

City of Brodhead
Residential/Commercial Building Construction
Submittal/Approval Requirements
June 2008

For the benefit of potential residential/commercial building projects, the City of Brodhead has assembled this guidance sheet for assistance. This guidance sheet provides general information which can be used to obtain the numerous City of Brodhead permits and plan approvals. Please note that the fee structure(s) change over time as does the process to obtain and secure the required permits and approvals. It is the builder's responsibility to follow the latest permitting and plan approval process.

- Step 1 Pick up general information package and utility service request applications from the City of Brodhead.
- Step 2 Is the proposed construction a permitted use or a conditional use? Need to check with the City Clerk. Note: All conditional uses must be approved by the City Planning Commission.
- Step 3 A site plan needs to be prepared showing the proposed construction within the lot and/or parcel of property. For (1) or (2) family residences in residential districts, this site plan needs to be submitted with the application for City utility services. All other site plans are to be considered by the City Plan Commission in accordance with the attached requirements. Prior to submitting to the City Plan Commission, it may be best to schedule a meeting with the City department heads to discuss the project.
- Step 4 Prepare to meet with and/or call the City building inspector. The building inspector hours are posted at City Hall. The building inspector fee(s) range from \$400 and up dependent upon a number of factors. Zoning for the project is initially proposed by the City Building Inspector.
- Step 5 Other applicable fees and charges potential payable are:
- A. A street permit fee of \$25 if there is construction in a public right-of-way.
 - B. Driveway permit fee if construction is along a state or county highway.
 - C. A site plan review fee for a commercial property development.
 - D. Any damage to the street and/or street terrace during the course of construction.
 - E. Sidewalk installation is required within 1 year of home occupancy according to the current City ordinance.
- Step 6 Receive all applicable approvals from both the City and State of Wisconsin. Install stormwater and erosion control (silt fence, tracking pad, etc.) Once in place and approved by the City, construction may start.

City of Brodhead
Application for Sanitary Sewer Service

Public Works/Rich Vogel
Office Hours: 7:00 - 3:30 M - F
608-897-4384 (Phone)
608-897-2672 (fax)

Residential or Commercial (circle one)

Block _____

Lot # _____

Service Address _____

Owner _____

Building Contractor _____

Phone _____

E-mail _____

Plumbing Contractor _____

Phone _____

E-mail _____

Send Bills to Address _____

Phone _____

E-mail _____

Person Supplying Data _____

Relationship to Owner _____

Is Property Staked? Yes No If No, When? _____

Is Building Staked? Yes No Service Size _____

Type of Dwelling Single Duplex Other _____

Is Sanitary Sewer Service Available? Yes No Is There Access To a Sewer Main? Yes No

The utility will inspect all installations. The property owner is responsible for the service pipe from the sewer main to the point of use. The installation of this service is to be paid by the property owner. The property owner must hire a plumbing contractor to install this service.

The City also charges a hook up fee dependent upon the size of the service lateral as indicated below:

4"	=	\$1,920
6"	=	\$2,880
8"	=	\$3,840

The undersigned hereby requests the City of Brodhead for sanitary sewer service and in accordance with the rules and regulations of the City's sanitary sewer ordinance.

Applicants Signature _____

Date _____

Approved By _____

Date _____

City of Brodhead
Sanitary Sewer Rates – Effective April 16, 2013

Meter Size	Monthly Service Charges
5/8" & 3/4"	\$16.00
1"	\$24.00
1 1/4"	\$32.00
1 1/2"	\$40.00
2"	\$48.00
3"	\$80.00
Volume Charge	\$7.12 per 1000 gallons

! BEFORE ISSUING THAT PERMIT !

NOTE: According to Wl.stat.66.036 Buildings that are connected to a private on-site waste treatment system require the issuance of the sanitary permit prior to issuance of the building or zoning permit.

*When using the following table, cubic foot volume (cu.ft.vol.) is the total volume for all of the space within the building including attics, ceiling spaces and basements. When adding 13,000 cu.ft.vol. to an existing building that is 20,000 cu.ft.vol., the end result is a building with 33,000 cu.ft.vol.. The 33,000 cu.ft.vol. is the value to be used in determining whether or not S&B plan approval is required.

Do plans have to be approved by Safety and Buildings (S&B) first?

