

CITY OF NEENAH

Notice

To builders working in the City of Neenah

DIGITAL SUBMISSION OF SOME CONSTRUCTION PLANS AND DOCUMENTS.

Effective January 1, 2007, The City of Neenah will require **new 1&2 family homes and major commercial, multifamily and industrial projects** to provide digital versions of construction plans and documents. This includes a general site plan, floor plans, building elevations and any state forms normally submitted at the time of permit application. The City of Neenah will use this information exclusively to maintain a digital data base of all new buildings and significant features in Neenah.

What is required

- **Site Plan:** A plan view, drawn to scale, depicting the projects location and showing at a minimum: Lot number and address, property lines, building footprints, building elevation changes, sidewalks, driveways, proximate reference points and erosion control measures.
- **Floor Plans:** Interior plan view with demensions for each floor, drawn to scale, showing at a minimum: Square footage values for all levels, interior walls, exterior walls, windows, doors and any stairs or elevators.
- **Elevation Views:** Exterior profile view, drawn to scale, showing at a minimum: height of building sections, main entrance and roofline.
- **State or Local Forms:** State approval letters, permit applications (available on the City of Neenah website), energy worksheets, etc.

Acceptable document formats

- PDF (Preferred file format)
- TIFF

How to submit documents

Email:

inspections@ci.neenah.wi.us

OR

DVD or CD-Rom or USB Flashdrive:

Bring to permit desk or mail to Digital Plans address provided below.

Accuracy requirements

The data must be a proportionally accurate representation of the construction project, sufficient to fully explain the project, with the defined scale clearly represented

When to submit

Submission of a series of construction/design documents in a digital format is required as part of the permitting process prior to the issuance of permit.

What if you are unable to submit digital documents

There are various blueprint and coping services in the area that can scan construction documents at a minimal fee.

More information

Contact the Building Inspection Department at 920-886-6130 with any questions.

Mailings

BRIAN WALTER
CHIEF BUILDING AND ELECTRICAL INSPECTOR
CITY OF NEENAH INSPECTION DEPARTMENT
211 WALNUT ST. NEENAH WI. 54956
920-886-6130
bwalter@ci.neenah.wi.us