

## COVID-19 2020 Building Inspection Division Policy

Because of the increased risk of contracting coronavirus (COVID-19) in a large-group setting of more than 10 people, and following the recommendations of the [CDC](#) and the [Wisconsin Department of Health Services](#), we are taking the following actions: This will be in effect until further notice. After 5:00 P.M. March 18, 2020 all non-essential services will be suspended within the City of De Pere in response to the community spread and impact of COVID-19.

1. No inspections or re-inspections for Annual Liquor License in taverns and businesses that hold liquor license, until further notice.
2. No inspections regarding DPMC Building & Property Maintenance complaints to interior dwellings, unless it is an emergency. Photos/videos will be acceptable and the normal complaint form provided. All exterior complaints will be inspected.
3. No interior inspections regarding tenant/landlord complaints until further notice, unless it is an emergency. Photos/videos will be acceptable and the normal complaint form provided. All exterior complaints will be inspected.
4. No public/commercial building interior alteration inspections where the occupancy is greater than 10 people, until further notice.
5. No Inspections to the interior for commercial and residential alterations and additions where the building is occupied.
6. No Inspections at this time for assisted living, adult family, CBRF's, elderly housing buildings.
7. All inspections will be performed to new one and two-family dwellings and new commercial buildings and additions as normal.
8. All exterior alterations, fences, decks, sheds, accessory structures, pools and anything outside of the dwelling or building will be inspected as normal.

### Obtaining Building Permits:

1. All permit applications may be obtained from the City of De Pere website in the **Building Inspection Division** home page, navigate to **Permit Applications**, obtain and complete the applicable permit application. Scan and email to [djensen@deperewi.gov](mailto:djensen@deperewi.gov).
2. All applications shall be provided with plans and specifications as required for each facet of the permitted project. Please navigate to **General Information** for information regarding the specific project to ascertain what is required for review and permitting.
3. Send in the required fee for smaller projects that have a flat fee such as: accessory buildings, fences, decks, pergolas and wrecking permits. Mail to City of De Pere Building Inspection Division: 335 S Broadway, De Pere, WI.
4. All other permits will be reviewed, processed and staff will contact you with the fee amount where you can mail in the check (Checks made out to the City of De Pere). **No credit cards can be processed as staff will be working remotely.**
5. A copy of the permit, receipt & permit placard will be mailed to you.