

DIGITAL SUBMISSION OF SOME CONSTRUCTION PLANS AND DOCUMENTS.

The City of Neenah requires **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:, interior walls, exterior walls, braced wall locations/details, typical sections, windows, doors and any stairs or elevators. Also include the square footage values for all levels and floors including the basement areas.
- **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.
- **State Licenses:** Include copies of all required state certifications and licenses.

Acceptable document formats

- PDF

How to submit documents

Email:

inspections@ci.neenah.wi.us

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

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