(Occupancy Chapter) Building Use Examples	≤25,000 cu.ft.vol. *	>25,000 cu.ft.vol. *	Registration in lieu of S&B approval
(54) Factory, office, mercantile & warehouse. Small (100 persons or less) restaurant, tavern, place of worship, recreation center, & theater	NO	YES	YES See note B
(55) Restaurant, place of worship, recreation center, theater, dance hall, pool hall & tavern (more than 100 persons)	YES	YES	YES See note A
(56) School, Library, Art Gallery & Museum	YES	YES	YES See note A
(57) Hotel, Motel, Dorm, CBRF, High-rise Apartment, & Rooming House	YES	YES	YES See note A
(58) Hospital, Nursing Home, Jail & Prison	YES	YES	YES See note A
(59) Storage Garage	NO	YES	YES See note B
(59) Repair Garage (vehicle service and repair work)	YES	YES	YES See note A
(60) Day Care	YES	YES	YES See note A
(61) CBRF with a resident capacity of 20 and located in an existing building	YES	YES	YES See note A
(62) Mini-Storage & Greenhouse	NO	YES	YES See note B
(62) Open Parking Structure, Grandstands, Stadiums, Arenas, Pedestrian Skywalks/Tunnels, & Membrane Structures	YES See note D	YES	NO
(66) Low-rise Apartment	YES	YES	YES See note C

TABLE NOTES:

A--Buildings which contain 25,000cu.ft.vol. or less use this option. Where this option is used, a written notice and filing fee must be sent to the Department. [see s. Comm 50.12(1t) and s. Comm 66.14(1t)]

B--Buildings over 25,000 cu.ft.vol, but which contain 50,000 cu.ft.vol or less use this option. Where this option is used, the owner will have sent a written notice and filing fee to the Department [see s. Comm 50.12(1t)]

C--Buildings which contain 25,000 cu.ft.vol or less use this option. Where this option is used, the owner will have sent a written notice and filing fee to the Department [see s. Comm 66.14(1t)]

D--Structures that are not buildings with volume must be signed and sealed by an individual licensed to practice Architecture or Engineering in Wisconsin

BRODHEAD WATER & LIGHT
APPLICATION FOR WATER SERVICE

Shop Hours: 7:00 - 3:30 M-F 608-897-4409
Office Hours: 8:00 - 4:30 M-F 608-897-2505
Fax 608-897-2726

Residential or Commercial: (circle one) Block _____ Lot # _____

Service Address: _____

Owner: _____

Building Contractor: _____ Phone: _____

Plumbing Contractor: _____ Phone: _____ Lic # _____

Send bills to: _____ Phone: _____

Address: _____

Person supplying data: _____ Relationship to Owner: _____

Is property staked? Yes No If no, when? _____ Is building staked: Yes No

Type of Dwelling: Single Duplex Other _____ Service Size _____

Is water service available? Yes No Is there access to a main? Yes No

Is there a new or existing Lateral? Yes No

The utility will inspect all installations. The curb stop cannot be turned on except by an employee of BW&L. Water meter must be installed before water is turned on. The plumbing contractor will be provided access to water for testing the plumbing work, by contacting BW&L to turn the curb stop on. When testing is done, the plumbing contractor will call BW&L to shut the water off at the curb stop and water will remain off until all arrangements regarding water have been made.

NOTE: Assessment costs may apply. The property owner is responsible for the service pipe from the curb stop to the point of use and for the installation of a meter horn, with valve before & after horn.

PREFERRED SERVICE LOCATION

Show location of house, garage, driveway and note any other underground obstructions. (Planned pool, patio, deck, fences, septics, etc.)

Meter location must be authorized by BW&L.

Cost estimate (if applicable) will be provided by BW&L and must be paid in advance of work start date.

The undersigned hereby requests the Brodhead Water & Light to install water service at the rates and in accordance with the rules and regulations on file with the Public Service Commission.

