

VILLAGE OF WALES

129 West Main Street • PO Box 47

Wales, WI 53183

buildinginspector@villageofwales.gov

NECESSARY BUILDING PERMIT INFORMATION

Office Hours for the Building Inspector at the Village Hall

Wednesdays 11:00am - 12:00pm or by appointment

Important Telephone Numbers

Building Inspector - to request Inspections and answer questions
(Please limit calls to normal business hours M-F, 7am-4pm, do not
text or email inspection requests).

262-490-4141

New Homes-

1. 2 sets of detailed plans (1 set full size 1/4" scaled, 1 set no larger than 11" x 17")
2. 2 surveys (one showing Grading Plan, Erosion Control, Structures, Septic Info)
3. Copy of Page 1 of approved sanitary permit application showing # of bedrooms
4. Copy of Heat/Loss Calculations
5. Ditch deposit and Occupancy deposit made payable to the **VILLAGE OF WALES**
-\$1000.00 for new homes (separate check from the building permit fee)
6. Enter Act211 online building permit submittal- [https://esla.wi.gov/
Customer_Portal_Page_1?goToSummary=no&saveExit=yes](https://esla.wi.gov/Customer_Portal_Page_1?goToSummary=no&saveExit=yes)

Additions, Accessory Structures, Pools, Decks-

1. 2 sets of detailed plans (1 set full size 1/4" scaled, 1 set no larger than 11" x 17")
2. 2 surveys (one showing Grading Plan, Erosion Control, Structures, Septic Info)
3. Preliminary Site Evaluation (PSE) from Waukesha County 262-896-8300
4. Total cost of construction including material and labor for everything

Remodeling Projects, Including Kitchen, Bath and Finishing Basements-

1. 2 sets of detailed plans (1 set full size 1/4" scaled, 1 set no larger than 11" x 17")
2. Preliminary Site Evaluation (PSE) from Waukesha County 896-8300 (If adding a bedroom)
3. Total Cost of Construction including material and labor for everything

Other Permits Required-

Driveways, Re-Roof, Re-Siding, Replacement Windows, Signs, EV Charger,
Generator/Transfer Switch, Solar Panel, also Furnace, ERV, A/C, Water
Heater, Water Treatment Device Installations and Replacements