

# Building Permit Application

Tax Key # \_\_\_\_\_

☐ Commercial ☐ Residential



Permit # \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax Key # \_\_\_\_\_

Owner Information		Contractor Information	
Name: _____		Contractor: _____	
Phone: _____	Email: _____	Phone: _____	Email: _____
Mailing address: _____		Address: _____	
<i>If owner-completed work, write SELF for contractor and complete the Cautionary Statement Form</i>		WI Contractor Lic #: _____	Exp: _____

Project Description: \_\_\_\_\_

Type of Inspection Required: ☐ Rough ☐ Final Overall Cost of Project: \_\_\_\_\_

Size of Building/Remodeled Area: \_\_\_\_\_ FT x \_\_\_\_\_ FT x \_\_\_\_\_ FT Total Sq Ft: \_\_\_\_\_

**I have verified my project with Ozaukee County Land and Water (262-284-8313).**

Please request confirmation is sent to [bldginsp@townofgrafftonwi.gov](mailto:bldginsp@townofgrafftonwi.gov).

My project will fall within a shoreland/wetland district, requiring a land use permit: ☐ Yes ☐ No

My project will fall within a floodplain district, requiring a special exemption permit: ☐ Yes ☐ No

It is agreed between the undersigned, as owner or agent, and the Town of Grafton for and in consideration of the premises 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 of Grafton 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 of Grafton Building Inspector of the Town of Grafton made or issued pursuant to the provisions of the Town of Grafton zoning and building codes. The grading and elevations are the responsibility of the builder and not that of the building inspector or town staff.

**Any work beginning prior to permit issuance will be charged a quadruple permit fee. Permit renewal prior to expiration may be requested at one half the original permit fee. If this permit expires without a FINAL inspection, new permit fees will apply.**

Reinspection charges: RESIDENTIAL: \$85 + x 2 escalating multiplier each additional inspection

COMMERCIAL: \$125 + x 2 escalating multiplier each additional inspection

Applicant (please print): \_\_\_\_\_

Application Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, applicant agrees to comply with the applicable requirements of the Town of Grafton Code of Ordinances and State of Wisconsin Administrative Codes. Applicant also agrees to obey any and all lawful orders of the Town of Grafton Building Inspector and all state laws regarding the construction, alteration, repair, removal and safety of buildings and other structures. This permit shall become VOID within twelve (12) months of issuance for existing structure permits or twenty-four (24) months for new/substantive residential construction.

## Payment Options

### Option 1 – Cash or Check

Check payable to Town of Grafton  
Town of Grafton  
PO Box 143  
Grafton, WI 53024

### Option 2 – Credit Card or eCheck

Online at [www.townofgrafftonwi.gov](http://www.townofgrafftonwi.gov)  
Email permit prior to online payment to [adminassist@townofgrafftonwi.gov](mailto:adminassist@townofgrafftonwi.gov)  
Online payment fees apply: eCheck and credit card payments up to \$50 = \$1.50  
\$50.01 to \$100 = \$3.00 Add'l \$3.00 fee per additional \$100

Office Use Only							
Date		Rec'd By		Fee		<input type="checkbox"/> Check (# _____)	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> eCheck

Building Inspection

Town of Grafton

1220 Falls Road, Grafton, WI 53024

262.377.8500

# 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 damp proofing, 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 roughwork 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.



State of Wisconsin  
Deck Code