

**BUILDING PERMIT APPLICATION**

TAX KEY # \_\_\_\_\_



PERMIT # \_\_\_\_\_

DATE OF ISSUANCE: \_\_\_\_\_

DATE OF EXPIRATION: \_\_\_\_\_

☐ (Over 150 SF in R-1, R-2, or R-3) PC APPROVAL REQUIRED

PROPERTY INFORMATION		CONTRACTOR INFORMATION			
OWNER		CONTRACTOR			
PROPERTY ADDRESS		CONTRACTOR ADDRESS			
EMAIL ADDRESS		EMAIL ADDRESS			
PHONE		PHONE			
		CONTRACTOR #			
STRUCTURE INFORMATION					
FUTURE USE OF STRUCTURE					
BUILDING DIMENSIONS	____ FT X ____ FT X ____ FT	TOTAL SF	SF	OVERALL COST	\$
<b>INSPECTION REQUIRED</b> <input type="checkbox"/> ROUGH <input type="checkbox"/> FINAL					
IT IS AGREED BETWEEN THE UNDERSIGNED, AS OWNER OR AGENT, AND THE TOWN OF GRAFTON FOR AND IN CONSIDERATION OF THE PREMESIS AND OF THE PERMIT TO CONSTRUCT, ERECT, ALTER, OR INSTALL, AND THE OCCUPANCY OF THE BUILDING AS ABOVE DESCRIBED, TO BE ISSUED AND GRANTED BY THE TOWN BUILDING INSPECTOR, THAT THE WORK THEREON WILL BE DONE IN ACCORDANCE WITH THE DESCRIPTION AS HEREIN SET FORTH IN THIS STATEMENT, AND AS MORE FULLY DESCRIBED IN THE SPECIFICATIONS AND PLANS HEREWITH FILED; AND IT IS FURTHER AGREED TO CONSTRUCT, ERECT, ALTER OR INSTALL AND OCCUPY IN STRICT COMPLIANCE WITH THE ORDINANCES OF THE TOWN OF GRAFTON AND TO OBEY ANY AND ALL LAWFUL ORDERS OF THE TOWN BUILDING INSPECTOR OF THE TOWN OF GRAFTON MADE OR ISSUED PURSUANT TO THE PROVISIONS OF THE TOWN OF GRAFTON ZONING AND BUILDING CODES.					
<b>REINSPECTION CHARGES (\$50.00).</b> <b>IF THIS PERMIT EXPIRES AND WORK IS NOT COMPLETE, NEW PERMIT FEES WILL APPLY.</b>					
SIGNATURE		DATE			
PERMIT APPROVAL BY		PERMIT AMOUNT			

PAYMENT OPTIONS	
<b>OPTION 1: CASH / CHECK:</b> PAYABLE TO TOWN OF GRAFTON <b>MAIL CASH / CHECK TO:</b> BUILDING INSPECTOR - TOWN OF GRAFTON PO BOX 143, GRAFTON, WI 53024	
<b>OPTION 2: CREDIT CARD / E-CHECK:</b> ONLINE AT <a href="http://WWW.TOWNOFGRAFTONWI.GOV">WWW.TOWNOFGRAFTONWI.GOV</a> <b>EMAIL PERMIT PRIOR TO ONLINE PAYMENT TO:</b> <b>BBARTEL@TOWNOFGRAFTONWI.GOV</b>	<b>ONLINE PAYMENT FEES:</b> E-CHECK: \$1.50 FEE CREDIT CARD: \$0 TO \$50 = \$1.50 FEE \$50.01 TO \$100 = \$3.00 FEE \$3.00 FEE PER ADDITIONAL \$100

OFFICIAL USE ONLY					
DATE		REC'D BY		FEE	
<input type="checkbox"/> CHECK (# _____) <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> E-CHECK					

# Required Building Inspections

## SPS 320.10 Inspections.

### (3) INSPECTION TYPES.

- (a) *General*. The inspections described in pars. [\(b\)](#) to [\(i\)](#) shall be performed to determine if the work complies with this code.
- (b) *Erosion control inspection*. Erosion control inspections shall be performed concurrently with all other required construction inspections. Additional inspections for erosion control may be performed by the delegated authority.
- (c) *Foundation excavation inspection*.
  - 1. The excavation for the foundation shall be inspected after the placement of any forms or required reinforcement and prior to the placement of the permanent foundation material.
  - 2. If a drain tile system is required, by the local inspector or by groundwater levels in the excavation, the presence and location of bleeders used to connect the interior and exterior drain tile shall be inspected at the same time as the excavation.

**Note:** This excavation inspection may be used to determine the need for drain tile under s. [SPS 321.17](#).
- (d) *Foundation reinforcement inspection*. The placement of reinforcement shall be inspected where the reinforcement is required for code compliance.
- (e) *Foundation inspection*. The foundation shall be inspected after completion. Where dampproofing, exterior insulation or drain tile are required for code compliance, the foundation shall be inspected prior to backfilling.
- (f) *Rough inspection*.
  - 1. A rough inspection shall be performed for each inspection category listed under subd. [1. a.](#) to [e.](#) after the rough work is constructed but before it is concealed.
    - a. The basement floor area.

**Note:** The inspection of the basement floor area should include the following: any underfloor plumbing, electrical, or HVAC; any interior drain tile with base course required under s. [SPS 321.17](#); the structural base course for the floor slab if required under s. [SPS 321.20](#); and the underfloor vapor retarder as required under s. [SPS 322.38](#).
    - b. General construction, including framing.
    - c. Rough electrical.
    - d. Rough plumbing.
    - e. Rough heating, ventilating and air conditioning.
  - 2. All categories of work for rough inspections may be completed before the notice for inspection is given, provided the work has not been covered.
  - 3. The applicant may request one rough inspection or individual rough inspections.
- (g) *Insulation inspection*. An inspection shall be made of the insulation and vapor retarders after they are installed but before they are concealed.
- (h) *Final inspection*.
  - 1. Except as provided under subd. [2.](#), the dwelling may not be occupied until a final inspection has been made that finds no critical violations of this code that could reasonably be expected to affect the health or safety of a person using the dwelling.
  - 2. Occupancy may proceed in accordance with local ordinances if the inspection has not been completed by the end of the fifth business day following the day of notification or as otherwise agreed between the applicant and the department or municipality.
- (i) *Installation inspection*. An inspection shall be performed on the installation of a manufactured home or modular home.

Per the Town of Grafton adopted 2023 fee schedule, reinspection of work will be charged at a rate of \$60.00 per reinspection. Reinspection fees may be waived if the reinspection can be completed with another required inspection during the project without impeding the inspector's ability to perform said reinspection.