

## City of Waukesha Building Inspection Operation Update – 3/18/2020

In order to mitigate the risk associated with exposure and transmission of the COVID-19 virus the City of Waukesha Building Inspection Department will be taking the following steps to reduce risk to the public and staff.

Until further notice, the City of Waukesha is suspending **all non-essential interior property maintenance inspections and all residential permit inspections**, including plumbing, electrical, HVAC and building construction (with the exception of unoccupied one- and two-family homes).

Additionally, the City of Waukesha is suspending walk-in services and in-person appointments until further notice. Please read below for more details.

Please contact (262)524-3530 if you have general questions or e-mail your inspector for specific questions.

### Permit Application Intake and Issuance for Building Inspection

1. All residential electrical, plumbing, and HVAC permits may be applied for online by licensed contractors using our E-Trakit system. Apply online for electrical, plumbing and HVAC permits at <https://permits.waukesha-wi.gov/etrakit/default.aspx> Homeowners must mail in application and payment.
2. All commercial plumbing, HVAC, building and fire plans and permit applications will be submitted and picked up in person via drop boxes or mailed when payment is received (payment by mail or credit card by phone).
3. All residential building plans and permit application will be submitted and picked up in person via drop boxes or mailed when payment is received (payment by mail or credit card by phone).
4. Payments can be made by check via mail or attached to application when dropped off OR credit card by phone.
5. Expect that there may be delays in processing permits.

### Contact Information

**Permit intake & issuance, Online permit questions:** Veronica Tonnacour 262-524-3671  
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**Plan Review:** Kristin Stone 262-524-3536 [kstone@waukesha-wi.gov](mailto:kstone@waukesha-wi.gov)

#### Trades Inspectors

##### Plumbing:

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##### Electrical:

Michael Ohberg 262-524-3533 [mohberg@waukesha-wi.gov](mailto:mohberg@waukesha-wi.gov)

##### Construction:

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Mary Strankowski 262-524-3535 [mstrankowski@waukesha-wi.gov](mailto:mstrankowski@waukesha-wi.gov)

##### Property Maintenance Inspection:

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