

BUILDING PERMIT APPLICATION

Village of Hales Corners
 5635 S. New Berlin Rd., Hales Corners, WI 53130
 (414) 529-6161/Fax: (414) 529-6179
 www.halescorners.org

Inspection scheduling: Ken Robers (414)423-2100 ext 3107 or email: krobers@greendale.org

PLEASE PRINT ALL INFORMATION

Permit Number

___ HALE - ___

Zoning: _____ Bld. Bd.: Y N
 (BB fee separate from permit fee below)

Tax Key# _____

Property Owner _____	Project Address _____
Contact Email _____	Owner's Phone _____
CONTRACTOR	Dwelling Contr. # _____
Address _____	Qualifier # _____
City/State/Zip _____	Contact Name _____
	Phone _____

Explanation and areas of work:

BUILDING IS:

- Residential
- Commercial
- Manufacturing
- Det. accessory bldg
- Shed 100sq.ft or less

PERMIT TYPE:

- Building-New
- Building-Addn.
- Alteration
- Deck / Pool
- Special Use
- Re-Roof
- Siding
- Fence
- Moving
- Re-Inspection
- Fireplace
- Grading/Filling
- Demolition
- Other _____

NET COST \$ _____
 (LESS HVAC, ELEC, PLBG)

General Contractor _____ Architect/Designer _____
 Electrical Contractor _____ Plumbing Contractor _____
 HVAC Contractor _____ Sewer/Water Contractor _____



SUBMISSION REQUIREMENTS:

- Electronic format of architectural plans is required for Building Board.** Email: cmartin@halescorners.org
- _____ 3 Copies of scaled drawings that may include: footprint, elevations, cross section * (3 sets for commercial plans)
 - _____ Site survey/plat with proposed structure drawn according to set backs/grading plan (if applicable)
 - _____ Any calculations needed and or types of materials (i.e. beams, trusses)
 - _____ If the owner is applying for the permit for a contractor, they **must** sign a **Cautionary Statement document**

NOTE: PLANS AND SPECIFICATIONS OF THE ABOVE DESCRIBED WORK MUST ACCOMPANY THIS APPLICATION. Starting work without procuring a permit for work will result in the assessment of double fees.

It is hereby agreed between the undersigned and the Village of Hales Corners that all work performed as herein described shall be completed in strict compliance with the Village of Hales Corners Municipal Code and all laws of the State of Wisconsin relating to such work. Furthermore, by signing this application, or by authorizing an agent to sign this application, the owner/tenant acknowledges that an inspection or inspections of the work herein described are required and consents to the entry onto the subject property by an employee or agent of the Village of Hales Corners to perform all necessary inspections. Said inspection(s) shall only be made at reasonable times by notice and/ or appointment.

*** Permit expires 18 months from issue date.**

Owner or Contractor Signature **Date** **Building Inspector or Municipal Agent** **Date**

Conditions of Approval Notes:

APPROVED BY PLAN COMMISSION or BUILDING BOARD Date: _____
COMM/BOARD FEES PAID: _____
NOTES:

BUILDING PERMIT FEES

New, Additions, Alterations	_____
Occupancy Permit	_____
Erosion Control	_____
Plan Examination	_____
Other, seal, etc.	_____
Total Building FEES DUE	\$ _____

IMPORTANT NOTICE

THE WORK YOU ARE DOING MUST BE INSPECTED

Inspections must be made and approved:

- BEFORE** footings and slabs are poured, or before accessory building or structure is installed on property.
- BEFORE** back-filling foundation.
- BEFORE** covering or finishing work is done, CALL for Rough Carpentry, Plumbing, Electrical, Heating, Insulation and Basement Drain Tile Inspections.
- FINAL INSPECTIONS ARE MANDATORY.** General Contractor or Owner shall be responsible to see that all Subcontractors (Carpentry, Plumbing, Electrical and Heating) call for final inspections before Occupancy Permit can be issued, and before building or structure may be occupied.
- Check plans or plan approval letter for conditions.

