TREMPEALEAU COUNTY DEPARTMENT OF LAND MANAGEMENT
BUILDING PERMIT CHECKLIST

Note: Incomplete information on permit applications or incomplete building plans may result in the issuance of permits being delayed.

	WHERE TO GET THESE ITEMS
1. ☐ **A copy of your Warranty Deed** (Required for all new dwellings)	Reg. of Deeds Office 1-715-538-2311, Ext. 244 Questions contact Dept. of Land Management
2. ☐ **Sanitary Permit application approved** (where applicable) (Privy permit may be acceptable)	Soil Tester or Plumber will get this started Questions (Mark)1-715-538-2311, Ext. 259
3. ☐ **Driveway access approval** ☐ Local municipality ☐ County	From State, County and/or local municipality (See info. sheet in this folder)
4. ☐ **Well location permit approval** (where applicable) Note: (If no water to dwelling- a "No Water to Dwelling" form must be completed)	Application included in this folder Questions (Mark)1-715-538-2311, Ext. 259
5. ☐ **Uniform address number assigned**	Application included in this folder Questions 1-715-538-2311. Ann -Ext. 343, Virg, Ext. 223
6 . ☐ **Erosion control plan complete/approved**	Application included in this folder Questions - Mark -Ext. 259, Virg- Ext. 223 1-715-538-2311.
7. ☐ **Have town chair/clerk sign and date Land Use and Uniform Building Permit Application.**	See Town official information on back
8. ☐ **Residential Building permit approval** (Items to submit for plan/review) ☐ 1 copy of survey or site plan (house platted on plan)	Copy of plan submitted for zoning/erosion
☐ 2 complete sets of building plans(1Large,1 small) (Must include to scale, foundation plan, floor plan, 4 elevations, brace wall section and details.)	Builder or Designer
☐ 1 copy of heat loss calculations -REScheck only–its (free at www.energycodes.gov (Not required for perscriptive or wood heat)	Heating Contractor
☐ Building permit application completed (both sides)	Application included in this folder
☐ Fee's Paid (only cash or check accepted)	To Department of Land Management
For questions on residential building plans contact the DLM office (715)538-2311, Ext. 223	

☐ ***NOTIFY DEPARTMENT OF LAND MANAGEMENT TWENTY FOUR HOURS PRIOR TO LAND DISTURBANCE.***

TOWN OFFICIALS

Town	Title	Name	Telephone Number
Albion	Chairman	Verle Deetz	715-287-3156
Albion	Clerk	Sheree Nelson	715-287-3233
Arcadia	Chairman	Barb Tock	608-323-3474
Arcadia	Clerk	Lynn Axness	608-323-3470
Burnside	Chairman	Fred Boe	715-985-2736
Burnside	Clerk	Melissa Kono	715-308-3008
Caledonia	Chairman	Steve Hogden	608-582-2184
Caledonia	Clerk/Treas.	Blaise Stegemeyer	608-484-0399
Caledonia	Building Permits	Sid Moen	608-484-1551
Chimney Rock	Chair	Kathy Zeglin	715-985-3716
Chimney Rock	Clerk	Rose Ottum	715-985-3080
Dodge	Chairman	Daniel R. Lilla	608-539-3923
Dodge	Clerk	Kara Wener	608-539-2881
Ettrick	Chairman	John Vehrenkamp	608-525-7676
Ettrick	Clerk/Treas.	Kara Onsrud	608-525-4991
Gale	Chairman	Paul Halderson	608-484-0504
Gale	Clerk/Treas.	Sue Henderson	608-582-4454
Hale	Chairman	Eric Franson	715-695-3553
Hale	Clerk	Donald Halvorson	715-695-3549
Lincoln	Chairman	Jack Speerstra	715-538-2456
Lincoln	Clerk	Sharon Sosalla	715-538-4201
Pigeon	Chairman	David Erickson	715-797-3456
Pigeon	Clerk	William Butler	715-983-2285
Preston	Chairman	Darrel Nelson	608-989-2036
Preston	Clerk	Kathy Nelson	608-989-2036
Sumner	Chairman	Larry Amundson	715-597-3689
Sumner	Clerk	Jane Brown	715-597-3062
Trempealeau	Chairman	Rick Nemitz	608-539-2902
Trempealeau	Clerk/Treas.	Sonja Byrne	608-539-2902
Unity	Chairman	Randy Schaefer	715-695-3532
Unity	Clerk	Sharon L. Olson	715-695-3348