

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

Permit Number

___ HALE - ___

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

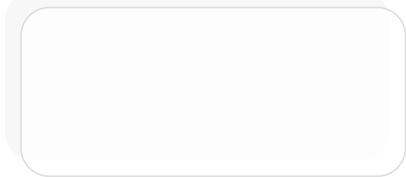
Zoning: _____ Bld. Bd.: Y N
 (BB fee separate from permit fee below)

PLEASE PRINT ALL INFORMATION

Tax Key# _____

Property Owner	Project Address	
Contact Email	Owner's Phone	
CONTRACTOR	Dwelling Contr. #	Qualifier #
Address	Email	
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**