

**TOWN OF DELAFIELD**  
**BUILDING INSPECTION DEPARTMENT**

Office Hours: M-W-F 8:00 - 10:30 a.m., T-TH 11:30 a.m. - 12:30 p.m.

Office Phone: 646-2778

Inspections: 262-544-8280

[www.townofdelafield.org](http://www.townofdelafield.org)

**NEEDED TO ISSUE BUILDING PERMITS FOR:**

NEW HOMES:

- Payment of \$1,300 occupancy/ditch bond by owner. The \$1,300 will be returned upon completion/compliance with all Town ordinances (ditch, culvert, etc.) and establishment of grass on the site.
- Culvert installation by Town Highway Department (pay fee to Town for installation)
- 3 sets of building plans/include typical wall section
- 3 plat of surveys of the land (showing elevations, proposed buildings, driveway, existing building(s), sidewalks, patios, decks, distances to lot lines and open space calculations). Include erosion control plan. (See Zoning Code at the above listed Town website.)
- 1 signed copy of the Heat Loss Calculations (WisCheck or MECcheck)
- 1 copy of Sanitary Permit card if lot is served by septic system
- Provide names and license numbers of building, plumbing, electrical and HVAC contractors.
- Town Zoning Permit from Town Engineer (\$1,000 deposit required).
- Waukesha County Zoning Permit if land is within 1,000 feet of Pewaukee Lake. Call 548-7790

ADDITIONS OF ANY TYPE:

- 3 sets of building plans/include wall section
- 3 plat of surveys of the land (showing elevations, proposed buildings, driveway, existing building(s), sidewalks, patios, decks, distances to lot lines and open space calculations). Include erosion control plan. (See Zoning Code at the above listed Town website.)
- 1 signed copy of Heat Loss Calculations (WisCheck or MECcheck) if home built after Dec. 1, 1978.
- Preliminary Site Evaluation (PSE) from Waukesha County Health Department. (septic only) 896-8300
- Provide names and license numbers for building, plumbing, electrical and HVAC contractors.
- Town Zoning Permit from Town Engineer (\$1,000 deposit required).
- Waukesha County Zoning Permit if land is within 1,000 feet of Pewaukee Lake. Call 548-7790

ACCESSORY BUILDINGS: (INCLUDING POOLS, DECKS, SHEDS AND REMODELS)

- 3 sets of building plans/include wall section
- 3 plat of surveys of the land (showing elevations, proposed buildings, driveway, existing building(s), sidewalks, patios, decks, distances to lot lines and open space calculations). Include erosion control plan. (See Zoning Code at the above listed Town website.)
- 1 signed copy of Heat Loss Calculations (if applicable)
- Preliminary Site Evaluation (PSE) from Waukesha County Health Department. (septic only) 896-8300
- Provide names and license numbers of building, plumbing, electrical and HVAC contractors.
- Town Zoning Permit from Town Engineer (\$500.00 deposit required).
- Waukesha County Zoning Permit if land is within 1,000 feet of Pewaukee Lake. Call 548-7790

LANDSCAPING: Needs Town Zoning Permit from Town Engineer (\$500.00 deposit required).

**COMMON WELL SITING RESTRICTIONS (from Natural Resources, NR81)**

- 8 feet from an approved building sewer pipe or 25 feet from building sewers made of other non-approved materials.
- 8 feet from a swimming pool
- 8 feet from any clear water drain (for example, a rainwater downspout outlet or foundation drain discharging to the ground).
- Visit the following web site for additional information: [www.dnr.state.wi.us/org/water/dwg/YYWELL.HTM](http://www.dnr.state.wi.us/org/water/dwg/YYWELL.HTM)