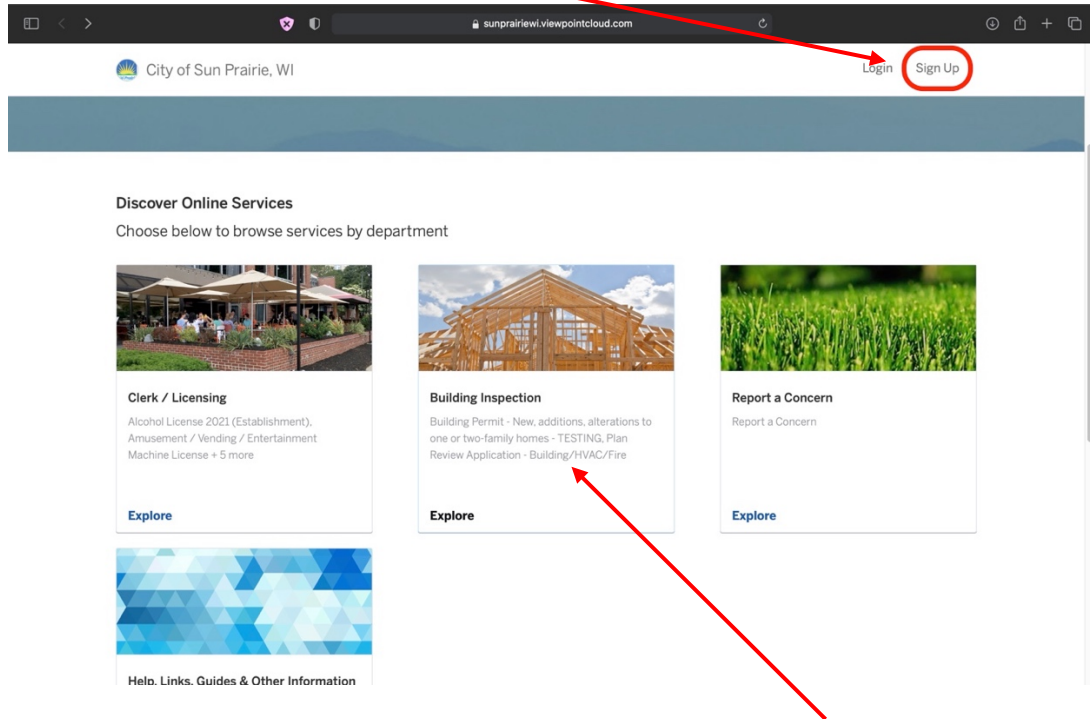
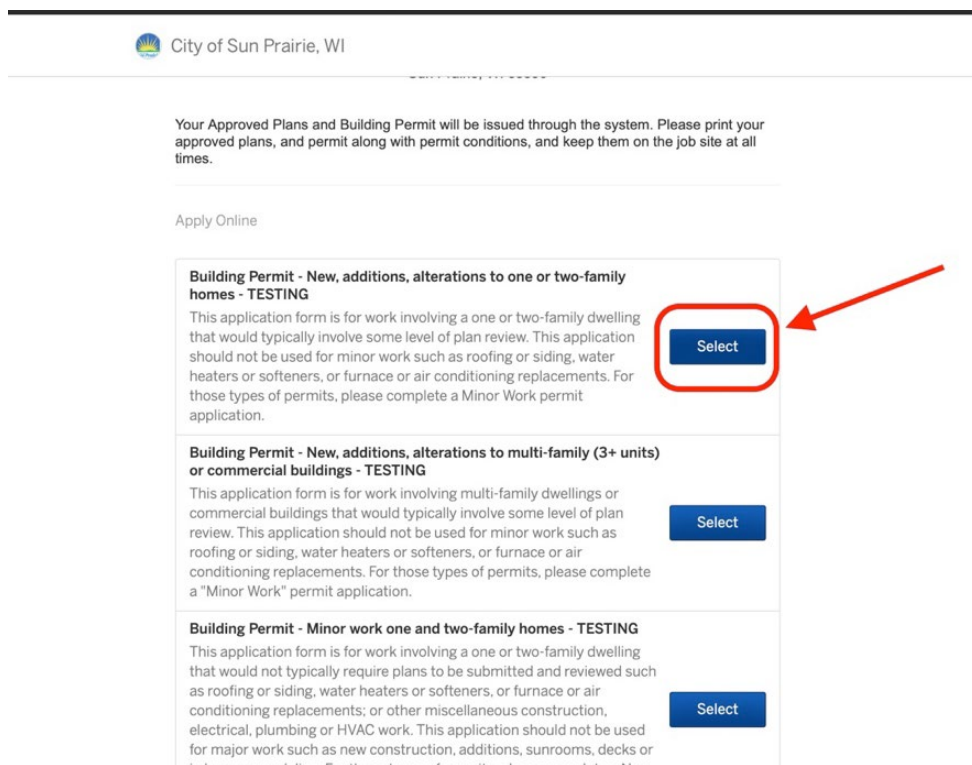


