

**HVAC PERMIT APPLICATION**

TAX KEY # \_\_\_\_\_



PERMIT # \_\_\_\_\_

DATE OF ISSUANCE: \_\_\_\_\_

DATE OF EXPIRATION: \_\_\_\_\_

PROPERTY INFORMATION		CONTRACTOR INFORMATION	
OWNER		CONTRACTOR	
PROPERTY ADDRESS		CONTRACTOR ADDRESS	
EMAIL ADDRESS		EMAIL ADDRESS	
PHONE		PHONE	
		CONTRACTOR #	
PROJECT TYPE	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> ALTERATION <input type="checkbox"/> OTHER		
HVAC EQUIPMENT	<input type="checkbox"/> FORCED AIR FURNACE <input type="checkbox"/> RADIANT BASEBOARD OR PANEL <input type="checkbox"/> HEAT PUMP <input type="checkbox"/> BOILER <input type="checkbox"/> CENTRAL AIR CONDITIONER		
ENERGY SOURCE	<input type="checkbox"/> LP GAS <input type="checkbox"/> NATURAL GAS <input type="checkbox"/> FUEL OIL <input type="checkbox"/> ELECTRIC <input type="checkbox"/> OTHER		
VENT TO	<input type="checkbox"/> CHIMNEY <input type="checkbox"/> DIRECT VENT <input type="checkbox"/> OTHER (SPECIFY)		
HVAC COMPONENTS		PRICE / UNIT	TOTAL FEE
HEATING UP TO 150,000 BTU INPUT-_____ BTU		60.00 PER UNIT	
HEATING, EACH ADDITIONAL 50,000 BTU ABOVE 150,000 INPUT OR FRACTION		4.00 PER 50,000 BTU	
AIR CONDITIONING- <b>RESIDENTIAL</b> (EXTERIOR CONDENSERS) _____ TONS		60.00 PER UNIT	
AIR CONDITIONING- <b>COMMERCIAL</b> (EXTERIOR CONDENSERS) _____ TONS		60.00 PER UNIT	
INCINERATOR/FIREPLACE/WOODSTOVE		60.00 PER UNIT	
EXHAUST HOODS AND SYSTEMS (COMMERCIAL)		60.00 PER UNIT	
COMMERCIAL UNIT HEATER (ROOFTOP)		60.00 PER UNIT	
<b>RESIDENTIAL CONDITIONED FLOOR AREA (CFA)</b>		5¢ PER TOTAL SF**	
**see compliance certificate for <u>conditioned floor area</u>			
<b>COMMERCIAL CONDITIONED FLOOR AREA (CFA)</b>		2¢/ PER TOTAL SF**	
**see compliance certificate for <u>conditioned floor area</u>			
		<b>TOTAL</b>	<b>\$</b>
<b>INSPECTION REQUIRED</b> <input type="checkbox"/> ROUGH <input type="checkbox"/> FINAL			
<b>REINSPECTION CHARGES (\$60.00).</b> <b>IF THIS PERMIT EXPIRES AND WORK IS NOT COMPLETE, NEW PERMIT FEES WILL APPLY.</b>			
<b>SIGNATURE</b>		<b>DATE</b>	
<b>PERMIT APPROVAL BY</b>		<b>PERMIT AMOUNT</b>	

PAYMENT OPTIONS	
<b>OPTION 1: CASH / CHECK:</b> PAYABLE TO TOWN OF GRAFTON <b>MAIL CASH / CHECK TO:</b> BUILDING INSPECTOR - TOWN OF GRAFTON PO BOX 143, GRAFTON, WI 53024	
<b>OPTION 2: CREDIT CARD / E-CHECK:</b> ONLINE AT <a href="http://WWW.TOWNOFGRAFTONWI.GOV">WWW.TOWNOFGRAFTONWI.GOV</a> <b>EMAIL PERMIT PRIOR TO ONLINE PAYMENT TO:</b> <b>BBARTEL@TOWNOFGRAFTONWI.GOV</b>	<b>ONLINE PAYMENT FEES:</b> 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.