

## **ITEMS TO BE SUBMITTED WITH NEW SINGLE FAMILY BUILDING PERMIT APPLICATIONS**

- ☐ Application for Residential Site Plan Review  
[Site Plan Review for Residential](#)
- ☐ All Approved Sanitary Permit Paperwork
  - Washington County | Planning & Parks | 262-335-4445
  - Silver Lake Sanitary District | John Behrens | 262-305-9396
- ☐ If within Shoreland Zoning (1000 feet or less from lake)
  - permit paperwork from Washington County
- ☐ Driveway Access/Culvert Permit with separate \$50 fee. Please show location of driveway on separate site survey  
<https://townofwestbend.com/wp-content/uploads/2021/07/Road-Access-Culvert-Permit.pdf>
- ☐ Online Building Permit Application  
Department of Safety & Professional Services (DSPS)  
<https://esla.wi.gov/PortalCommunityLogin>  
(Includes Construction, Erosion Control, Plan Review, HVAC, Occupancy, Zoning, and State Seal)

\*You are NOT REQUIRED and should not create a user account to submit UDC permits.

Select Uniform Dwelling Code Permits Tab

Frequently Asked Questions: <https://esla.wi.gov/resource/1626526357000/FAQs>

- ☐ Town of West Bend Building Permit Application  
<https://cdn.townweb.com/townofwestbend.com/wp-content/uploads/2025/01/Town-of-West-Bend-Building-Permit-Application-2025.pdf>
- ☐ Elevations: Footings Certification Form
- ☐ One set of Heat Calcs
- ☐ Wall Bracing plan
- ☐ Two (2) sets of Building Plans showing elevations etc. ¼" to 1" scale
- ☐ Two (2) Plot of Survey Maps showing location, setbacks, erosion
- ☐ Email PDF copy of building plans, wall bracing plan, & plat of survey to [deputyclerk@townofwestbend.com](mailto:deputyclerk@townofwestbend.com)

### **\*\*If Applicable:**

Town Conditional Use Permit

Arch Approval

### **\*\*Plumbing, Electrical, and HVAC permits issued separately**