

**VILLAGE OF HALES CORNERS**  
**BUILDING BOARD APPROVAL PROCEDURES AND PERMIT PROCESS**  
**414-529-6161**  
**5635 S. NEW BERLIN RD. HALES CORNERS, WI 53130**

1. Project materials, application and \$50 fee submitted to Staff.
  - Initial review by Staff determines appropriateness and completeness of submitted materials for inclusion on the next available Building Board agenda.
  - Circulate items to department for review and recommendations
    - Building Inspection
    - Public Works (Erosion Control Permit and survey needed)
  - Departments and consultant generates a recommendation regarding the proposal based upon conformity with Zoning Code, past Building Board actions, land use consistency, architectural compatibility and project qualities.
  - Staff prioritizes Building Board agenda to ensure efficiency and timeliness of meeting.
2. Agenda, Permit Applications and Submittals are sent to the Building Board, Village Board and other departments one (1) week prior to the scheduled meeting.
3. Building Board meeting. Applicant/Contractor should attend to present project.
4. Minutes of meeting documented with approval conditions listed for each item.
5. Plan Review turnaround from the Building Inspection Department for Residential is 5 days for first comments. We try to ensure this is completed prior to the meeting.
6. Staff will notify the applicant when plans are approved and ready for pickup and provide the information for inspection requests, and any fees owed.