

**NEW SINGLE FAMILY AND TWO FAMILY - RESIDENTIAL PERMIT APPLICATION**  
**CITY OF FRANKLIN INSPECTION SERVICES**  
**OFFICE HOURS – MONDAY – FRIDAY, 8:00 AM – 4:30 PM**  
**TELEPHONE-414-425-0084/FAX-414-425-0084/EMAIL-GENERALINSPECTION@FRANKLINWI.GOV**

**APPLICATION FOR ARCHITECTURAL BOARD**

Application for Architectural Board can be made only for subdivisions and/or lots that have been approved for building permits. (Exception: Model homes pre-approved by Common Council.)

**ITEMS REQUIRED AT TIME OF APPLICATION:**

**TWO (2) COPIES OF BUILDING PLANS - Showing all detail on all elevations**

- All elevations **MUST BE** drawn to 1/4" scale or larger.

**ONE (1) COPY OF SITE PLAN**

- Showing building location on lot – drawn to scale.

**\$50 APPLICATION FEE**

- (cash, credit card [3% service fee – transactions must be completed by 4:15 p.m.], or check.

**APPLICATION FOR BUILDING PERMIT**

Building Permits must be applied for **within 10 business days after** the approval of the Architectural Board.

***PLEASE NOTE - Permit application must be submitted online to DSPS – [dsps.wi.gov/Pages/Programs/JDC](https://dsps.wi.gov/Pages/Programs/JDC) - prior to submitting to the City of Franklin. Permit application must be received by DSPS and have no filing errors in order to be accepted by the City of Franklin. Please provide for verification purposes, along with the items listed below, the filing number assigned to your application by DSPS.***

**ITEMS REQUIRED AT TIME OF APPLICATION:**

**ONE (1) ADDITIONAL COPY OF BUILDING PLANS FOR A SINGLE (1) FAMILY RESIDENCE, and ONE (1) COPY OF PLANS IN PDF FORMAT – email to [generalinspection@franklinwi.gov](mailto:generalinspection@franklinwi.gov).**

**(3) revised copies if Board required changes – (changes must be redrawn on plans and new plans submitted)**

- All plans drawn to scale.

**-OR-**

**TWO (2) ADDITIONAL COPIES OF BUILDING PLANS FOR A TWO (2) FAMILY RESIDENCE, and ONE (1) COPY OF PLANS IN PDF FORMAT – email to [generalinspection@franklinwi.gov](mailto:generalinspection@franklinwi.gov).**

**(4) revised copies if Board required changes – (changes must be redrawn on plans and new plans submitted)**

- All plans drawn to scale.

**-AND**

**TWO (2) WALL BRACING DETAIL – SPS 321.25 (8)**

- The location and construction details of wall bracing on each building side and floor levels.

**-AND-**

**ALL PLANS SHALL CONTAIN THE FOLLOWING ADDITIONAL INFORMATION:**

- A detailed section drawing which specifies the yield strength, size, orientation and spacing of the reinforcement steel in the foundation walls including the proposed PSI strength of concrete. Such items shall be as specified Sections SPS 320.24-1, Table 324-1, ACI 332-14 “Residential Code Requirements for Structural Concrete” per the Wisconsin Uniform Dwelling Code.

**-AND-**

**FOUR (4) PAPER COPIES OF THE “STAKE-OUT PLAT OF SURVEY - Stamped and signed by a registered land surveyor (one **MUST BE** an original).**

**The following additional items must be e-mailed to [rasuncion@franklinwi.gov](mailto:rasuncion@franklinwi.gov) - Attn: Ronnie Asuncion (414) 425-7510.**

1. “Stake-out” Plat of Survey in PDF format.

**(OVER)**

- AND- TWO (2) SIGNED COPIES OF HEAT LOSS CALCULATIONS/ENERGY WORKSHEETS
- AND- A COPY OF A DUMPSTER CONTRACT (5-6 yard minimum dumpster required)
- AND- PLAN EXAM FEE – \$250.00 (cash, credit card [3% service fee – transactions must be completed by 4:15 p.m.], or check payable.
- AND- A COMPLETED WISCONSIN UNIFORM BUILDING PERMIT APPLICATION FORM- **DSPS SBD-5823** available at our office or online at <https://www.franklinwi.gov/Departments/Inspection-Services/Forms-and-Applications.htm>
- AND- ONE (1) HARD COPY OF TRUSS CALCULATIONS PROVIDED TO OUR OFFICE A MINIMUM OF THREE (3) DAYS PRIOR TO ROUGH FRAMING INSPECTION and (1) PDF COPY EMAILED TO - [generalinspection@franklinwi.gov](mailto:generalinspection@franklinwi.gov).