# OpenGov New 1 & 2 Family Construction Application

1. Create an account (if you do not already have one) under the **Sign-Up** tab.



2. Once you've created an account select the **Building Inspection** box to view a list of project applications.
3. Select Building Permit – New Construction, additions, alterations to one or two-family homes.



#### 4. Click Apply Online

- Sign In
- Confirm the location of the project
- Fill out property owner information

#### 5. Select “A new one- or two-family home”

Step 3 of 23 · [Save Draft and Exit](#)

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- TESTING

**This** application form is for work involving a one or two-family dwelling that would typically involve some level of plan review. This application should not be used for minor work such as roofing or siding, water heaters or softeners, or furnaces or air conditioning replacements. For those types of permits, please complete a **minor work permit application**.

**New construction** is the construction of a new one or two-family dwelling.

**Additions** include projects like decks, sun rooms, 3 or four season rooms, porches, or additions to the home or attached garage.

**Alterations** include projects like remodeling a bath or kitchen, finishing new space such as in a basement, or installing an egress window.

Please select one of the following:

This project is: \*

- ✓ Select your option
- A new one or two-family home
- An addition to a one or two family home
- An alteration to a one or two-family home

< Back [Next >](#)

#### 6. All documents on this page **ARE** required.

sunprairiewi.viewpointcloud.com

My Account [SP](#)

Step 8 of 23 · [Save Draft and Exit](#)

**Required Documents**

Construction plans or blueprints must be created to scale, and show sufficient information in order to determine code compliance.

Construction plans or blueprints? \*

Survey map or site plan? \*

Site drainage plan? \*

Thermal envelope analysis (REScheck or REM/Rate)? \*

Water calculation worksheet? \*

< Back [Next >](#)

- You will be asked to describe your project.
- Deck or porch plans **ARE** required to be submitted at the **SAME** time as new construction plans are submitted.

---

Construction Type *	Foundation Type *
<input type="text" value="Site Built"/>	<input type="text" value="Poured concrete foundation"/>
Wall Type *	Dwelling Heat Loss (BTU/HR) * ⓘ
<input type="text" value="Wood Frame"/>	<input type="text" value="0"/>
Total Project Cost * ⓘ	
<input type="text" value="370,000"/>	
Will this project have walls that exceed ten (10) feet in height? *	
<input type="text" value="No"/>	
Will this project have an exterior deck, porch or similar with a treated lumber foundation and floor system? *	
<input type="text" value="Yes"/>	

**Decks shall be designed and constructed to the Wisconsin Uniform Dwelling Code Appendix B or American Wood Council DCA6 prescriptive deck standards, or through structural analysis as set forth in the Wisconsin Uniform Dwelling Code section SPS 321.02.**

**Sufficient plans and specifications shall be submitted at the time of initial application for Code review, or the application will be placed on hold.**

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- Continue to follow page steps, select **ALL** plumbing and HVAC being installed in project.
- Step 15 will require you to enter your contractor information, if your contractors are not found in the system you are able to manually enter their information, please include all info.

