



Department of Community Development

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PLAN SUBMITTAL REQUIREMENTS FOR 1 AND 2 FAMILY DWELLING PERMITS

The following information is needed to process your building permit application. Please refer to our [Digital plan submittal information](#) page.

1. A dimensioned and scaled site plan (PDF), which includes:
 - a. Location and dimensions of all existing and proposed buildings
 - b. Lot dimensions
 - c. Building setbacks
 - d. Location of driveway and driveway approach
 - e. Water courses, easements and drainage pattern
 - f. Erosion control measures and tracking pad
 - g. Legal description and address of lot

2. Digital Building plans (PDF) drawn to scale which include:
 - a. Four exterior elevations
 - b. Dimensioned floor plans of all levels
 - c. Square footage totals for all floors and garage.
 - d. Cross section (footing through ridge)
 - e. Use or description of each room
 - f. Energy calculation worksheet calculating the heat loss of the dwelling compared to the allowable by code and specifying the manufacturer, model and size of furnace.

3. Additional information needed:
 - a. Wisconsin Dwelling Contractor Certification numbers
 - b. Name, address and phone number of general, electrical, plumbing and heating contractors
 - c. Cost of construction

4. Builders are encouraged to provide a completed UDC permit application. A Word Fill-in form can be found on the City of Neenah website by [clicking here](#).

5. Fees are based on square footage and a schedule can be found on the City of Neenah website by [clicking here](#).

If we can be of any assistance to you in helping coordinate your building project, please feel free to contact us at (920) 886-6130 between 7:30 a.m. and 4:00 p.m., Monday through Friday.