



New 1 & 2 Family/Duplex Permits

City of Oshkosh Inspection Services Division

This handout will help guide you through the permit application process. Following the steps below will help to expedite the issuance of your building permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. The State of WI Department of Safety and Professional Services has adopted Act 211 which requires electronic permit submittal for all new one and two family dwellings. Please follow the below directions when applying for a new one or two family dwelling permit.

Online:

When applying for a permit online please follow this link: <http://www.ci.oshkosh.wi.us/EvolvePublic/>

How to Apply

Step 1: Click on “*New Account*” or “*Login*” located on the upper black bar and enter your contact information. If you have an existing account with our department you may need to contact our office at (920) 236-5050 to set up a password.

Step 2: Click on “*Permit Application*” on the left side of the screen. Select “*New Single or Two Family Dwelling*” for the category and “*New Home or Duplex*” for the type, click Next.

Step 3: Enter the address of the project, click next. If the address does not show up enter it in the lower box, click next.

Step 4: Enter the description of your project and the cost. It also needs to include the fair market value (labor and building material costs minus the cost of the land). Fill out all highlighted fields and as much of the other information that you can, click next.

Step 5: If you’re applying as the owner you can also add the building contractor for your project. Only building contractors that have pulled permits in the past are capable of being added.

Step 6: Upload the following for review:

- Site plan
- Erosion Control/Drainage Plan
- Framing Plans including elevations, floor/foundation plans, wall bracing details, cross sections
- Heat Loss Calculations
- Truss layout/plans
- Beam/Header calculations

Step 7: Read the Esignature statement and check the “I agree to conditions” box, hit finish.

Step 8: You will see a message that your application has been submitted for review. Someone from the City will contact you if additional information is required and/or when the permit is ready to be issued.

- * Please note that no construction can commence until after the permit is approved and obtained.
- * When the permit is ready to be issued you’ll be able to make payments.
- * Inspections will be able to be scheduled after the permit has been obtained.

Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig! 1-800-242-8511

Permit Fees:

See the following fee schedules to determine the permit fees:

- Inspection Services fee schedule for **building fees**. Questions please contact (920) 236-5050.
- Assessors fee schedule for **property record maintenance fees**. Questions please contact (920) 236-5070.
- Planning Services fee schedule for **zoning fees**. Questions please contact (920) 236-5059.

Permit fees will need to be payable to the “City of Oshkosh”.

Inspection Requests

After the permit is obtained inspections can be requested by calling the Inspection Request Line at (920) 236-5128. You will need the permit number or address to request inspections.

Detailed Plan Submittal Requirements:

Framing Plans including the following: size/location of all windows/doors, dimensions of rooms, room use (example: kitchen, dining, bedroom, etc.), structural features such as the size of joists/beams/rafters/trusses/headers/studs/columns, wall bracing to include the type/length/location/percentage, plumbing fixture locations, and beam calculations for any beams with point loads.

Foundation Plans including the following: size/location of all footings, foundation walls and column pads, type of reinforcement if installed, beam size and location and all dimensions.

Elevation Plan including: height of the addition and location and size of all doors/windows/chimneys.

Cross-section including: footing/foundation wall sizes, drain tile system information, exterior wall construction identifying the materials used including insulation/wall sheathing/house wrap/stud size, stair information including riser heights/tread widths/headroom/handrail info, roof construction identifying the type of material/size/spans and insulation information for the roof/walls/floors.

Heat Loss Calculations: The heat loss calculations are normally done by your lumber supplier, designer, or heating contractor. REScheck can be downloaded at www.energycodes.gov.

Truss Plans including: truss layout and individual truss plans. These plans must be submitted prior to the rough framing inspection and can be obtained by the truss manufacturer.

This handout was developed by the City of Oshkosh Inspection Services Division as a basic plan submittal guide. It is not intended to cover all circumstances. Check with the Inspection Services Division for additional requirements that may apply to your specific project.

If after reading this guide you still have questions please feel free to contact the Inspection Services Division at (920) 236-5050.