

## HOW DO I SECURE A PERMIT FOR A REMODELING PROJECT?

- Building permits for remodeling a one or two-family home must be taken out by either the homeowner or contractor licensed by the State of Wisconsin. If the homeowner is securing the permit on behalf of a contractor whose license is not in our system, he will be required to sign a Cautionary Statement. If the homeowner is doing the work himself, it is not necessary.
- Complete & submit the Building Permit Application for Residential Addition / Alteration / Miscellaneous
- Submit 3 sets of the plans with the permit application. The plans must:
  - Be drawn to scale
  - Show the location & size of the rooms involved
  - Label how the rooms will be used (media room, bedroom, etc.)
  - Show the location & size of doors, windows, and ceiling heights
  - Show tread & rise dimensions of any new stairs
  - For basement remodeling projects, show the existing mechanicals (furnace, hot water heater, etc.)
- Submit a cross section of interior wall construction
- The plans and cross section will be examined by the Building Inspector to ensure they conform to the State of Wisconsin building code and the Village of Grafton building and zoning codes.
- You will be charged a fee for the plan examination and a fee for the building permit. Permit fees are based on the cost of materials and labor to build the project, excluding the cost of HVAC, electrical, plumbing, furniture, equipment and decorating costs. Office personnel will call and inform the applicant that the permit is ready to be issued and picked up at the Building Inspection Department. Only cash and check payments are accepted.
- When the permit is issued, you'll be instructed how and when to call for an inspection of the work at various stages of completion.
- If the project includes electrical or plumbing work, additional electrical and plumbing permits are required.
- If you have additional questions or concerns, please call the Village of Grafton Building Inspection Department at 262-375-5305. Our hours of operation are 8:00 to 4:30, Monday through Friday.