



**City of De Pere**  
**Residential 1 & 2 Family**  
**Building Permit Issuance Checklist**

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

- ☐ Provide a completed project information supplement form.
- ☐ Provide a completed soil erosion control permit application.
- ☐ A curb cut permit shall be obtained from the director of public works prior to the issuance of a building permit.
- ☐ Contractor or a representative of the Company shall provide a copy of a Dwelling Contractor certification (CD) and Dwelling Contractor Qualifier certification (DCQ) prior to the issuance of a building permit.
- ☐ Erosion control measures implemented 24 hours after building site excavation.
- ☐ Maintain all soil erosion control measures until site has been stabilized.
- ☐ Check erosion control measures after each rainfall event, or every 15 days to make sure it is still in place and remove any sediment build-up.
- ☐ Curb cut and gravel tracking pad installed; consisting of 3-6 inch aggregate, 12 inches in depth at a minimum of 12 feet wide and 50 feet long or to the foundation, whichever is less.
- ☐ Contractor is responsible for keeping the road clear of debris at the end of each working day or when deemed necessary.
- ☐ Provide a completed plot plan showing dwelling and all applicable setbacks.
- ☐ Provide a completed copy of Builders Acknowledgment of Drainage Plan Requirement form. Storm water drainage plan will be provided with copy of the City De Pere Municipal Code section 46-4 (4) (e) easements and restrictive covenants.
- ☐ Provide completed energy calculations for the dwelling. If the garage is to be heated include garage in the heat calculations.
- ☐ Provide one (1) complete copy of the building plan in digital format (PDF file) and one (1) complete hard copy of the building plan.
- ☐ A copy of the building plan, floor system plan(s) and roof truss plan(s) and specifications shall be left on site for the Building Inspector.
- ☐ Provide a copy of contractors State Dwelling Financial Responsibility Credential, unless a current credential is on file with the City.
- ☐ Provide a copy or plans of "Tall Wall" engineering with calculations and details on any exterior wall exceeding ten feet in height.
- ☐ Provide Flood Proof Measures from a licensed architect or engineer. Prior to issuance of the Occupancy Certificate, contractor must provide an Elevation Certificate and a Residential Basement Flood Proof Certificate from an architect.

- ☐ If the dwelling is located in the 100 year floodplain, provide flood proof measures from a licensed architect or engineer. Prior to issuance of the Occupancy Certificate, contractor must provide an Elevation Certificate from a registered engineer, and a Residential Basement Floor Proof Certificate from an architect.
- ☐ Final Inspection: The dwelling may not be occupied until a final inspection has been made that finds no critical violations of the Wisconsin Uniform Dwelling Code that could reasonably be expected to affect the health or safety of a person using the dwelling.
- ☐ After final inspection all non-compliances shall be corrected within 30 days before Occupancy Permit may be issued.

### **Occupancy Certificate:**

The City of De Pere's Municipal Zoning Code requires an occupancy certificate before any building or addition to an existing building shall be occupied until the Building Inspector has issued a certificate of occupancy. No change in use shall be made until the Building Inspector has issued a certificate of occupancy. Every certificate of occupancy shall state that the use or occupancy complies with the provisions of this ordinance. Every application for a building permit (or zoning permit) shall be deemed to be an application for an occupancy permit.

- ☐ All subcontractors have applied for any permits that are required (HVAC, Sewer, Plumbing, and Electrical).
- ☐ Sump pump discharge pipe and downspouts to be discharged to storm sewer or where there is no storm sewer available, shall be directed to front or rear yard.
- ☐ Final grading shall comply with the City of De Pere's Site Grading and Storm Water Drainage Plan.
- ☐ If the building is located in the flood plain, an Elevation Certificate is required along with Residential Basement Flood Proof Certificate from a licensed architect.

I have read and understand this form completely:

\_\_\_\_\_

Name

\_\_\_\_\_

General Contractor

\_\_\_\_\_

Date

\_\_\_\_\_

Building Inspector

\_\_\_\_\_

Date