



**OFFICE OF BUILDING INSPECTION
INFORMATION REQUIRED TO BUILD A NEW HOME**

1. Three (3) sets of paper plans- One (1) set must be signed by the developer or Architectural Control Committee (if applicable)
2. One (1) digital copy of the plans on CD in “jpg” or “pdf” format emailed
3. One (1) Energy Calculations Worksheet (“Res-Check”)
4. One (1) copy of the Washington County Sanitary Permit
5. Two (2) copies of the survey with the proposed home location, silt fence, tracking pad location and proposed driveway location
6. One (1) completed State of Wisconsin building permit application (Form SBD 5823)
 - Culvert size is determined by developer and installed by your contractor. Minimum size is 15’x 24’ with flared ends – call for sizing.
 - Separate plumbing, electrical and HVAC permits are required.
7. Every home builder that applies for a New Home permit must be licensed with the State of Wisconsin. This requires a “Contractor Qualifier” certification issued from the state.
8. See Fee Schedule for current fee and plan review fee.
9. Road Bond Required – See Fee Schedule
10. Impact Fees may be required (dependent on location) – See Fee Schedule

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