

HANGAR DEVELOPMENT PROCEDURE

HARTFORD MUNICIPAL AIRPORT

1. Review copy of Covenants, Conditions and Restrictions for Hangar Development at Hartford Municipal Airport received with your Request to Lease Hangar Lot form.
2. Submit signed Request to Lease Hangar Lot to Darryl Kranz, Airport Manager or drop off at Engineering Department counter at City Hall. Call (262) 673-8285 with questions or Mail to: Darryl Kranz, Airport Manager, City of Hartford, 109 N. Main Street, Hartford, WI 53027.
3. After you have worked out which hangar lot you will lease with the Airport Manager, a Hangar Land Lease will be prepared for your signature. This Lease must then be approved by the Common Council prior to signature by city officials. A copy of the survey for the hangar lot with its legal description will be provided to you with the lease.
4. **Submit 3 sets of state approved plans with specifications, OR, submit 4 sets of plans with specifications and an SBD-118 form for approval by the Building Inspection Department** for your proposed hangar building along with **two (2) surveys of the hangar lot** showing the placement of erosion control and the placement of the building to scale at the City of Hartford Building Inspection Department. The submittal must bear the seal of a Professional Engineer or Architect, registered in the State of Wisconsin, certifying that the structural design of the building meets all requirements of the current Wisconsin Commercial Building Code, International Building Code and the City of Hartford Municipal Code.
5. Fill out a Building Permit Application. Building Inspection Fees will be determined by the Building Inspection Department based on the size of the proposed building.
6. Approximate timeline for State of Wisconsin plan approval: Contact State of Wisconsin, Department of Commerce – SEE ATTACHED.
7. Approximate timeline for City of Hartford Building Inspection approval: *One to two weeks after proper submittal.*
8. Procedure for scheduling inspections:
Call two (2) business days prior to the date that an inspection is needed or up to five (5) days for final inspections.
9. Required inspections are as follows:
 - a. Erosion Control
 - b. Footings
 - c. Foundation
 - d. Electrical Service
 - e. Plumb Test
 - f. Rough Building, Plumb, Electric, HVAC
 - g. Insulation
 - h. Final

BE SURE TO CHECK WITH WASHINGTON COUNTY PRIOR TO APPLYING TO THE CITY OF HARTFORD BUILDING INSPECTION DEPARTMENT IF ANY PLUMBING WILL BE INSTALLED.