

DRIVEWAY/CULVERT PERMIT APPLICATION

TAX KEY # _____



PERMIT # _____

DATE OF ISSUANCE: _____

DATE OF EXPIRATION: _____

☐ NEW DRIVEWAY*
 ☐ NEW CULVERT
 ☐ NEW CONCRETE DRIVEWAY**
 ☐ REPLACEMENT CULVERT

PROPERTY INFORMATION		CONTRACTOR INFORMATION	
OWNER		CONTRACTOR	
PROPERTY ADDRESS		CONTRACTOR ADDRESS	
EMAIL ADDRESS		EMAIL ADDRESS	
PHONE		PHONE	
		CONTRACTOR #	
DETAILS – APPLICANT USE			
NUMBER OF DRIVEWAYS			
WIDTH OF DRIVEWAY (MINIMUM 12' PAVEMENT SETBACK FROM ANY LOT LINES)			
IS A TOWN ROAD INVOLVED?		YES	NO
IS A COUNTY ROAD INVOLVED? (IF USING CONCRETE, MUST STAY 6' FROM ROADWAY)		YES	NO
*FOR A NEW DRIVEWAY, APPLICANT MUST PROVIDE THE FOLLOWING:			
1. A LEGAL DESCRIPTION OR CSM OF THE PROPERTY			
2. STAKES WITH FLAGGING IN THE DITCH LINE AT THE PROPOSED DRIVE(S)			
DETAILS – OFFICIAL USE ONLY			
DESCRIPTION OF PROPOSED WORK:			
DIAMETER OF CULVERT TO BE INSTALLED (INCHES)			
LENGTH OF CULVERT TO BE INSTALLED (FEET)			
END WALLS REQUIRED?		YES	NO
RIP RAP REQUIRED?		YES	NO
COMMENTS:			
FEES		PRICE / ITEM	TOTAL FEE
NEW DRIVEWAY or REPLACING DRIVEWAY WITH CONCRETE**		50.00	
NEW CULVERT		100.00	
REPLACEMENT CULVERT		50.00	
**IF CONSTRUCTED WITH CONCRETE, WHEN COMPLETED, THE DRIVEWAY SHALL SLOPE AWAY FROM THE ROADWAY AT NO LESS THAN 2% (1/4" PER LINEAR FOOT) UNTIL A POINT SIX (6) FEET FROM THE EXISTING EDGE OF PAVEMENT.			
**CONCRETE WILL NOT BE REPLACED BY THE TOWN OF GRAFTON IN THE EVENT THAT IT NEEDS TO BE REMOVED.			
REINSPECTION CHARGES (\$60.00).		TOTAL	\$

INSPECTION REQUIRED <input type="checkbox"/> ROUGH <input type="checkbox"/> FINAL			
<i>IF THIS PERMIT EXPIRES AND WORK IS NOT COMPLETE, NEW PERMIT FEES WILL APPLY.</i>			
SIGNATURE		DATE	
PERMIT APPROVAL BY		PERMIT AMOUNT	

PAYMENT OPTIONS	
OPTION 1: CASH / CHECK: PAYABLE TO TOWN OF GRAFTON MAIL CASH / CHECK TO: BUILDING INSPECTOR, TOWN OF GRAFTON, PO BOX 143, GRAFTON, WI 53024	
OPTION 2: CREDIT CARD / E-CHECK: ONLINE AT WWW.TOWNOFGRAFTONWI.GOV EMAIL PERMIT PRIOR TO ONLINE PAYMENT TO: BBARTEL@TOWNOFGRAFTONWI.GOV	ONLINE PAYMENT FEES: E-CHECK: \$1.50 FEE CREDIT CARD: \$0 TO \$50 = \$1.50 FEE \$50.01 TO \$100 = \$3.00 FEE \$3.00 FEE PER ADDITIONAL \$100

OFFICIAL USE ONLY					
DATE		REC'D BY		FEE	
				<input type="checkbox"/> CHECK (# _____) <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> E-CHECK	

Required Building Inspections

SPS 320.10 Inspections.

(3) INSPECTION TYPES.

- (a) *General*. The inspections described in pars. [\(b\)](#) to [\(i\)](#) shall be performed to determine if the work complies with this code.
- (b) *Erosion control inspection*. Erosion control inspections shall be performed concurrently with all other required construction inspections. Additional inspections for erosion control may be performed by the delegated authority.
- (c) *Foundation excavation inspection*.
 - 1. The excavation for the foundation shall be inspected after the placement of any forms or required reinforcement and prior to the placement of the permanent foundation material.
 - 2. If a drain tile system is required, by the local inspector or by groundwater levels in the excavation, the presence and location of bleeders used to connect the interior and exterior drain tile shall be inspected at the same time as the excavation.

Note: This excavation inspection may be used to determine the need for drain tile under s. [SPS 321.17](#).
- (d) *Foundation reinforcement inspection*. The placement of reinforcement shall be inspected where the reinforcement is required for code compliance.
- (e) *Foundation inspection*. The foundation shall be inspected after completion. Where dampproofing, exterior insulation or drain tile are required for code compliance, the foundation shall be inspected prior to backfilling.
- (f) *Rough inspection*.
 - 1. A rough inspection shall be performed for each inspection category listed under subd. [1. a.](#) to [e.](#) after the rough work is constructed but before it is concealed.
 - a. The basement floor area.

Note: The inspection of the basement floor area should include the following: any underfloor plumbing, electrical, or HVAC; any interior drain tile with base course required under s. [SPS 321.17](#); the structural base course for the floor slab if required under s. [SPS 321.20](#); and the underfloor vapor retarder as required under s. [SPS 322.38](#).
 - b. General construction, including framing.
 - c. Rough electrical.
 - d. Rough plumbing.
 - e. Rough heating, ventilating and air conditioning.
 - 2. All categories of work for rough inspections may be completed before the notice for inspection is given, provided the work has not been covered.
 - 3. The applicant may request one rough inspection or individual rough inspections.
- (g) *Insulation inspection*. An inspection shall be made of the insulation and vapor retarders after they are installed but before they are concealed.
- (h) *Final inspection*.
 - 1. Except as provided under subd. [2.](#), the dwelling may not be occupied until a final inspection has been made that finds no critical violations of this code that could reasonably be expected to affect the health or safety of a person using the dwelling.
 - 2. Occupancy may proceed in accordance with local ordinances if the inspection has not been completed by the end of the fifth business day following the day of notification or as otherwise agreed between the applicant and the department or municipality.
- (i) *Installation inspection*. An inspection shall be performed on the installation of a manufactured home or modular home.

Per the Town of Grafton adopted 2023 fee schedule, reinspection of work will be charged at a rate of \$60.00 per reinspection. Reinspection fees may be waived if the reinspection can be completed with another required inspection during the project without impeding the inspector's ability to perform said reinspection.