



**REQUIREMENTS**  
for  
**Building a NEW HOME**  
in  
**TOWN OF GRAFTON**

**New in 2018**

**All new Home permit information must be submitted to State DSPS site before submitting plans & permits to the Town, submit here:** <https://esla.wi.gov/PortalCommunityLogin> (if first time reporting to State) or [https://esla.wi.gov/apex/customer\\_portal\\_intro\\_page](https://esla.wi.gov/apex/customer_portal_intro_page) (if you have reported before)

- 2 sets of plans (1 being of 11 x 17 size)
- 2 Plats of Survey/Certified Survey Maps of the land (including erosion control & driveway)
- Copy of Sanitary and/or Zoning Permit from Ozaukee County (262)284-8313 (as applicable)
- Thermal Performance Sheets (heat loss calculations)
- Wall Bracing Compliance Worksheet
- Completed Town Culvert/Driveway Permit
- Must also meet all requirements for driveways:  
Driveways must be minimum 12' off side lot lines.  
If on County Road must stay 6' short of roadway when finishing if using concrete .
- Completed Town Road/Landscape Bond form
- Completed WI State permit application
- Completed Town Building Permit with estimated cost of home
- Subdivision Approval Letter or Approval Stamped Plan (if required by Subdivision Review Board or Home Owners Association)
- Completed Town Electrical, HVAC & Plumbing Permit applications-when contractors are ready to begin - see permits for fees
- Be sure to pick up the Address Marker & post when picking up for final permit.
- Please note as per Town Code the address marker should be put on right side of driveway approximately 34ft from center of the road and 8 -9 feet right of the driveway.

Work will not begin until all required information is submitted to the Building Inspector and a Building Permit is issued. It shall be unlawful to commence work prior to obtaining a permit required by Chapter 7, (Town of Grafton Ordinance No 2015-08). Quadruple fees may be charged in the event work has commenced before the issuance of any required permit. Work will be done according to the conditionally approved plans and according to SPS Chapter 320-325 residential.

**FOR ADDITIONAL INFORMATION CONTACT:**

**Town Building Inspector – Rick Fellenz**

**Cell: (414) 651-0021 Email: [BldgInsp@townofgrafton.org](mailto:BldgInsp@townofgrafton.org)**

**Building Inspector's Office & Inspection Hours: Tuesday & Thursday**

**Town Office Hours: Monday -Thursday 8:30am – 4:30pm Friday 8:30am-Noon**

**Town Hall Phone (262) 377-8500 Town Website: [www.townofgrafton.org](http://www.townofgrafton.org)**

**All permits available on website**