

# *Home/Building Construction: A Step by Step Approach*

## **Where do I start?**

**Is the property an existing lot?** If the lot has not been recorded or has not yet been divided from a larger parcel, a survey may be required. Contact the Dunn Co Surveyor's Office at 715-231-6534. All sub divisions require approval of Town Plan Commission and Town Board

**Are there deed restrictions or covenants recorded on the deed?** There may be easements which restrict development of the property. Talk to the owner or examine the deed at the Dunn Co Register of Deeds Office 715-232-1228

**Is the lot properly zoned for the intended use?** Check first with the zoning office for zoning of your lot and the neighboring lots when considering any investment. Zoning office is 715-231-6621 or [www.co.dunn.wi.us](http://www.co.dunn.wi.us)

**Putting up a New Building or Adding on to an Existing Structure? Contact** Zoning Office at 715-231-6522 first and then the Town Clerk at 715-308-1830

**Setbacks:** Setbacks determine the buildable portion of the parcel. You may want to locate your building back a greater distance from the required setbacks to allow for future expansion.

**Floodplains:** Floodplains are areas of county which may be covered with water during a 100-year flood even. Building is restricted in floodplains

**Septic Systems:** The location of a septic system can be the most important step in locating the building site especially on a small lot or lot with limiting soil conditions.

**Driveways?** Contact the Town Chairman, Forrest Johnson, for Driveway that ends on Town Road at 715-664-8688. Contact DC Highway Dept for Driveways that end on County Road, go to <http://www.co.dunn.wi.us>. Contact State DOT for Driveways that end on State Road at 715-836-3905.

**Remodeling?** Contact the Town Clerk, Sally Rasmussen, for building permit 715-308-1830

Possible Permits needed: Sanitary Permit, Zoning Permit, Township Building Permit, Driveway Access Permit, Address/Fire Number, and Well Permit

**Checklist:** Check property zoning classification, Check Property for easements, Determine if a survey is required, Check Township requirements, Determine setback requirements, Hire a Wisconsin Certified Soil Tester, Locate the Sanitary System Site, Create a proposed plot plan, contact a Wisconsin Licensed Plumber, Obtain a Sanitary Permit from Zoning office, Obtain a Driveway Permit from Town Chair Obtain an address from the County, Obtain a Zoning Permit from Zoning Office, Obtain a Building Permit from Town Clerk, Begin Construction