



REQUIREMENTS for BUILDING A NEW HOME

All new Home permit information must be submitted to State DSPS site before submitting plans & permits to the Town, submit here:

<https://esla.wi.gov/PortalCommunityLogin> (if first time reporting to State) or
https://esla.wi.gov/apex/customer_portal_intro_page (if you have reported before)

Work will not begin until all required information is submitted to the Building Inspector and a Building Permit is issued. It shall be unlawful to commence work prior to obtaining a permit required by Chapter 7, (Town of Grafton Ordinance No 2015-08). **Quadruple fees may be charged in the event work has commenced before the issuance of any required permit.** Work will be done according to the conditionally approved plans and according to SPS Chapter 320-325 residential.

REQUIREMENTS:

- 2 sets of plans (1 being of 11 x 17 size)
- 2 Plats of Survey/Certified Survey Maps of the land (including erosion control & driveway)
- Copy of Sanitary and/or Zoning Permit from Ozaukee County (262)284-8313 (as applicable)
- Thermal Performance Sheets (heat loss calculations)
- Wall Bracing Compliance Worksheet
- Completed Town Culvert/Driveway Permit
- Completed Town Road/Landscape Bond form
- Completed WI State permit application
- Completed Town Building Permit with estimated cost of home
- Subdivision Approval Letter or Approval Stamped Plan (if required by Subdivision Review Board or Homeowners Association)
- Completed Town Electrical, HVAC & Plumbing Permit applications-when contractors are ready to begin - see permits for fees
- Be sure to pick up the Address Marker & post when picking up for final permit.
- Please note as per the Town Code the address marker should be put on the right side of driveway approximately 34ft from center of the road and 8 -9 feet right of the driveway.

Must also meet all requirements for driveways:

- Driveways must be minimum 12' offside lot lines.
- If you are on County Road must stay 6' short of roadway when finishing if using concrete.

FOR ADDITIONAL INFORMATION CONTACT:

Town Building Inspector – Jason Katz - 414-702-9709

Email: BldgInsp@townofgraftonwi.gov

Building Inspector's Office & Inspection Hours: Various

Town Office Hours: Monday -Thursday 8:30am – 4:30pm

Town Hall Phone (262) 377-8500 Town Website: www.townofgraftonwi.gov

All permits available on website