

# RESIDENTIAL ADDITION

City of Brookfield, Wisconsin  
Inspection Services Department  
2000 North Calhoun Road, Brookfield, WI 53005

Phone (262)796-6646 M-F (7:00 a.m. - 5:00 p.m.)  
FAX (262) 796-6702

## HERE IS A LIST OF THE MOST OFTEN ASKED QUESTIONS AND ANSWERS REGARDING RESIDENTIAL ROOM ADDITIONS

This is a list of questions (and answers) most often asked when building a residential room addition. The list is designed to help you through the permit and inspection process quickly and efficiently.

- Q. Do I need a building permit for my room addition?** Yes.
- Q. How do I get a permit?**
- A. Bring in: 2 "sets" of plans. (1/4" = 1' scale minimum size). A set includes all floor plans, elevations, cross sections and details. Also include structural calculations for trusses and unusually large beam/headers for large spans. Two (2) sets of heat loss calculations.
- Also need: 4 copies of a current survey (within 1 yr) showing your existing home and location of proposed room addition. Be sure to indicate distance from lot lines to the wall of the new addition! Two feet of the roof overhang only may encroach into the offset and setback areas.
- All plans, calculations, surveys, etc. *must* have property address (including suite number where applicable) on all copies.
- You can fill out the application for permit right here at the service counter.
- Q. How long does it take to get my permit?**
- A. This varies with the flow rate of permit applications. Generally 7 to 10 working days are required for processing. Please ask about time for review process when you submit the application for permit.
- Q. How much does a permit cost?**
- A. The permit fee is \$.39 per square foot with a minimum fee of \$66.00 *plus* a plan examination fee of \$119.00. Plan exam fees are non-refundable and collected at time of application.
- Q. How close to the lot line can I build the addition?**
- A. In most areas you must stay 20' from the rear and side lot lines and 50' from the street lot lines. **CALL US TO MAKE SURE** if your project is close to these parameters. **SOME AREAS DO HAVE DIFFERENT SETBACK AND OFFSET RULES.**

**Q. Can I do my own electrical wiring?**

A. Yes, if you are the owner *and* occupant of the home, you may do minor electrical work (no service changes). **AN ELECTRICAL PERMIT IS REQUIRED.**

**Q. Can I do my own plumbing work?**

A. Yes, if you are the owner *and* occupant of the home you may perform your own plumbing work. **A PLUMBING PERMIT IS REQUIRED.**

**Q. When must I call for inspections?**

- A. Inspections are required:
- (A) After excavation, before placing concrete.
  - (B) After foundation is built but before backfilling.
  - (C) When rough carpentry is erected. You must first have plumbing rough in inspected and electrical rough in inspected and approved. **THEN CALL FOR FRAMING INSPECTION.** The Building Inspector cannot approve framing prior to electrical and plumbing rough inspection/approvals.
  - (D) When insulation is completely installed **BEFORE** drywalling begins.
  - (E) Final plumbing inspection.
  - (F) Final electrical inspection.
  - (G) Final inspection **AFTER** final plumbing and electrical inspections have been approved.

**Q. Where do I put the card I received with the building permit?**

A. The white card should go in a window or where it can be seen from the street.

Here is a list of items we find completed incorrectly most often:

- (A) Excavation full of water/mud.
- (B) Excavation not minimum 48" deep.
- (C) Foundation backfilled before inspection.
- (D) Framing inspection request prior to electrical and plumbing approvals.
- (E) Headers/beams missing or over spanned.
- (F) Deck footings not inspected.
- (G) Stairs and guard rails/handrails not built properly.
- (H) Smoke alarm missing from each floor level.
- (I) Permit holder forgets to call us for "required inspections" especially final inspection.

**NOTE:** The property owner is responsible for correct placement of structures upon a parcel of land to comply with the building and zoning law.

\*The edge of the City street pavement or back of curb is usually **NOT** located on a property line\*

Remember we are here to serve and protect you, the homeowner. If we may be of further service, please call:

Monday through Friday      7:00 a.m. - 5:00 p.m.  
Field Inspectors are in from   7:00 a.m. - 8:00 a.m. and 2:30 p.m. - 3:30 p.m.

**PLEASE CALL DIGGER'S HOTLINE AT LEAST 3 DAYS PRIOR TO STARTING YOUR PROJECT.  
(800) 242-8511 OR (800) 542-2289**