



*Department of Community Development*

211 WALNUT STREET

P O Box 426

NEENAH WI 54957-0426

Phone: (920) 886-6130

Fax: (920) 886-6129

Email [inspections@ci.neenah.wi.us](mailto:inspections@ci.neenah.wi.us)

## 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.