City of Sun Prairie, WI

My Account SP ▾

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Have a project #?

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**Building Permit - New, additions, alterations to one or two-family homes - TESTING**

Step 15 of 23 ·

**Dwelling Contractor**

Search by the **Dwelling Contractor** company name and make sure the license type you select is a **Dwelling Contractor**.

If the contractor is not found in the system, please enter the required information in the appropriate fields.

Save Draft and Exit

Company Name *	Contact Name *
<input type="text"/>	<input type="text"/>
Dwelling Contractor License Number *	Expiration Date *
<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>
License Type *	Street Address *
<input type="text" value="Select your option"/>	<input type="text"/>
City *	State *
<input type="text"/>	<input type="text"/>
Zip *	Phone Number *
<input type="text"/>	<input type="text"/>

11. You will be asked to enter **ALL** contractors being used in project.
12. In step 21 you will have the ability to enter an Early Start Permit, the fee for this will be due **IMMEDIATELY** upon completion of your application.

City of Sun Prairie, WI

My Account SP

Have a project #?

Step 21 of 23 · Save Draft and Exit

**Building Permit - New, additions, alterations to one or two-family homes - TESTING**

**Early Start Permit**

**Permit to start, footings and foundation** allows the applicant to begin construction upon review and approval of the site plan, erosion control plan, and driveway opening. The applicant is responsible for addressing any change required after the plans have been reviewed and to remove or replace all non-code compliant parts of the footing and or foundation. The permit to start fee will be due immediately upon completion of this application.

Permit to Start: Footing and Foundation (additional fees apply)

< Back Next >

13. Next you will be asked to digitally sign your application, simply click the signature box and type your **FULL** legal name.

City of Sun Prairie, WI

My Account SP

Have a project #?

**Building Permit - New, additions, alterations to one or two-family homes - TESTING**

Save Draft and Exit

**Digital Signature**

Full Legal Name

SPBuilding Official

Cancel Sign

Permit to Start: Footing and Foundation (additional fees apply)

Owner or Owner's Authorized Agent E-Signature \*

14. To upload your required documents click upload and select the document you want to upload for that section.

The screenshot shows a web application interface with a header "My Account" and a dropdown menu "SP SP". Below the header, there are four sections, each with an "Upload" button. The "Erosion Control Plan" section is highlighted with a red circle around its "Upload" button, and a red arrow points to it from the text above.

Section	Details	Status	Action
Site Plan <b>Required</b>	Site plan must include the following details: <ul style="list-style-type: none"><li>• Driveway location<ul style="list-style-type: none"><li>◦ Width at curb.</li><li>◦ Width at property line.</li><li>◦ Distance from intersections.</li></ul></li><li>• Drainage arrows</li><li>• Corner lot elevations</li><li>• Top of foundation wall elevation</li></ul>	No file uploaded	Upload
Erosion Control Plan <b>Required</b>	Erosion Control plan must include the following details: <ul style="list-style-type: none"><li>• Surface waters and dispersal systems on the site with respect to property lines and surface waters adjacent to the site.</li><li>• The areas of land-disturbing construction activity.</li><li>• The location of all erosion and sediment control measures to be employed in order to comply with s. SPS 321.125.</li><li>• The pre-construction ground surface slope and direction of runoff flow within the proposed areas of land disturbance.</li></ul>	No file uploaded	Upload
Thermal Envelope Analysis ("Heat Calcs") <b>Required</b>	REScheck or REM/Rate thermal envelope analysis report with certificate. Must be based on 2009 IECC.	No file uploaded	Upload
Heat Plant Sizing	Worksheet or report showing heat plant sizing if not	No file uploaded	Upload

15. After all your documents are uploaded you will have a chance to review all information submitted in application, if you are satisfied you may click submit.

**16. You are now FINISHED with the New 1 & 2 Family Construction Application!**