



## Brian L. Flannery

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## Moving a Building Town of Albany

**Note:** I have made every effort to insure the accuracy of the information provided in this document. However, due to the possibility of errors or other aspects of electronic communication that is beyond my control, I do not guarantee the accuracy of this document and am not liable for reliance on this information. This document was created as basic plan submittal guide under the Code in effect at the time of creation. It is not intended to cover all circumstances.

### All of the following permits must be obtained PRIOR to moving the building into the Town.

#### **Zoning and Septic Approval is required**

Please contact the Green County Zoning and Land Use Office for further information.

Phone: (608) 328-9423

Email: [greenzone@tds.net](mailto:greenzone@tds.net)

Web: [www.co.green.wi.gov/](http://www.co.green.wi.gov/)

#### **Moving Permit is required**

**Items required in order to obtain a moving permit.** All of the following are required to obtain a moving permit.

**The moving permit and bond are established and approved by the Town Board, so you will need to attend a Town Board regular monthly meeting before the building is moved, so plan accordingly.**

- Written document of the route to be taken.
- Written document of date and time of said move.
- Inspection Prior to Moving (Needs to be done before the Town Board Meeting)

Prior to moving, the Building Inspector or his designee must make an investigation of such building at the location from which it is to be moved and is satisfied from such investigation that said building is in a sound and stable condition and of such construction that it will meet the requirements of this Building Code in all respects. A complete plan of all further repairs, improvements and remodeling with reference to such building shall be submitted to the Building Inspector, or his designee, and he shall make a finding of fact to the effect that all such repairs, improvements and remodeling are in conformity with the requirements of this Building Code and that, when the same are completed, the building as such will so comply with said Building Code. In the event a building is to be moved from the Town to some point outside the boundaries thereof, the provisions with respect to the furnishing of plans and specifications for proposed alterations to such building may be disregarded.

- Proof of Insurance

Public liability insurance covering injury to one (1) person in the sum of not less than one hundred thousand dollars (\$100,000.00) and for one (1) accident in the sum of not less than two hundred thousand dollars (\$200,000.00), together with property damage insurance in the sum of not less than fifty thousand dollars (\$50,000.00), or such other coverage as deemed necessary.

- Bond

Before a permit is issued to move any building over any public way in the Town, the party applying therefore shall give a bond to the Town of Albany in a sum to be fixed by the Town Board, and which shall not be less than one thousand dollars (\$1,000.00). Said bond shall be executed by a corporate surety or two (2) personal sureties to be approved by the Town Board or designated agent. Said bond shall be conditioned upon, among other things, the indemnification to the Town for any costs or expenses incurred by it in connection with any claims for damages to any persons or property, and the payment of any judgment together with the costs and expenses incurred by the Town in connection therewith arising out of the removal and/or moving of the building for which the permit is issued.

#### **Building & Trades Permit is required**

**Items required in order to obtain a building permit.** All of the following documents are required to obtain a building permit.

Items needed for approval:

- One copy of your Green County Zoning and Land Use Permit.
- Completed permit application. You must include all contractors' names, addresses, phone numbers and license numbers. A Wisconsin Licensed Plumber and a Wisconsin Licensed HVAC Contractor are **required** for all new one and two family dwellings. Homeowners who will occupy the dwelling are allowed to take responsibility for the construction and electric.
- Two copies of Building Plans including:
  - Elevations.
  - **Note regarding tall walls.** If any walls in the building at any point exceed 12 feet in height, the walls must be designed by a Wisconsin registered architect or engineer or by an engineered lumber manufacturer (i.e. TJI, LP, Superior, etc.). The design shall be posted on site prior to the inspection of the framing. Framing **will not** be inspected until these walls have an engineered design or some other supporting documentation showing Code compliance.
- One copy of a Side view (cut-a-way).
- One copy of your Energy worksheet.
- One copy of your Erosion control plan.
- One copy of your Driveway Permit(s).

## Permit Fees

(In effect as of 1/30/08)

### Permit Fees are as follows:

Moving Permit \$200.00

### Residential One and Two Family Building Permit

\$0.20 per sq. foot all floors, basement, garage, and any porch/deck area

(Fees include Structural, Electric, Plumbing, HVAC and Erosion Control)

Occupancy Fee \$25.00

### Early Start Permit (Footings/Foundation)

DOES NOT INCLUDE INSPECTIONS \$25.00

Special Inspections \$25.00

## Drain tile

A complete drain tile system is required to be installed around all foundations in accordance with Town Policy. This includes interior and exterior drain tile and bleeders every eight feet. The Town will allow a waiver of exemption to be submitted by a Wisconsin registered engineer or soil tester in lieu of drain tile installation, but it must be submitted prior to any concrete work being done.

## Inspections

Items listed under the check boxes may be done all together.

### Pre-Move

- Pre-Move Inspection. See Above.
- Street Repair. Within one (1) day after the building reaches its destination, Town employees shall inspect the trees, streets, highways and curbs and gutters over which the building has been moved and ascertain their condition. If the move has caused any damage to any property, street or highway, the person to whom the permit was issued shall be responsible to replace them in as good repair as they were before the permit was granted within ten (10) days. If the repairs are not complete to the satisfaction of Town employees within ten (10) days, the Town will seek action through the Town Board to repair the damage done to such streets and/or property and hold the person obtaining such permit and the sureties on his bond responsible for the payment of same.

### Post Move

- Building Footings (or floating slab)
- Building Foundation
  - Building Foundation Drain Tile
- Groundwork Plumbing (with air or water test present)
- Building Electrical Service (Temporary and Permanent)

- Building Roughs- any site constructed elements. (prior to installing insulation or any covering)
  - Rough Framing
  - Rough Electrical
  - Rough Plumbing (with air or water test present)

**Note:** An Affidavit of Testing is required to be submitted to the Inspector for all Air Admittance Valve installations.

- Rough HVAC
- Insulation/Vapor Barrier
- Final Occupancy Inspection

**Note:** Prior to a Final Occupancy Inspection, the following forms must be submitted to the Inspector:

  - Air Admittance Valve Testing Affidavit
  - Insulation Compliance Statement
  - HVAC Testing and Balancing Affidavit

**It is the permit holder's responsibility to contact the inspector for all inspections**

## Other Information

- **Construction Driveways** must be installed prior to construction in accordance with all applicable Municipal requirements but in no cases less than 12' wide consisting of 2" to 3" aggregate stone 6" deep. Construction driveways must be kept clear of debris, snow and mud at all times to allow the inspector safe passage to the job site. **Failure to comply with these measures will result in a stop work order posted until such time safe passage is provided.**
- All construction, energy and HVAC related methods must comply with the current Chapter COMM 21, 22 and 23 of the Wisconsin Uniform Dwelling Code.
- All wiring methods must comply with the current National Electric Code and Chapter COMM 16 of the Wisconsin Administrative Code.
- All plumbing installations must comply with the current Wisconsin Plumbing Code Chapters COMM 81 through 84.
- The Wisconsin Administrative Codes may be downloaded from the Department of Commerce Safety and Buildings Website:

<http://www.commerce.state.wi.us/SB/SB-HomePage.html>

## Additional Forms

You may request the following forms from the building inspector.

- Moving Permit Application
- Sample Insurance Form
- Building Permit Application
- Drain Tile Waiver
- Air Admittance Valve Testing Affidavit
- Insulation Compliance Statement
- HVAC Testing and Balancing Affidavit