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)1-715-538-1919**
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)1-715-538-1919**
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)538-1916	

☐ *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	Geoff Stetzer	608-385-7121
Caledonia	Clerk/Treas.	Blaise Stegemeyer	608-865-0239
Caledonia	Building Permits	Sid Moen	608-484-1551
Chimney Rock	Chair	Randy W. Olson	715-797-2988
Chimney Rock	Clerk	Jacob Solfest	715-530-3688
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	John R. Bautch	715-983-5883
Preston	Chairman	Darrel Nelson	608-989-2036
Preston	Clerk	Kathy Nelson	608-989-2036
Sumner	Chairman	Darrel Smith	608-386-1470
Sumner	Clerk	Emily Wilkinson	715-533-4883
Trempealeau	Chairman	Rick Weltzien	608-323-0720
Trempealeau	Clerk/Treas.	Shiloh Sobotta	608-539-2902
Unity	Chairman	Randy Schaefer	715-533-2532
Unity	Clerk	Ann Hempel	715-563-2453