



## 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:

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

### COMMERCIAL REQUIREMENTS FOR PERMIT:

- |   |  |
|---|--|
| <input type="checkbox"/> Address numbers installed and visible          | <input type="checkbox"/> Commercial site plan complete   |
| <input type="checkbox"/> All corrections made from prior inspections    | <input type="checkbox"/> Outside grading complete  |
| <input type="checkbox"/> Electrical work completed and permits obtained | <input type="checkbox"/> Erosion control in place  |
| <input type="checkbox"/> Plumbing work completed and permits obtained   | <input type="checkbox"/> All egress elements complete  |
| <input type="checkbox"/> HVAC work completed and permits obtained       | <input type="checkbox"/> Building exterior completed   |
| <input type="checkbox"/> Safety issues completed (smoke alarms, etc.)   | <input type="checkbox"/> Building interior completed in occupied areas                                       |
| <input type="checkbox"/> HVAC system balanced and report submitted      | <input type="checkbox"/> Landscape work shall comply with Precise Implementation Plan as per Plan Commission |
| <input type="checkbox"/> 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: \_\_\_\_\_

\_\_\_\_\_