

I want to build a house in Tilden Township, what do I do?

A. Chippewa County Checklist:

- Plot plan – layout of the building(s) on the lot or land parcel – showing setbacks from road(s) and neighbor’s property lines
- Location of building and driveway must be clearly staked.
- Soil test to determine type of sanitary system necessary.
 - Sanitary permit. (Must be issued before building permit.)
- Driveway Access Permit from Chippewa County – this is different than a Township issued driveway permit. If access is being granted off from a county road the form must be signed by County Hwy Department approving driveway location.
 - Apply for a 911 emergency number – this will become the address of the new home
- If needed, a Shore Land District Permit from Chippewa County. A grading permit may also be required. Shore land is 300 feet from streams and 1000 feet from lakes and ponds.
- Well Permit from Chippewa County

B. Tilden Township Checklist

- All forms needed can be found at townoftilden.com under forms & permits or can be picked up at the Clerk’s office at the Tilden Town Hall located at 10790 100th Avenue, Chippewa Falls, WI 54729. Clerk’s office Hours are Monday and Thursday from 9 a.m. until noon or to make an appointment call 715-529-7438.
- **Apply for a Driveway Permit:**
 - Complete the Tilden Driveway Application form. Read and follow form’s directions.
 - Meet with the Town Road Supervisor on site to determine driveway location, (unless access is being granted off from a County Highway/Road, then meet with the County Road Supervisor)
 - Have Town Road Supervisor sign the Tilden Driveway Application Form. (Also have the person sign the County’s Driveway Access form (911) at the same time.)
 - The clerk can then issue a Tilden Driveway Permit, upon receiving the completed form and payment of \$25.00.
 - The County issues the County Access form.
- **Apply for a Township Building Permit/Plot Plan:**
 - Legal description and address of property needed for completion of forms
 - Plot plan – layout of the building(s) on the lot or land parcel – showing setbacks from road(s) and neighbor’s property lines
 - 2 Complete sets of blueprints/floor plans
 - With a building cross-section
 - Completed heat loss calculation worksheet
 - Completed a Wisconsin Uniform Building Permit Application

- Which is now located online at <https://verification.dps.wi.gov/buildingpermit/application/Directions.aspx>
 - i. Read the instructions carefully and make sure to have the required information before starting
 - ii. Inform the Town Clerk when your application is completed and ready for review by the Building Inspector and Clerk
 - Completed Tilden Building Permit Application
 - Completed Standard Erosion Control Plan
 - Meet with the Township Clerk
 - The Town Clerk reviews the Town's Building Permit Application and if everything is in order sends it to the Township's Building Inspector – Al Balsiger – who reviews the building plans. It takes about 10 days, more or less, before the building permit is issued.
 - Pay fees required – based on the number of inspections required plus a Township processing fee. Then the building permit is issued and actual construction can begin.
- Throughout construction there are Required Inspections performed by the Town's Building Inspector in order to meet the Uniform Dwelling Code requirements:
 - After forms are set, but before pouring footings
 - After foundation walls are complete including drain tile, before back filling.
 - In floor plumbing after installed but before being covered.
 - Open wall inspection for electrical, plumbing, HVAC, before installing insulation.
 - After insulation but before drywall or interior wall finish.
 - And others as deemed necessary by the Building Inspector.
 - After completion but before occupancy.

(updated 4/30/18)