



New Home Construction or Addition Checklist

Approval process is 14-30 days based on scope of proposed project.

Complete the following forms & provide hardcopies:

Available at erintownship.com → Forms:

- **Planning & Zoning:** Application for Zoning Compliance
- **Road Department:** Driveway/Culvert Permit (new home only)
- **Building Inspection:** Building Permit

Additionally, provide hardcopies of the following documents:

- **Washington County Planning and Parks Permits**
washcowisco.gov→Land Resources→Permits & Applications
 - Land Use / Shoreland / Erosion Control (as needed)
 - Sanitary Permit: include copy from Washington County (additions--as needed)
- **On-line State Building Permit Application:** (new home only) Online form:
<https://dsps.wi.gov/pages/Programs/UDC/Default.aspx>
- **Survey/Site Plans: three (11" x 17") scalable copies** indicating:
 - Location and dimensions of existing and proposed buildings
 - Location of driveway and driveway distance to lot lines
 - Location of well and septic
 - Distance from front, side & rear lot lines for all existing and proposed buildings
 - Distance between existing and proposed buildings
 - Proposed Erosion Control measures showing drainage plan/silt fencing
 - Elevations at house corners, lot corners, road pavements and lot lines
- **One copy of Heat Loss Calculations:** (additions--as needed)
- **Building Plans:** three detailed sets including specifications & building materials
 - One-36" x 24" (Required for Accessor)
 - Two-11" x 17"
 - Email a PDF version to: zoning@erintownship.com.
- **For decks:** detailed plans with specifications and building materials.
 - Two-11" x 17"
 - Email a PDF version to: zoning@erintownship.com.

Cash or Check Payment:

- Zoning compliance fee is payable when paperwork is submitted to the zoning office.
Building fees are payable when building permits are issued.
 - Checks payable to: Town of Erin.
 - Review fees online: erintownship.com→ Documents→ Fee-schedule

Offices and Hours

Zoning Office

Tuesday & Thursday 9am-3pm
(262) 673-3682
zoning@erintownship.com

Washington County

Parks and Planning
(262) 335-4445
landres@washcowisco.gov

Building Inspector

Monday 8-9am & Tuesday Noon-1pm
(262) 673-3682
inspector@erintownship.com