



# CITY OF COLUMBUS

105 N. DICKASON BOULEVARD COLUMBUS, WISCONSIN 53925-1565  
920.623.5900 FAX 920.623.5901 [www.cityofcolumbuswi.com](http://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:**  
**Chris Butschke, 608-576-6371**  
**[cbutschke@safebuilt.com](mailto:cbutschke@safebuilt.com)**

### Permits are paid to City of Columbus

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Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Attach copy of receipt(s)

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