



Clerk & Treasurer, 662-2039
 Fax, 662-3510
 Dept. of Public Works, 662-7785
 662-7786
 Building Inspection, 366-2400

Vernon Town Hall • W249 S8910 Center Drive • Big Bend, WI 53103

BUILDING PERMIT INFORMATION

Building Inspector - Vince Budiac
 Office Hours: Monday - Wednesday - Thursday 1:30 p.m. to 3:30 p.m.
 Phone: (262) 366-2400 - Mon-Fri 7:00 a.m. to 5:00 p.m

ZONING PERMIT REQUIRED FOR ALL CONSTRUCTION

TO APPLY FOR A ZONING PERMIT (REQUIRED)

Apply at Town of Vernon
 W249S8910 Center Drive
 Big Bend, WI 53103 Phone: 262-662-2039 / 262-366-2400
 Monday thru Friday - 8:00 a.m. to 4:00 p.m. (except holidays)

1 Preliminary Site Evaluation – Waukesha County Land & Water Conservation
 515 W. Mooreland Boulevard - Room 260
 Waukesha, WI 53188 Phone: 262-896-8300
 Monday thru Friday - 8:00 a.m. to 4:30 p.m (except holidays)

ZONING PERMIT FOR NEW HOME

- 2 Sets of Plans
- 4 Stake-Out Surveys – Show Elevations
- Sanitary Permit (Copy)
- Soil Evaluation Report
- 1 Grading Plan

FOR ADDITIONS, GARAGES, ETC.

- 1 Plan
- 4 Surveys (Stakeout)
- 1 Preliminary Site Evaluation - Room 260
(262-896-8300)
- Fee

TO APPLY FOR A BUILDING PERMIT – COMPLETE / SIGN / DATE

NEW HOME

- 1 Culvert Application - \$75.00 - 662-7786
- 1 Address Application - \$95.00
- 2 Copies of Plans - ¼ Scale
- 4 Surveys, Stakeout w/ elevation suggested grade
- 2 Surveys w/ grading plan
- Soil Evaluation Form
- 1 Heat Calc
- 1 Copy Sanitary Permit
- 1 Zoning Permit
- 1 Erosion Control Plan Permit Application
- 1 Wisconsin Uniform Building Permit Application
- \$500 Occupancy Bond (Refundable - *\$25 administrative fee)
- \$400 Ditch Bond (Refundable)
- 1 Electrical Permit Application
- 1 HVAC Permit Application
- 1 Plumbing Permit Application

ADDITIONS, REMODELING, ETC.

- 1 Town of Vernon Building Permit Application
- 2 Copies of Plans
- 2 Surveys Stakeout
- 1 Zoning Permit
- 1 PSE – Preliminary Site Evaluation, Rm 260
(262-896-8300)