



Building Permit Application Commercial & Industrial Projects

Village of Grafton Community Development / Inspection Office
860 Badger Circle, Grafton, WI 53037
p (262) 375-5305 f (262) 375-5302
Jmicech@village.grafton.wi.us

Job Address: _____

Current Zoning: _____ Lot No.: _____ Block No.: _____ Subdivision: _____

CONTRACTOR'S INFORMATION

Firm's name: _____ Address: _____

City/State: _____ Zip: _____ Phone: _____

Email: _____

Architect: _____ Phone: _____

(Please fill out the Contractor Information Form, if you haven't already done so to supply your address, license numbers, etc.)

PROPERTY OWNER'S INFORMATION

Property owner's name: _____

Address of owner: _____

City/State: _____ Zip: _____ Phone: _____

Email: _____

BUSINESS / LESSEE INFORMATION:

Business name: _____ Address: _____

Owner's name: _____

City/State: _____ Zip: _____ Phone: _____

Email: _____

Description of work: _____

Estimated cost value of work: \$ _____

Occupancy Classification: _____

Type of Construction: Circle one (IA,IB,IIA,IIB,IIIA,IIIB,IV,VA,VB) New Addition Alteration

Fire Sprinklers Installed: Yes No Existing Fire Alarm Installed: Yes No Existing

New/Altered area square feet per floor: Basement: _____ 1st Floor: _____ 2nd Floor: _____

3rd Floor: _____ Garage/Warehouse: _____ Height from Grade: _____

Applicant's signature: _____ **Date:** _____

Email Address: _____ **Phone/Cell:** _____

****Request for inspections will not be scheduled unless the permit number is supplied at the time of the request****

For Internal Use only:

Approvals required: _____ Entered By: _____ Permit #: _____



GRAFTON
QUALITY LIFE. NATURALLY.

Contractor Information Form

Village of Grafton Community Development / Inspection Office

860 Badger Circle, Grafton, WI 53024

p (262) 375-5305 f (262) 375-5302

Jmicech@village.grafton.wi.us

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax No.: _____

Email Address: _____

Mailing Address (If different from above): _____

City: _____ State: _____ Zip Code: _____

Please fill out all information that applies:

A) Dwelling Contractor Certification License: _____ Expires: _____

B) Dwelling Contractor Qualifier License No.: _____ Expires: _____

License Holder Name: _____

C) Wisconsin Lead Safe Contractor License: _____ Expires: _____

D) Wisconsin Lead Safe Renovator License: _____ Expires: _____

License Holder Name: _____

I hereby certify that all statements, forms, and attachments submitted hereto are true and correct to the best of my knowledge.

Name of applicant (please print): _____

Applicant's signature: _____ **Date:** _____



Village of Grafton

New Commercial Development Checklist

Updated February 12, 2020



- Plan Commission review of Concept Plan
- Plan Commission approval of site plan and conditional uses (if applicable)
- Village Board approval of Certified Survey Map (with ROW dedication), rezoning, annexation, development agreement, and stormwater maintenance agreement
- Final site and construction plans (streets and utilities) approved by Director of Public Works/Village Engineer and Community Development Director
- Final stormwater management plan approved by Director of Public Works/Village Engineer
- Final life safety system plan approved by the Fire Department
- All required approvals from the Wisconsin Department of Natural Resources and/or Department of Administration
- Property address(es) approved by the Community Development Director
- Letter of credit or bond for public improvements approved by Director of Public Works/Village Engineer
- Any project-specific requirements completed per the Development Agreement
- Pre-Construction meeting
- Submit ROW permit application to Director of Public Works/Village Engineer or designee and pay fee
- Submit building, erosion control, and other permit applications to the Inspections Office (State approved plans required for buildings or tenant alterations over 100,000 cubic feet); submit fire protection system review application to FSCI; submit surveillance system plan to Police Department
- Impact and building permit fees paid
- Building permits are approved by the Inspection Office and construction may start
- Contact Inspection Office for inspection requests, water meter installation, and final occupancy
- Acceptance of public infrastructure may occur following inspection of public infrastructure, submittal of as-builts, and approval by Board of Public Works and Village Board