Village of Waukesha
What do I need for a permit?

Residential projects requiring building permits and associated information:

- **New one and two family homes**
  - Building (New 1&2 family house), zoning, electrical, plumbing, hvac, erosion control permit applications completed with contractor name and license numbers. (All permits are issued prior to construction.)
  - 2 sets of drawings to scale (floor plan, elevations, footing and foundation detail, braced wall plan including compliance worksheet)
  - 2 copies of the survey to scale with proposed grading, erosion control location, driveway location and building component elevations.
  - PDF of the above information
  - Heat loss calculations
  - Form A seasonal high ground water form completed
  - Sanitary permit
  - $2,000.00 occupancy bond paid by the owner
  - Paid culvert work order if applicable (stake the center of the driveway)

- **Additions**
  - Building permit application completed with project description and valuation. The cautionary statement must be signed if the permit is issued to an owner occupant.
  - 2 sets of to scale construction drawings (elevation and floor plan) (In PDF form as well if plans are larger than 11”x17”)
  - Zoning permit application
  - Applicable mechanical permit applications (electrical, plumbing, hvac)
  - Erosion control permit application
  - Survey showing the proposed and existing structures with distances to lot lines. (A recert line or survey can be required to confirm distances to lot lines)
  - PSE (preliminary site evaluation from waukesha countyenvironmental)

- **Remodels**
  - Building permit application completed with project description and valuation. The cautionary statement must be signed if the permit is issued to an owner occupant.
  - 2 sets of to scale construction drawings (elevation and floor plan) (In PDF form as well if plans are larger than 11”x17”)
  - Zoning permit application
  - Applicable mechanical permit applications (electrical, plumbing, hvac)
  - PSE if any bedrooms are being added (preliminary site evaluation from waukesha county environmental)

- **Deck**
    - Building permit application completed with project description and valuation. The cautionary statement must be signed if the permit is issued to an owner occupant.
    - 2 sets of to scale construction drawings showing lumber sizes, beam sizes, post sizes and spacing, elevation and floor plan. (In PDF form as well if plans are larger than 11”x17”)
    - Zoning permit application
    - Applicable mechanical permit applications (electrical, plumbing, hvac)
    - Erosion control permit application
    - Survey showing the proposed and existing structures with distances to lot lines. (A recert line or survey can be required to confirm distances to lot lines)
    - PSE (preliminary site evaluation from waukesha county environmental)

- **Pool**
    - Building permit application completed with project description and valuation. The cautionary statement must be signed if the permit is issued to an owner occupant.
    - 2 sets of to scale construction drawings showing elevation and floor plan. (In PDF form as well if plans are larger than 11”x17”)
    - Zoning permit application
    - Applicable mechanical permit applications (electrical, plumbing, hvac)
    - Erosion control permit application
    - Survey showing the proposed and existing structures with distances to lot lines. (A recert line or survey can be required to confirm distances to lot lines)
    - PSE (preliminary site evaluation from waukesha county environmental)

- **Accessory Structure**
        - **■ Accessory structures under 200 sq feet do not require a concrete slab**
        - **■ Accessory structures over 1200 require a meeting with the Village planner prior to applying for permits and require a deed restriction prior to permits being issued.**
        - **■ Accessory structures must be built so they are compatible with the principal structure. (Same colors and materials, roof pitch and windows)**
        - **Accessory structures 120 square feet or less may have reduced offsets on any lot less then 1.5 acres.**

    - Building permit application completed with project description and valuation. The cautionary statement must be signed if the permit is issued to an owner occupant.

- 2 sets of to scale construction drawings showing elevation and floor plan. (In PDF form as well if plans are larger than 11”x17”)
- Zoning permit application
- Applicable mechanical permit applications (electrical, plumbing, hvac)
- Erosion control permit application
- Survey showing the proposed and existing structures with distances to lot lines. (A recert line or survey can be required to confirm distances to lot lines)
- PSE (preliminary site evaluation from waukesha county environmental)

PSE - Preliminary site evaluation
https://www.waukeshacounty.gov/media/kq5fx0ms/preliminary-site-evaluation-application.pdf

WI UDC Deck Code
http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/320_325/325_b.pdf

Waukesha County GIS
Waukesha County GIS Viewer

Village of Waukesha Ordinances
https://library.municode.com/wi/waukesha/codes/code_of_ordinances