

TOWN OF WAUKESHA
W250 S3567 CENTER ROAD
262.542.5030
BUILDING PERMIT INFORMATION

BUILDING INSPECTOR'S OFFICE HOURS AT THE TOWN HALL

Tuesday and Thursday 10:00 – 11:30 am

IMPORTANT TELEPHONE NUMBERS

Inspector Phone number 262-490-8270
County Health Department 262-896-8300
TO CALL FOR INSPECTIONS 262-490-8270

NEEDED FOR NEW HOMES (Tax Key Number is required on all forms)

- 1) Email permit applications and attach all supporting documentation mentioned below to Inspector@townofwaukesha.us.
- 2) Bring into office 3 sets of plans
- 3) 3 plat of surveys of the land (showing Erosion Control)
- 4) Copy of County Sanitary Permit
- 5) Thermal Performance Sheets (heat loss calculations)
- 5) A Separate check for the Ditch & Occupancy bond of \$2000.00 made payable to the Town of Waukesha
- 6) Complete permits for building, HVAC, electrical & plumbing
- 7) Building permit fee made payable to the Town of Waukesha
- 8) Culvert deposit amount based on the Culvert Price List payable to the Town of Waukesha for culvert installation – balance to be credited to building permit fee or balance due to be collected separately.

NEEDED FOR ADDITIONS OF ANY TYPE (Tax Key Number is required on all forms)**

- 1) Email permit applications and attach all supporting documentation mentioned below to Inspector@townofwaukesha.us.
- 2) 3 sets of plans
- 3) 3 surveys of the land (showing Erosion Control)
- 4) Site evaluation from the Waukesha County Health Department
- 5) Completed building permit application

NEEDED FOR ACCESSORY BUILDINGS-INCLUDING SWIMMING POOLS & DECKS

(Tax Key Number is required on all forms)

- 1) Email permit applications and attach all supporting documentation mentioned below to Inspector@townofwaukesha.us.
- 2) 3 plans and description of the building showing exterior siding material and colors
- 3) 3 surveys of the property with all buildings located on it to scale
- 4) Site evaluation from the Waukesha County Health Department
- 5) Will need Plan Commission approval if over 600 square feet*
- 6) Completed building permit application

NEEDED FOR PLANNING COMMISSION

Building inspector will review Application

*Accessory buildings greater than 600 square feet must go before the **Planning Commission** for approval. Please contact the Clerk's office to schedule an appointment with the Town Planner for complete process for possible placement on a future Plan Commission agenda.