



CITY OF COLUMBUS

105 N. DICKASON BOULEVARD COLUMBUS, WISCONSIN 53925-1565
920.623.5900 FAX 920.623.5901 www.cityofcolumbuswi.com

Checklist of Submittal Requirements Residential Building Permit

NOTE: Applications will not be processed unless all required information is submitted.
No partial applications will be processed.

1. Completed application form
2. Site Plan – Clearly showing the existing and proposed changes to the property including
 - Location of all structures
 - Location of property lines
 - Distances shown between all structures and property lines
3. Building Addition/Alterations, in addition to site plan:
 - square footage
 - set of plans
4. Garages, in addition to site plan:
 - square footage
 - set of plans
5. Fences:
 - Site plan showing location of all structures, location of property lines
 - Distances shown between all structures and property lines
 - Survey is required if fence is proposed to be located closer than 2' from the property line
6. Return completed application and all attachments to:
 - Building Inspector
 - Columbus City Hall
 - 105 N Dickason Blvd
 - Columbus, WI 53925-1565

The building inspector will contact the applicant with any questions and the amount of the permit.

Columbus Building Inspector:
Jake Henning 608-697-8009
jhenning@generalengineering.net

Permits are paid to City of Columbus

Received by: _____ Date: _____

Attach copy of receipt(s)