Applicant's Signature

Date

BW&L Notes:

Date completed _____

WATER RATES - EFFECTIVE 12/14/15

<i>Mg-1</i> Monthly Base Charge - by Meter Size	5/8" x 3/4"	\$8.25	4"	\$55.00
	1"	\$11.50	6"	\$90.00
	1 1/4"	\$15.00	8"	\$130.00
	1 1/2"	\$19.00	10"	\$180.00
	2"	\$27.00	12"	\$230.00
	3"	\$40.00		
PLUS -Volume Charge				
First 1,100 cu ft		\$1.90 per 100 cu ft		(\$20.90)
Next 3,300 cu ft		\$1.80 per 100 cu ft		(\$59.40)
Next 13,400 cu ft		\$1.45 per 100 cu ft		(\$194.30)
Over 17,800 cu ft		\$1.35 per 100 cu ft		
<i>Upf-1</i> Private Fire Protection	2"	\$11.00	8"	\$111.00
	3"	\$21.00	10"	\$166.00
	4"	\$34.50	12"	\$243.00
	6"	\$69.00		
<i>BW-1</i> Bulk Water	\$50.00 per hookup plus \$1.90 per 100 cu ft			
	(1000 gallons = \$2.54)			
Water Meter Changeout				
Water Meter Test	Cost - Time & Materials			
Water Meter Cost				
Trenching Costs	One utility in trench		\$2.10 per ft	
	Two utilities in trench		\$1.05 per ft	
	Three utilities in trench		\$.70 per ft	

BRODHEAD WATER & LIGHT
APPLICATION FOR ELECTRIC SERVICE

Shop Hours: 7:00 - 3:30 M-F 608-897-4409
Office Hours: 8:00 - 4:30 M-F 608-897-2505
Fax 608-897-2726

Residential or Commercial (circle one) Lot # _____ Block _____

Service Address: _____

Owner: _____

Building Contractor: _____ Phone: _____

Electrician: _____ Phone: _____

Send bills to: _____ Phone: _____

Address: _____

Person supplying data: _____ Relationship to Builder _____

Is property staked? Yes No If no, when? _____ Is building staked: Yes No

Type of Dwelling: Single Duplex Other _____ Type of Available Service: OH URD

Type of Heat: Elec heat Nat Gas Oil heat

Size of Service: _____ Amperes Single or Three Phase? Temporary Service Required? Yes No

If available, are you interested in Telephone and Cable Service in same trench? Yes No

(if so, you must contact phone & cable companies)

NOTE: Underground services will not be installed when ground is frozen. Arrangements to be made with BW&L. Applicant is responsible for restoration/backfill of the property after utility installation. Service on building must be inspected by city building inspector before service is energized. A wiring affidavit must be filled out by electrician.

PREFERRED SERVICE LOCATION

Show location of house, garage, driveway and note any other underground obstructions. (Planned pool, patio, deck, fences, septic, etc.)

Meter location must be authorized by BW&L. Cost estimate will be provided by BW&L and must be paid in advance of work start date. You are responsible for supplying a copy of this application to the owner or contractor, dependent upon who fills out this application.

The undersigned hereby requests the Brodhead Water & Light to install electric service at the rates and in accordance with the rules and regulations on file with the Public Service Commission.

Applicant's Signature Date

BW&L Responsibility:
Wireman's Affidavit: _____ Date: _____ Cable TV Joint: _____
Telephone Joint: _____

ELECTRIC RATES - EFFECTIVE 6/14/2012

Service Types		Monthly Base Charge	Energy Charge	(12 mo peak)	(current mo)	Energy Limiter
			(per kw)	Dist Demand (per kw)	Reg Demand (per kw)	
Rg-1 Residential	single ph	\$7.00	0.1143			
	three ph	\$14.00	0.1143			
Rg-2 Residential T-O-D	single ph	\$7.00				
	three ph	\$14.00				
	on-peak		\$0.1975	7AM-7PM, 8-8 OR 9-9 M-F		
	off-peak		\$0.0626	Sat, Sun & Holidays		
Gs-1 Gen Service	single ph	\$7.00	\$0.1182			
	three ph	\$14.00	\$0.1182			
Gs-2 Gen Service T-O-D	single ph	\$7.00				
	three ph	\$14.00				
	on-peak		\$0.1975	7AM-7PM, 8-8 OR 9-9 M-F		
	off-peak		\$0.0626	Sat, Sun & Holidays		
Cp-1 Small Power (30KW)		\$30.00	\$0.0773	\$1.50	\$7.25	.1440 per kw if low demand
	discounts available:		primary meter discount & transformer owner discount			
Cp- Small Power T-O-D TOD		\$30.00		\$1.50	\$7.25	
	on-peak		\$0.0937	8AM - 8 PM M-F ONLY		
	off-peak		\$0.0642	Sat, Sun & Holidays		
	discounts available:		primary meter discount & transformer owner discount			
Cp-2 Large Power (200KW)		\$200.00		\$1.50	\$7.75	
	on-peak		\$0.0912	8AM - 8 PM M-F ONLY		
	off-peak		\$0.0592	Sat, Sun & Holidays		
	discounts available:		primary meter discount & transformer owner discount			
Cp-3 Industrial (1000KW)		\$250.00		\$1.50	\$8.50	
	on-peak		\$0.0873	8AM - 8 PM M-F ONLY		
	off-peak		\$0.0554	Sat, Sun & Holidays		
	discounts available:		primary meter discount & transformer owner discount			

