

**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