

**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: (262) 646-2778

Inspections: (262) 544-8280

**NEW HOMES**

- Payment of \$1300 Occupancy/Ditch Bond by Owner. The \$1300 will be returned upon completion/compliance with all Town ordinances (ditch, culvert, etc.) and establishment of grass on the site.
- Culvert installation by the Town Highway Department (pay fee to Town for installation).
- 3 sets of building plans. Include wall section.
- 3 surveys of the land (showing elevations and distances to lot lines). Include Erosion Control plan.
- 1 signed copy of the Heat Loss Calculations (WisCheck or MECcheck).
- 1 copy of the Sanitary Permit card if lot is served by septic system.
- Provide names and license numbers of Building, Plumbing, Electrical and HVAC contractors.
- Local Zoning Permit will be issued by the Town.
- 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 surveys of the land (showing elevations and distances to lot lines). Include Erosion Control plan.
- 1 signed copy of the Heat Loss Calculations (WisCheck or MECcheck) if home was built after Dec. 1, 1978.
- Preliminary Site Evaluation (PSE) from Waukesha County Health Dept. (septic only) 896-8300.
- Provide names and license numbers of Building, Plumbing, Electrical and HVAC contractors.
- Local Zoning Permit will be issued by the Town.
- Waukesha County Zoning Permit if land is within 1,000 feet of Pewaukee Lake. Call 548-7790.

**ACCESSORY BUILDINGS, POOLS, DECKS, SHEDS, REMODELS**

- 3 sets of building plans. Include wall section.
- 3 surveys of the land (showing elevations and distances to lot lines). Include Erosion Control plan.
- 1 signed copy of the Heat Loss Calculations (WisCheck or MECcheck) if home was built after Dec. 1, 1978.
- Preliminary Site Evaluation (PSE) from Waukesha County Health Dept. (septic only) 896-8300.
- Provide names and license numbers of Building, Plumbing, Electrical and HVAC contractors.
- Waukesha County Zoning Permit if land is within 1,000 feet of Pewaukee Lake. Call 548-7790.

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**Common well siting restrictions (from Natural Resources, NR 81)**

- 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 this website for additional information: <http://www.dnr.state.wi.us/org/water/dwg/YYWELL.HTM>