



## NEW BUILDING PERMIT APPLICATION PROCEDURE

Office (262-367-8440)

Fax (262-367-6711)

Building Inspector (262-490-0513)

- All fees are subject to change.
- All fees are non-refundable.
- Applications must be completed in their entirety.
- **Incomplete applications will not be accepted.**
- All permits expire within 24 months of date of issuance.

1) **Submit the Following Items (must be completed, signed & dated):**

- Building Permit Application
- Construction Bond Application (*must have owner's & contractor's signature*)
- Electrical Permit (*must have electrical contractor's signature/license #*)
- Heating Permit/Heat Loss Calculations (*must have contractor's signature/license #*)
- Plumbing Permit (*must have plumber contractor's signature/license #*)
- Plat of Survey (*4 copies - 2 copies to include Proposed Soil Erosion Control*)
- Building Plans (*4 copies- to include Architectural Approval if required*)
- Wisconsin Uniform Building Permit Application (*4 part form*)
- Copy of Dwelling Contractor & Dwelling Contractor Qualifier Certification Cards

2) **Fees to be Paid (see fee schedule for current rates):**

- Construction Bond
  - Soil Erosion Control Permit Fee
  - Building Assessment Fee
  - Engineering Administration Review Fee
- Check for items "a-d" payable to the Village of Nashotah.**
- Sewer Reserved Capacity Assessment Fee (*at time of application*)  
**Check for item "e" payable to Nashotah Sewer Fund.**
  - Building Permit Fees (*prior to issuance of permit*)  
**Check for item "f" payable to the Village of Nashotah.**

3) **CULVERT/FLARES:** Must be installed prior to any construction/building (No PVC)  
(culvert length - recommended 3 ft. on each side of driveway minimum)

4) **SOIL EROSION CONTROL MEASURES:** Must be in place prior to and throughout construction until disturbed area has been stabilized per village ordinances

**DOUBLE FEES assessed for any work begun without a permit!**

**RECERTIFICATION SURVEY required after construction of footings.  
No further work can commence until the Recertification Survey has been submitted and approved.**

**TO THE CONTRACTOR: You must contact the Building Inspector directly to set up inspections!**