



1293 Washington Ave, Cedarburg, WI 53012

## **TO ALL PERSONS APPLYING FOR BUILDING PERMITS**

### **BUILDING INSPECTOR'S OFFICE HOURS AT THE TOWN HALL**

Tuesdays and Thursdays 1:00 PM to 2:00 PM

### **IMPORTANT TELEPHONE NUMBERS**

During Town Hall Building Inspector Hours (262) 377-4509

**TO CALL FOR INSPECTIONS** 262-346-4577 or [hartfordinspections@safebuilt.com](mailto:hartfordinspections@safebuilt.com)

Town Hall is open Monday through Friday 8:00 AM to 4:30 PM

Permit fees must be made payable to the Town of Cedarburg

### **NEW HOME DOCUMENT REQUIREMENTS**

- 1) 4 sets of plans (2 full size and 2 11" x 17" required)
- 2) 3 plat of surveys of the land (showing Erosion Control)
- 3) Copy of Sanitary and/or Zoning Permit from Ozaukee County (Shoreland as applicable)
- 4) Thermal Performance Sheets (heat loss calculations)
- 5) Copy of approved Town Culvert Permit. (Culvert must be approved by the Town Engineer and installed before a Building permit is issued)
- 6) Complete permit application for building, HVAC, electrical & plumbing (Include Tax Key Number)

### **ADDITIONS OF ANY TYPE - DOCUMENT REQUIREMENTS**

- 1) 4 sets of plans (2 full size and 2 11"x 17" required)
- 2) 3 surveys of the land (showing Erosion Control)
- 3) Completed building permit application (Include Tax Key Number)
- 4) Copy of Sanitary and/or Zoning Permit from Ozaukee County (Shoreland as applicable)

### **REMODELS OF ANY TYPE - DOCUMENT REQUIREMENTS**

- 1) 4 sets of plans (two full size and two 11"x 17" required)
- 2) Completed building permit application with estimated cost of construction (building only) included with Tax Key
- 3) Copy of Sanitary and/or Zoning Permit from Ozaukee County (Shoreland as applicable)

### **ACCESSORY BUILDINGS (INCL SWIMMING POOLS & DECKS) - DOCUMENT REQUIREMENTS**

- 1) 3 plans and description of the building
- 2) 3 surveys of the property with all buildings located on it to scale
- 3) Completed building permit application (Include Tax Key Number)
- 4) Copy of Sanitary and/or Zoning Permit from Ozaukee County (Shoreland as applicable)

### **COMMERCIAL BUILDINGS - DOCUMENT REQUIREMENTS**

- 1) 4 sets of plans (3 full size (2 of which must be stamped State Approved plans) and one 11" x 17" required)
- 2) 3 plat of surveys of the land
- 3) Copy of Sanitary and/or Zoning Permit from Ozaukee County (Shoreland as applicable)
- 4) Erosion and storm water permit/plans
- 5) Complete permit application for building, HVAC, electrical & plumbing (Include Tax Key Number)

### **Sanitary and Zoning Permit**

- Contact Ozaukee County Dept. of Planning, Resources & Land Management, PO BOX 994, Port Washington, WI 53074-0994, Phone: (262) 284-8313 Metro: (262) 238-8313