

ITEMS TO BE SUBMITTED WITH NEW SINGLE FAMILY BUILDING PERMIT APPLICATIONS

- All approved Sanitary Permit Paperwork
- If within Shoreland Zoning (1000 feet or less from lake) permit paperwork from Washington County
- Driveway Access/Culvert Permit with separate \$50 fee. Please show location of driveway on separate site survey
<http://townofwestbend.com/uploads/documents/CULVERT%20OR%20ROAD%20ACCESS%20PERMIT%20FORM%20052019.pdf>
- Online Building Permit Application
Department of Safety & Professional Services (DSPS)
<https://dsps.wi.gov/Pages/Programs/UDC/Default.aspx>
Click on Electronic Building Permit System for the DSPS Online Building Permit System-Application
<https://verification.dsps.wi.gov/buildingpermit/application/Directions.aspx>
(includes Construction, Erosion Control, Plan Review, HVAC, Occupancy, Zoning, and State Seal)
- Town of West Bend Building Permit Application
<http://townofwestbend.com/uploads/documents/Building%20Permit%20Application.pdf>
- Application for Site Plan Review
<http://townofwestbend.com/uploads/documents/Application%20for%20Residential%20Site%20Plan%20Review%20UPDT.pdf>
- Elevations: Footings Certification Form
- One set of Heat Calcs
- Three (3) sets of Building Plans showing elevations etc. ¼" to 1" scale
- Three (3) Plot of Survey Maps showing location, setbacks, erosion
- Wall Bracing plan
- PDF copy of building plans, wall bracing plan, and plot of survey

****If Applicable:**

Town Conditional Use Permit
Arch Approval

Electrical and Plumbing Permits are separate

Town of West Bend

6355 CTH Z, West Bend, WI 53095

262-338-3417 | Mon-Thurs. 8am-2:30pm