



# BUILDING PERMIT APPLICATION

 Permit No.:   
 Issue Date:   
 Submittal Date:   
 Tax Key No:   
 Owner Phone: 

 Job Address:   
 Owner: 
**Contractor Information:**  
 Contractor:  Email:   
 Address:   
 Phone Number:  City:  State:  Zip:   
 License Number:  Expiration:   
 Qualifier Number:  Expiration:   
 Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Type of Project:**  
 Addition     Above-Ground Pool/Hot Tub/Spa     Re-Roofing     Foundation Repair  
 Alteration     In-Ground Pool     Re-Siding     Shed (<=120 sq. ft.)  
 Deck     Solar (*also requires electrical permit*)     Repair     Access Structure (> 120 sq. ft.)  
 Other  
**Retail Value of Project:**   
 (See Reverse Side for Additional Information)  
 Description of Work: 

*By submitting this permit the applicant above agrees to comply with all applicable codes, statutes, ordinances, the cautionary statements below, with all the conditions of this permit, as well as any and all manufacturers' specifications as they pertain to installation requirements and U.L. Listings. Further, the applicant agrees to allow the Inspector reasonable access to the property affected by this permit to verify compliance with Municipal Codes and understands that the issuance of this permit creates no legal liability, expressed or implied, on the Department or Municipality and certify that all the above information is accurate.*

### CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65(1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s.

101.654(2)(a), the following consequences might occur:

- a. The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence of the contractor that occurs in connection with the work performed under the building permit
- b. The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and 2- family dwelling code or an ordinance enacted under sub. (1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence be the contractor that occurs in connection with the work performed under the building permit.

### CAUTIONARY STATEMENT TO CONTRACTORS FOR PROJECTS INVOLVING BUILDINGS BUILT BEFORE 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 sq. ft. or more of paint per room, 20 sq. ft. or more of exterior paint, or involves windows, then the requirements of Ch. DHS 163 requiring Lead-Safe Renovation Training and Certification apply. Call (608)261-6876 or go to <https://www.dhs.wisconsin.gov/lead/wilsr.htm> for details of how to be in compliance.

By signing as applicant below, I agree to comply with all applicable codes, statutes and ordinances, the cautionary statements listed above and with all the conditions of this permit.

 \_\_\_\_\_  
 Homeowner Signature Date



### Submittal Requirements:

- ✓ Completed Application Form
- ✓ Three (3) copies of the building plans (One copy for Solar)
- ✓ Three (3) Copies of a Survey (If Applicable) with the scaled dimensions of the proposal including dimensions to property lines surveyed or drawn.

*\*Hand-drawn dimensions may work for most permits but be advised that a new survey with surveyed dimensions of the proposed project is sometimes required when projects are close to setbacks/offsets and/or environmental lands.*

*\*For all work, except alterations and repairs, a survey must include the following:*

1. Well location including offsets to well.
2. Septic systems if not served by municipal sewer.

### Preliminary Site Evaluation:

A Preliminary Site Evaluation (P.S.E.) is required prior to the issuance of a building permit on properties served by a private sewage system. Projects that require a P.S.E. include swimming pools, accessory structures/sheds, wood decks, building additions and/or remodels. A link the P.S.E. application is here (<https://www.waukeshacounty.gov/media/kq5fx0ms/preliminary-site-evaluation-application.pdf>).

The P.S.E. application and fee must be submitted to Waukesha County – Environmental Health Division. The P.S.E. can be submitted to Waukesha County simultaneously as your building permit to the City. The permit will be held until the P.S.E. has been completed.

### Fees:

Fees for a Residential Building Permit are a minimum base fee of \$70. Depending on the type of work fees are charged as follows.

- Permit Fees:
  - Addition/Alteration/Repair - \$0.44 per square foot; \$300 minimum
  - Accessory Structures - \$0.38 per square foot; \$100 minimum
  - Re-Siding/Re-Roofing/Foundation Repair - \$10 per \$1,000 value; \$125 minimum
  - Above Ground Pools/Spas/Hot Tubs - \$9 per \$1,000 value; \$70 minimum
  - In-Ground Pools - \$9 per \$1,000 value; \$150 minimum
  - Decks - \$150
  - Sheds - \$70
  - Solar - \$125
  
- Review Fees (*as applicable*):
  - Building - \$60-\$75+
  - Engineering - \$23.75+
  - Planning - \$25-\$60
  - GIS - \$70 per structure

Fees for a Residential Building Permit are paid at the time of pickup for a permit.

### Other Permit Information:

- Owner is responsible for checking the subdivision covenants for restrictions.
- Triple permit fees will be assessed if work is started without a valid permit.
- If additional information is requested to complete the review and it is not submitted within sixty (60) days, the permit will become invalid, and the permit must be started new prior to any improvements being made to the structure or property.