

# New One & Two Family Permit Application Checklist

Building Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

**Please note: We will begin the New Home review process after receiving all the materials below.**

- Wisconsin Uniform Building Application**  
*(Act 211 – WI State Permit needs to be submitted by contractor to the State of Wisconsin)*
- ESLA Submittal Form**
- 1 Set of Energy Calculations**
- 2 Complete Sets of Building Plans Drawn to Scale; Include the ACC Stamp**  
*Plans need to be signed off by the developer and include proposed elevations and wall bracing.*
- 1 Electronic Version of the Building Plans**  
*Please sent via email to: [buildingservices@pewaukee.wi.us](mailto:buildingservices@pewaukee.wi.us).*
- 1 Copy of Survey, Including:**
  - *Setbacks to Proposed Building(s)*
  - *Setbacks to High-Water Mark & Flood Plain When Applicable*
  - *Impervious Surface Calculations and Total Area of Disturbed Land Surface*
- 1 Copy of Proposed Grading Plan with Contour Lines**  
*Plans should include the developer sign off.*
- 1 Copy of Proposed Erosion Control (Noted on a Copy of the Survey)**
- Erosion Control Permit Application Form**
- Zoning Permit Application Form** (for New Driveway)
- Landscape & Grading Permit Application Form**  
*Inspection of final grading will be required prior to any seeding/sodding.*

**Date sent to Building Services email:**  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Please Complete All Areas Above. The Portion Below is for City Office Staff Only. Thank You!</b>	
<i>Date Sent/Emailed to Departments for Approval:</i>	Date: _____ By: _____

**Pewaukee Building Services Department**  
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