

BUILDING PERMIT APPLICATION

Village of Hales Corners
 5635 S. New Berlin Rd., Hales Corners, WI 53130
 (414) 529-6161
<https://halescornerswi.gov>
 Inspection Scheduling: Brian Juarez (414) 423-2100 x 3107

Permit No: ___ HALE - _____
 Zoning: _____ Plan Comm.: Y/N
 Tax Key No: _____

PLEASE PRINT ALL INFORMATION

PROPERTY OWNER:		CONTRACTOR:	
Project Address:	Address:		
Owner's Phone No:	Phone No:	Email:	
Owner's Email:	Dwelling Contr. No:	Qualifier No:	

Explanation and area(s) of work: _____

BUILDING IS:

PERMIT TYPE:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Building-New | <input type="checkbox"/> Re-Roof | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Building-Addn. | <input type="checkbox"/> Siding | <input type="checkbox"/> Grading/Filling |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Alteration | <input type="checkbox"/> Fence | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Det. accessory bldg | <input type="checkbox"/> Deck / Pool | <input type="checkbox"/> Moving | <input type="checkbox"/> Other |
| <input type="checkbox"/> Shed 100sq.ft or less | <input type="checkbox"/> Special Use | <input type="checkbox"/> Re-Inspection | |

NET COSTS _____
 (Less HVAC, ELEC, PLBG)

General Contractor _____ Architect/Designer _____
 Electrical Contractor _____ Plumbing Contractor _____
 HVAC Contractor _____ Sewer/Water Contractor _____



SUBMISSION REQUIREMENTS:

- _____ 2 Copies of scaled drawings that may include: footprint, elevations, cross section * (3 sets for commercial plans)
- _____ Site survey/plat with proposed structure drawn according to set backs/grading plan (*if applicable*)
- _____ Any calculations needed and or types of materials (i.e. beams, trusses)
- _____ If the owner is applying for the permit for a contractor, they **must** sign a **Cautionary Statement document**

NOTE: PLANS AND SPECIFICATIONS OF THE ABOVE DESCRIBED WORK **MUST** ACCOMPANY THIS APPLICATION.

Starting work without procuring a permit for work will result in the assessment of double fees.

It is hereby agreed between the undersigned and the Village of Hales Corners that all work performed as herein described shall be completed in strict compliance with the Village of Hales Corners Municipal Code and all laws of the State of Wisconsin relating to such work. Furthermore, by signing this application, or by authorizing an agent to sign this application, the owner/tenant acknowledges that an inspection or inspections of the work herein described are required and consents to the entry onto the subject property by an employee or agent of the Village of Hales Corners to perform all necessary inspections. Said inspection(s) shall only be made at reasonable times by notice and/ or appointment.

*** Permit expires 18 months from issue date.**

Owner or Contractor Signature	Date	Building Inspector or Municipal Agent	Date
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Conditions of Approval Notes: _____

APPROVED BY: _____
 (PLAN COMMISSION)
 DATE: _____
 COMMISSION FEES PAID _____

BUILDING PERMIT FEES

New, Additions, Alterations	_____
Occupancy Permit	_____
Erosion Control	_____
Plan Examination	_____
Other, seal, etc.	_____
Total Building FEES DUE	\$ _____

(Rev. 10/03/24)

(OVER)

IMPORTANT NOTICE

THE WORK YOU ARE DOING MUST BE INSPECTED

Inspections must be made and approved:

- BEFORE** footings and slabs are poured, or before accessory building or structure is installed on property.
- BEFORE** back-filling foundation.
- BEFORE** covering or finishing work is done, **CALL** for Rough Carpentry, Plumbing, Electrical, Heating, Insulation and Basement Drain Tile Inspections.
- FINAL INSPECTIONS ARE MANDATORY.** General Contractor or Owner shall be responsible to see that all Subcontractors (Carpentry, Plumbing, Electrical and Heating) call for final inspections before Occupancy Permit can be issued, and before building or structure may be occupied.
- Check plans or plan approval letter for conditions.

FOR INSPECTIONS CALL (414) 423-2100 X 3107 before 3:30 pm at least 2 business days prior. PLEASE GIVE PERMIT NUMBER, ADDRESS, TYPE OF INSPECTION AND CALL BACK NUMBER

Call DIGGERS HOTLINE at 811 prior to any excavation work.

A copy of the approved construction plans shall be available on-site for use by the Building Inspector.

VILLAGE OF HALES CORNERS – DEPARTMENT OF BUILDING INSPECTION
<https://halescornerswi.gov>