



Building Services Department
 W240 N3065 Pewaukee Road
 Pewaukee, Wisconsin 53072
 buildingservices@pewaukee.wi.us
 Phone (262) 691-9107 Fax (262) 691-6039



New One & Two Family Permit Application Check List

Please email entire Submittal to: olson@pewaukee.wi.us

- | Y | N | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Wisconsin Uniform Building Application
(Act 211- Wi State Permit needs to be submitted by Contractor to the State) |
| <input type="checkbox"/> | <input type="checkbox"/> | Erosion Permit Application. |
| <input type="checkbox"/> | <input type="checkbox"/> | 1 copy of Proposed Erosion Control. |
| <input type="checkbox"/> | <input type="checkbox"/> | 1 complete set of plans drawn to scale; <u>include ACC stamp</u> .
- Includes proposed elevations & wall bracing.
- At least one set of plans signed off by developer (City). |
| <input type="checkbox"/> | <input type="checkbox"/> | 1 electronic version of the plans on a flash drive or email.
(Please email Shawn Olson at olson@pewaukee.wi.us) |
| <input type="checkbox"/> | <input type="checkbox"/> | 1 copy of Proposed Grading Plan with contour lines.
- Should include developer sign off. |
| <input type="checkbox"/> | <input type="checkbox"/> | 1 copy of Survey, include Setbacks to:
- Proposed Building(s).
- High water mark & flood plain when applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 1 set of Energy Calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveway Permit Application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading & Landscaping Permit Application.
-Inspection of final grading will be required prior to any seeding/sodding |

Applicant Signature: _____

Phone# _____

Email _____

OFFICE USE ONLY – INTEROFFICE APPROVALS

Date sent/mailed to City departments for Approval _____

