



CITY HALL • 109 NORTH MAIN STREET • HARTFORD, WI 53027

To obtain a Final Occupancy Permit:

1. Curb box needs to be at the right height and in good operating condition.
2. Lawn needs to be established - has enough growth to have been cut at least once.
3. Street trees (trees that are planted in the right of way, not the property lawn) need to be planted. The number of trees you need is listed on your Conditional Permit.
4. Email me that all of these things are ready for a final inspection, and I will get our people out there to inspect them.
5. Final Occupancy can be issued 2-3 days after all of the inspections come back approved.

If you have any questions please feel free to reach out.

Leah Diedrich
Planning/Zoning Administrative Assistant Technician
262-673-8272

CONDITIONS OF APPROVAL
EROSION CONTROL

Property Address: _____

Please note: applicant is responsible for erosion control on site. Please inform all parties involved of erosion control requirements.

1. Property Owner/Applicant is responsible for compliance with erosion control ordinance or SPS 321.125 and conditionally approved plan.
2. Obtain permission in writing prior to modifying the approved erosion control plan.
3. Install erosion control devices as identified in the approved erosion control plan.
4. Use of #3 aggregate stone or other approved stone with a minimum 3" diameter required for access drives, 6" depth, 30' – 50' length, 14' – 20' width. **VIOLATION WILL AUTOMATICALLY RESULT IN STOP WORK ORDER.**
5. Protect all storm sewer inlets with approved erosion control devices.
6. Remove tracking (i.e., sediment) from street by the end of each work day. **FAILURE TO COMPLY WILL RESULT IN A STOP WORK ORDER.**
7. Repair any siltation or erosion damage to adjoining surfaces and drainage-ways resulting from land development or disturbing activities.
8. All soil storage piles shall be located at least 25 feet from any downslope road, lake, stream, wetland, ditch, channel, or other watercourse.
9. Stockpiles that are left for more than seven days should be seeded with straw cover, covered with a tarp or have erosion control silt fence/bales installed on downslope of the stockpile.
10. Inspect all erosion control devices after each rain of 0.5 inches or more and at least once each week, and make needed repairs.
11. Maintain all erosion control devices until disturbed areas are stabilized (seed/sod/mulch disturbed areas as soon as possible).
12. Keep a copy of conditionally approved erosion control plan on site.
13. Call for the following inspections:
 - initial installation erosion control devices (before construction activity begins)
 - backfilling/rough grading completed
 - permanent stabilization of disturbed area
 - corrections made regarding notice of non-compliance issuance
14. Maintain all road drainage systems and tracking provisions, stormwater drainage systems, control measures and other facilities identified in the erosion control plan.
15. For terms #4 & #6, stop-work orders are specified above. For all other steps, once notification is made to owner, builder or contractor, failure to rectify any violation by the end of the workday will result in a stop work order the next morning. This will apply to everyone onsite, not just the violator.

Signature of Builder _____ Date: _____

Signature of Owner: _____ Date: _____

CITY OF HARTFORD
CONDITIONS OF APPROVAL

It is the builder's responsibility to fill out and return to the building inspector the recertification form provided at the time of permit issuance.

Applicant is responsible for making sure that property owner, builder, contractor or anyone else involved in the site receives a copy of document.

Project Address: _____

1. All provisions of SPS 320 - 325 shall be adhered to.
2. Separate permits are required for electrical, HVAC and plumbing.
3. Address and permits must be posted and visible from the street.
4. Subdivision regulations and deed restrictions, if any, shall be adhered to along with appropriate zoning requirements for the district, verification of compliance shall be provided to the building inspector.
5. Driveway approach must be paved within 6 months of issuance of conditional occupancy permit.
6. Post pads shall be formed.
7. Engineering data on all trusses used will be provided to the inspector before rough building inspection.
8. Access to grade through all doors must be indicated on plans.
9. Where bearing headers are required they shall be two (2) bys of sufficient size to carry the load or engineered components. 4x4, 4x6, 6x6 etc. are not headers.
10. Final inspection and occupancy permit are required prior to occupying this building.
11. No conditional occupancy permit will be issued until setbacks and top of block elevations are certified, until the exterior is complete, and grade is within four inches of final grade. Top of block recertification submittal and approval is required before backfill/foundation inspection will be done. No final occupancy permit will be issued until a permanent lawn is established and a curb box recheck has been completed and approved.
12. Burning of construction debris is prohibited.
13. All outside stairs require graspable handrails.

A FEW REMINDERS

Erosion control is enforced at construction sites throughout Hartford. Please maintain your erosion control daily according to standard practices, and clean up street tracking daily. Consistent lack of compliance, or a severe situation, can result (and has resulted in the past) in stop-work orders and citations. Remind new owners when you turn a site over to them that erosion control must remain in place until a lawn is completely established.

The City of Hartford requires a \$1000 construction deposit, refundable upon issuance of a final occupancy permit. The total amount will be refunded provided the City has not had to use a portion or all of it to correct problems wholly or partly resulting from your construction, or work done by your sub-contractors or the home buyer.

Remember to turn in your recertification of t.o.w. no later than at foundation inspection and your truss plans no later than at rough inspection. Failure to submit these items may result in failed inspections or stop-work orders. No occupancy permit will be issued without these submittals.

Recertification submittals will be returned to you unless signed and stamped by your surveyor. Please include an updated map with your submittal.

Sidewalk installation requirements vary with the subdivision and the time of year. Please determine ahead of time what is required at your job site.

The water meter needs to be installed prior to occupancy inspection.

Most preliminary occupancy permits for residences in the City of Hartford are conditional on lawn establishment, curb box reinspection, and street tree installation. Other items may also apply. Please alert homebuyers when outstanding conditions have not been satisfied.

Occupancy permits are issued administratively. Occupancy permits cannot be issued on-site and are held until all submittals and inspections are complete. An approval by the building inspector is only one requirement that must be satisfied before occupancy permit issuance, and permits have been held up for other noncompliant items. To keep this from happening, prior to calling in your final inspection to the building inspector, call Char at 262-673-8272. She will check records for the property and let you know if anything needs to be submitted or scheduled.