work states ground will be disturbed shall require a NEPA and Cultural Clearance which may lengthen approval process.
- Failure to comply shall be a violation of the permit approval and treated as an ordinance violation. Such violation may result in double fee upon next application or a refundable deposit on next application until violation is cured; or other action as specified in the Oneida Zoning and Shoreland Protection Law, Oneida Nation Building Code and other applicable laws or codes.

**NOTE:** Onsite erosion control is required for construction sites where ground will be disturbed and shall be shown on the project site plan sheets. Any erosion control measures, or devices required by Zoning (and Environmental) Inspection Department Staff are required as a condition of your permit. Any directives issued by these staff members shall be considered the same as if it has been issued by the Zoning Administrator. Failure to comply with these directives shall be a violation of the permit requirements and subject to appropriate actions as specified in the Oneida Zoning and Shore land Protection Law and Oneida Building Codes.

I, as the below undersigned contractor, have read and understand the above listed requirements and realize that failure to comply with these requirements is a violation of the permit, ordinances and codes of the Oneida Nation of Wisconsin. My e-signature constitutes my agreement to be bound by the intention recorded on this document.

---

**Contractor Signature**

**License**

**Date**

<b>ONEIDA NATION ZONING LITTLE BEAR DEVELOPMENT CENTER PO BOX 365, N7332 Water Circle Place, Oneida WI 54155 Office (920) 869-1600 Fax (920) 869-1610</b>	Property Owner:	
	Project Location Address:	
<b>PERMIT APPLICATION</b>	Project Description: (Ex: Roof, Addition, Remodel, Home etc.)	
	Year Constructed:	Estimated Start Date:

**A Scope of work, and Site Plan (Proposed & Existing) must be submitted with application or your permit will be delayed**

General Contractor & Email:	License Number	Mailing Address & Phone #:
Construction Contractor & Email:	License Number	Mailing Address & Phone #:
Plumbing Contractor & Email:	License Number	Mailing Address & Phone #:
Electrical Contractor & Email:	License Number	Mailing Address & Phone #:
HVAC Contractor & Email:	License Number	Mailing Address & Phone #:

The applicant agrees to comply with the Oneida Nation Codes and Laws, Ordinances, and with the conditions of this permit: understands that the issuance of the permit created no legal liability, express or implied of the Oneida Nation and certifies that all the above information is accurate. Failure to comply in any or all these conditions may result in suspension revocation of this permit or other penalty. **NOTE: YOUR E-SIGNATURE CONSTITUTES YOUR AGREEMENT TO BE BOUND BY THE INTENTIONS RECORDED ON THIS DOCUMENT.**

SIGNATURE OF APPLICANT:	DATE:
-------------------------	-------

**FOR OFFICE USE ONLY**

Permit Number:	Parcel ID Number:	County: <input type="checkbox"/> Brown <input type="checkbox"/> Outagamie	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial
Type of Permit:	Description:	Municipality: <input type="checkbox"/> Green Bay <input type="checkbox"/> Ashwaubenon	<input type="checkbox"/> Oneida <input type="checkbox"/> Pittsfield <input type="checkbox"/> Hobart <input type="checkbox"/> Fee <input type="checkbox"/> Individual Fee <input type="checkbox"/> Trust <input type="checkbox"/> Individual Trust

<b>Application Reviewed by Oneida Inspector(s) and fees:</b>		
Construction Inspector Signature:	Date:	Fees:
Plumbing Inspector Signature:	Date:	Fees:
Electrical Inspector Signature:	Date:	Fees:
Other Designated Signature:	Date:	Fees:
Description for Other:	<input type="checkbox"/> Paid	Total Fee:

Request for more information:

- Contractors Responsibilities    
 Scope of Work    
 Proposed/Existing Plans    
 Site Map