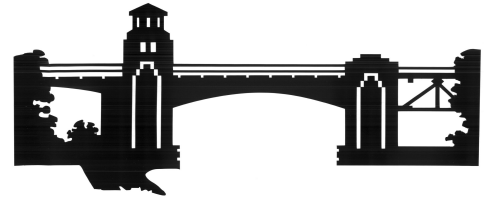


CITY OF DE PERE

335 S. Broadway
De Pere, WI 54115
(920) 339-4053



BUILDING PERMIT INFORMATION

NOTE: All individual sub-contractors (plumbing, electrical, HVAC and sewer) are required to obtain their own individual permits prior to starting their work. *Occupancy Permits will not be issued if there are outstanding permits.*

1. A grade permit is REQUIRED where no curb and gutter are present. The general contractor shall apply for and obtain the permit prior to starting any excavation. Application for a grade permit shall be applied for at the Engineering Department located in the Municipal Services Center at 925 S. Sixth Street. Their phone number is 339-4060 and can be reached weekdays between the hours of 7:30 AM and 4:00 PM.
2. The final grade of the lawn at the foundation shall be a minimum of 18 inches to a maximum of 30 inches above the street grade. The top of the curb shall be used as the street grade.
3. Inspection tags/stickers are left on the job site to indicate if the construction is approved or if corrections are required.
 - a. Foundation inspection tags are placed on the front garage anchor bolts.
 - b. All rough-in/insulation inspection tags are placed on the first floor bathroom door framing.
 - c. Fluorescent green inspection stickers are adhered to the plumbing groundwork upon approval.
 - d. A final inspection report will be left on the kitchen counter or placed in the cabinet above the refrigerator.
4. A ladder shall be provided for the underground plumbing inspection. The pipes and fittings shall be left EXPOSED until the work has been inspected. (Note: garage floor drains also require inspection prior to covering.)
5. Do not proceed to the next phase of construction without the proper inspections having been performed and approved.

I have read the above and understand that they may apply to my project. Failure to meet any of the above conditions shall result in my certificate of occupancy being delayed until the item(s) is corrected.

Signed

Dated

Please find a listing of all required inspections on the reverse side.

Listed below you will find inspections that are required for new buildings and additions.

- Foundation - After the walls and footings have been poured and the drain tile and stone have been installed - please call for a foundation inspection. This must be completed prior to any backfill being done.
- Electric Service - Please provide paperwork from Wisconsin Public Service (spot certificate of inspection form) along with the appropriate fee to our office. When the service is ready for inspection, we will inspect for code compliance and notify WPS so that they will energize the service.
- Rough-in - After all sub-contractors have completed their work (framing, plumbing, electrical and heating), please call for a rough-in inspection. This is to be done prior to insulating.
- Insulation - After the structure has been insulated and all rough-in inspection corrections completed, please call for your insulation inspection prior to your drywall installation.
- Final - When the entire project has been completed, please call us for a final inspection. We do a thorough inspection for code compliance at that time. This inspection is required before occupancy or use of any building.

If at any time during the construction project you have any questions, please feel free to contact our offices at 920-339-4053. Our office hours are 8:00 AM through 4:30 PM weekdays.

