



Building Inspection Department

City of De Pere

335 S. Broadway, De Pere, WI 54115
Phone: (920) 339-4053 FAX: (920) 330-9491

OCCUPANCY/COMPLETION PERMIT APPLICATION

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 provision of this ordinance.

Owner/Applicant Name: _____ Date: _____

Owner/Applicant Address: _____

Contractor Name: _____

Address of Construction: _____

RESIDENTIAL REQUIREMENTS FOR OCCUPANCY PERMIT:

- | | |
|---|---|
| ☐ Address numbers installed and visible | ☐ Erosion control in place |
| ☐ All corrections made from prior inspections | ☐ All flood plain documents submitted |
| ☐ Electrical work completed and permits obtained | ☐ Final grading as per City of De Pere's Site Grading and Storm Water Drainage Plan. |
| ☐ Plumbing work completed and permits obtained | ☐ All sump pumps and downspouts conform to De Pere Municipal Code Sec. 26 |
| ☐ HVAC work completed and permits obtained | |
| ☐ Safety issues completed (smoke alarms, etc.) | |
| ☐ Building exterior completed | |
| ☐ Building interior completed, except for: _____ | |

COMMERCIAL REQUIREMENTS FOR PERMIT:

- | | |
|---|--|
| ☐ Address numbers installed and visible | ☐ Commercial site plan complete |
| ☐ All corrections made from prior inspections | ☐ Outside grading complete |
| ☐ Electrical work completed and permits obtained | ☐ Erosion control in place |
| ☐ Plumbing work completed and permits obtained | ☐ All egress elements complete |
| ☐ HVAC work completed and permits obtained | ☐ Building exterior completed |
| ☐ Safety issues completed (smoke alarms, etc.) | ☐ Building interior completed in occupied areas |
| ☐ HVAC system balanced and report submitted | ☐ Landscape work shall comply with Precise Implementation Plan as per Plan Commission |
| ☐ Architect's compliance statement | |

By Signature below, I hereby request a FINAL OCCUPANCY inspection for the above stated property.

Inspection Request Date & Time: _____ Today's Date: _____

Owner/Contractor Name: _____ Telephone #: _____

Signature: _____

Special Instructions: _____