*Primary Meter Discount: 2.5% discount on the energy charge, distribution demand charge and regular demand charge.

*Transformer Ownership Discount: 20 cents per kw of distribution demand

Ms-1 Street Lights	per lamp - plus		\$0.0706	per kw
100 W HPS 250 W HPS 400 W HPS	overhead street	\$6.00		
		\$7.00		
		\$8.00		
100 W HPS 250 W HPS (double fix) 250 W HPS 400 W HPS (blvd)	ornamental street	\$13.00		
		\$24.00		
		\$20.00		
		\$28.00		
100 W HPS	area lts	\$6.00		

RECONNECT CHARGES

Electric	\$45.00	
Water	\$35.00	re-install meter, including valve @ curb stop
	\$25.00	valve turned on at curb stop

*There is no charge for disconnecting electric or water - only reconnecting.

Street/Driveways/Sidewalks:

- A. General street design standards for the City are contained in the subdivision regulation of the City of Brodhead ordinances. Commonly asked questions and responses are listed below for reference purposes:
1. Local streets shall have a minimum right-of-way width of sixty-six (66) feet.
 2. Local streets shall have a minimum eight (8) inch thick, compacted in-place crushed aggregate stone roadway base, use gradation No. 2 (1 ¼ inch material). Aggregates shall consist of hard, durable particles of crushed stone or crushed gravel and a filler of natural sand, stone sand or other finely divided mineral material.
- B. General driveway design standards are contained in the subdivision regulations of the City of Brodhead ordinances. Commonly asked questions and responses are listed below for reference purposes.
1. Residential driveways shall be no less than fourteen (14) feet nor more than twenty-four (24) feet in width. There is only one (1) driveway opening allowed per residential property.
 2. Commercial driveways shall be not more than thirty-five (35) feet in width unless approved by the City Engineer.
 3. Driveway culverts shall be placed in the ditch line and shall be provided with endwalls and grading to ensure public safety.
 4. Driveway construction shall include a sidewalk cut, the placement of which is to be approved by the City Engineer.
- C. General Sidewalk Standards
1. The requirement to install sidewalk is decided by Common Council or their designated committee.
 2. All sidewalks shall be constructed using six (6) inches of crushed aggregate base course (1 ¼" size) and four (4) inches of concrete (six (6) inches minimum through driveways).
 3. Location or placement of sidewalks to be approved by City Engineer prior to installation.

Under Building Permit:

No permit shall be issued until all utility applications are submitted to the City.

Water Service:

Must fill out an application for service for water.

Residential service – Meter horn with valves above and below.

Location of meter – must be easily accessible with room to work on it. BW&L must authorize location before installation.

Commercial service – Meter horn with valves above and below.

Location of meter – must be easily accessible with room to work on it. BW&L must authorize location before installation. A bypass must also be installed if needed.

The Water & Light must be given notice to run remote wiring prior to drywall or finishing interior.

All curb stops and boxes must be inspected by BW&L upon new hookup. BW&L will set the curb box height in yard or driveway.

Water service will be turned on by the Water & Light to check for system leaks.

Electric Service:

The Water & Light must be contacted by the owner or contractor before construction begins.

The Water & Light supplies up to 125 feet for ***standard*** service for free. Anything exceeding the 125 feet or non-standard service will be charged to the customer prior to installation. Any extension of facilities will also be charged to the customer prior to installation.