**FOR INSPECTIONS CALL 414-423-2100 ext 3107 or email request to: krobers@greendale.org
No inspections will be done the same day. Inspection requests must be made at least 24 hours in advance.**

PLEASE GIVE PERMIT NUMBER, ADDRESS, TYPE OF INSPECTION AND CALL BACK NUMBER

Call DIGGERS HOTLINE at 811 prior to any excavation work.

A copy of the approved construction plans shall be available on-site for use by the Building Inspector.

**VILLAGE OF HALES CORNERS – DEPARTMENT OF BUILDING INSPECTION –
www.halescorners.org**

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65(1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s.101.654(2)(a), the following consequences might occur:

- (a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence of the contractor that occurs in connection with the work performed under the building permit.
- (b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and 2-family dwelling code or an ordinance enacted under sub. (1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

By signing below, I acknowledge that I have received a copy of this cautionary statement.

Homeowner's Signature

Date: _____

Village of Hales Corners Building Board Addendum

5635 S. New Berlin Rd., Hales Corners, WI 53130

Phone: 414-529-6161 Fax: 414-529-6179

www.halescorners.org

Submit electronic plans to: cmartin@halescorners.org

If your project requires Building Board review please read the following: Principles and standards for architectural review shall be utilized by the Building Board in its review, approval or denial of an application. These standards are also intended to be a design review for builders and owners to use in the architectural plans. The Building Board shall review and make modifications to the standards to keep them current. These are some examples of items reviewed: building scale and mass, building rooflines and roof shapes, materials, colors and publicly exposed elevations.

Applicant: _____

Application Date: _____

Address: _____

Building Board Date: _____



CHECK LIST Items needed for review Incomplete applications will not be accepted.

The following items must be received at the Village Hall by 5:00 p.m. at least 15 business days prior to the desired Building Board meeting date.

- This form along with the building permit application.
- Building Board fee of \$_____. (check – payable to: Village of Hales Corners or cash only)
- 3 copies of the drawings with scaled elevations noting all exterior colors and materials.

Plans may be reduced to std., ledger, legal pages, or an electronic version such as a disk or memory stick. Plans larger than 8 ½" x 11" require electronic submission.

- A color sample or color photo of color choices or product handout, etc.
- A photo of the existing area.
- Parcel survey (information listed below to be shown on the survey or site plan.)

* The Location and dimensions of proposed and existing structures.

* Distances to all lot lines.

OFFICE USE: One set of plans accompany Addendum.

Boards comments and approval stamp:

VILLAGE OF HALES CORNERS

BUILDING BOARD APPROVAL PROCEDURES AND PERMIT PROCESS

414-529-6161/ cmartin@halescorners.org

5635 NEW BERLIN RD. HALES CORNERS, WI 53130

1. Complete project materials, application and \$50 Building Board fee submitted to the Village of Hales Corners at least 15 business days prior to Building Board.
Additional building permit fees will be due if your project is approved.
 - Initial review by Staff determines appropriateness and completeness of submitted materials for inclusion on the next available Building Board agenda. All architectural plans need to be submitted in electronic format as Building Board packets are emailed for Board review.
 - Staff will circulate items to the Building Inspection department for review
Note: Include separate Erosion Control Permit for ground disturbances.)
 - Departments generate a recommendation regarding the proposal based upon conformity with Zoning Code, land use consistency, architectural compatibility and project details.
 - Staff prepares and posts Building Board agenda.
2. Agenda, Permit Applications and Plans are sent to the Building Board at least one (1) week prior to the scheduled meeting.
3. Building Board meeting. Applicant/Contractor should attend to present project.
4. Meeting approval conditions listed for each item on Building Board Addendum.
5. Building Inspection personnel will notify the applicant when plans are approved and ready for pickup and the total of fees owed. Building Permit will be issued.

2020 Building Board Meeting Dates (Thursday-6:30pm)

Month	Mtg Date	Month	Due Date
January	16	December	20
February	20	January	30
March	19	February	27
April	16	March	25
May	21	April	30
June	18	May	28
July	16	June	24
August	20	July	30
September	17	August	26
October	15	September	24
November	19	October	29
December	17	November	24