

TOWN OF WATERFORD BUILDING PERMIT CHECK LIST

LEE GREIVELL, BUILDING INSPECTOR

415 N Milwaukee St.

Waterford, WI 53185

HOURS: MONDAY and WEDNESDAY- 8:00 AM - 10:00 AM

Office: 262-534-9236 Cell: 262-424-6957

Please note that there are new requirements for NEW HOME CONSTRUCTION

NEW HOME

- _____ Complete building permit application online at the WI DSPS website:
https://esla.wi.gov/apex/customer_portal_intro_page
- _____ 1 Completed building permit application form
- _____ 1 Completed construction site erosion control & land disturbance determination/application
- _____ 2 Copies of Racine Co. zoning permit (**not orange placard**) (**262-886-8440**)
- _____ 3 Sets of working plans (must show all specifications)
- _____ 2 Surveys
- _____ 1 Set of heat calculations (can be obtained by heating contractor)
- _____ Receipt or letter from the Waterford Sanitary district regarding sewer hookup fee (**262**) **534-4646**
- _____ Receipt or letter from Western Racine County Sewer District regarding connection/annexation fee (**262**) **534-6237**
- _____ \$1500 ditch/culvert bond
- _____ \$500 occupancy bond
- _____ Check with Clerk regarding impact fees- If applicable, you are responsible for payment of the fee or the fee may be placed on the tax bill
- _____ Building permit check list (this form)

ACCESSORY BUILDINGS, GARAGES & SHEDS

- _____ 1 Completed construction site erosion control & land disturbance determination/application
- _____ 2 Copies of Racine Co. zoning permit (**not orange placard**) (**262-886-8440**)
- _____ 3 Sets of plans including truss calculations showing 30lbs live load minimum- **no exceptions!!**
- _____ 1 Completed building permit application form
- _____ Building permit check list (this form)

DECKS

- _____ 1 Completed construction site erosion control & land disturbance determination/application
- _____ 2 Copies of Racine Co. zoning permit (**not orange placard**) (**262-886-8440**)
- _____ 3 Sets of working plans (must show all specifications)
- _____ 1 Completed building permit application form
- _____ Building permit check list (this form)

TURN OVER!

ADDITIONS

- _____ 1 Completed construction site erosion control & land disturbance determination/application
- _____ 2 Copies of Racine Co. zoning permit **(not orange placard) (262-886-8440)**
- _____ 3 Sets of working blue prints (must show all specifications)
- _____ 1 Completed building permit application form
- _____ Building permit check list (this form)

REMODEL

- _____ 3 Sets of plans **(plans must show before and after)**
- _____ 1 Completed building permit application form
- _____ Building permit check list (this form)

POOLS

- _____ 1 Completed construction site erosion control & land disturbance determination/application
- _____ 2 Copies of Racine Co. zoning permit **(not orange placard) (262-886-8440)**
- _____ 3 Sets of plans or 3 copies of brochures from company
- _____ 1 Completed building permit application form
- _____ Building permit check list (this form)

At his discretion, the Building Inspector may require additional documentation, plans and engineering approvals prior to issuing a permit.

If, for any reason, the Town Engineer is either called upon or is requested to review and/or approve plans, either by the Town Building Inspector or the property owner/applicant/agent, the property owner will be responsible for reimbursing the Town for the amount invoiced for the project. Upon receipt of the invoice from the contracting engineering firm, The Town Clerk will provide the property owner with said invoice.

If the invoice of the Town Engineer, to the Town, for services provided to a property owner for a property located in the Town of Waterford, such as, but not limited to, inspection for improper drainage of storm water, compliance inspections or creating a drainage plan, is not paid within 30 days of the billing via email or USPS, the undersigned property owner gives permission to the Town to place the same billing amount, plus a \$75 service charge, as a special charge on the next applicable real estate tax bill, said taxpayers waiving all notices or applicable procedures.

SIGNATURE OF APPLICANT

DATE

******NOTES******

**NO COPIES WILL BE MADE
NO PERMITS WILL BE ISSUED IF ITEMS ARE MISSING- NOEXCEPTIONS**

**BUILDING PERMIT COSTS WILL BE CALCULATED ONCE ALL REQUIRED ITEMS ARE TURNED INTO
THE BUILDING INSPECTOR AND HE HAS HAD TIME TO REVIEW.**

TURN OVER!