

HOUSE FLIPPING: CODES, PERMITS AND STANDARDS



Single-Family & Two Family Dwelling Alterations Permit Requirements

The permit and inspection process gives you, your neighbors and the City assurance that specific standards are met when expanding, altering, or repairing a property by complying with State Codes, Local Codes and Zoning Requirements. These standards are based on well-established health, safety and environmental considerations intended to protect the integrity of the building, the safety of its occupants, and the welfare of the public. Projects not completed according to code can affect a home's insurability and potential sale. City building records are available from our department upon request. Prospective buyers can use these records to see if permits were obtained and if compliance was achieved for specific projects.

Alteration means an enhancement, upgrade or substantial change or modification other than an addition or repair to a dwelling or to the electrical, plumbing, heating, ventilating, air conditioning and other systems within a dwelling.

Alterations to Single Family & Two-Family Dwellings. No one-family or two-family dwelling shall be altered or repaired unless a building permit for that work shall first be obtained by the contractor or his or her agent from the building inspector. Application for a building permit shall be in writing upon the form designated by the City of De Pere building permit application. The inspector may not require a permit for minor repairs (i.e., repairs or alterations not affecting occupancy, area, structural integrity, fire protection, exits, lighting or ventilation). No person may obtain a building permit that is not the owner who resides or will reside in the dwelling and shall not perform any work unless they hold one of the following credentials issued by the department:

- a. A dwelling contractor — restricted certification.
- b. A dwelling contractor financial responsibility certification.
- c. A dwelling contractor financial responsibility — restricted certification.

A person applying for a building permit who is not the owner who resides or will reside in the dwelling shall hold or engage, as an employee, a person who holds a certification issued by the department as a dwelling contractor qualifier.

Applicable Codes: The Wisconsin Administrative Codes, SPS 321 through 325 otherwise known as the Uniform Dwelling Code as adopted under Municipal Chapter 54 Building Code, 2017 NFPA 70-National Electrical Code, Wisconsin Uniform Plumbing Code and Chapter 94 Building and Property Maintenance Code, are intended to apply to additions and alterations to one and two-family dwellings, including existing one-family and two-family dwellings, which were built prior to June 1, 1980 (effective adoption date of the uniform dwelling code), detached garages, and accessory buildings.



Electrical Permit: No one-family or two-family dwelling shall be altered or repaired unless an electrical permit for that work shall first be obtained from the building inspector. Application for an electrical permit shall be in writing upon the form designated by the City of De Pere electrical permit application. No person may engage in the business of installing, repairing, or maintaining electrical wiring unless the person is licensed as an electrical contractor by the department. (2) No person may install, repair, or maintain electrical wiring unless the person is licensed as an electrician by the department or unless the person is enrolled as a registered electrician by the department. (3) No person who is not a master electrician may install, repair, or maintain electrical wiring unless a master electrician is at all times responsible for the person's work.

Electrical Wiring: has the meaning given in s. 101.80 (1m), Stats. "electrical wiring" means all equipment, wiring, material, fittings, devices, appliances, and apparatus used for the production, modification, regulation, control, distribution, utilization, or safeguarding of electrical energy for mechanical, chemical, cosmetic, heating, lighting, or similar purposes, as specified under the state electrical code. "Electrical wiring" does not include the equipment, wiring, material, fittings, devices, appliances, fixtures, and apparatus used by a public utility, and electric cooperative, or a wholesale merchant operator for the purpose of generating, transmitting, distributing, or controlling heat, light, power, or natural gas to its customers or members.



Plumbing Permit: No one-family or two-family dwelling shall be altered or repaired unless a plumbing permit for that work shall first be obtained from the building inspector. Application for a plumbing permit shall be in writing upon the form designated by the City of De Pere plumbing permit application. No person may engage in the business of installing, repairing, plumbing unless the person holds a license or registration issued by the department as a licensed master plumber, licensed master plumber restricted, licensed journeyman plumber, licensed journeyman plumber-restricted, registered plumbing apprentice, registered plumbing learner-restricted, registered utility contractor or registered pipelayer.

Plumbing: means all piping, fixtures, appliances, equipment, devices, and appurtenances in connection with water supply systems, water distribution systems, wastewater drainage systems, reclaimed water systems, and storm water use systems, including hot water storage tanks, water treatment devices, and hot water heaters connected with these systems.



HVAC Permit: No person shall alter, repair or install any furnace/boiler, air conditioner, fireplace or wood burning stove, or commence any other heating, ventilating, or air conditioning work in any structure without first obtaining a permit therefore from the Building Inspector. In addition to any plans and specifications which may be otherwise required by the Building Inspector may require additional information consistent with his duty to review such plans prior to issuing a permit hereunder. Application for a HVAC permit shall be in writing upon the form designated by the City of De Pere HVAC permit application. No person may engage in the business of installing, repairing, heating, ventilation and air conditioning systems and equipment unless the person is licensed as a HVAC contractor by the department.

Permit Fees

Alterations: Permit Fee: Building Alterations, Repairs, and Remodeling. The fee for a building permit for any residential alteration, repair, or remodeling shall be calculated on the basis of \$10.00 per each \$1,000 of the cost of the work to be done, with a minimum fee of \$75.00 and a maximum fee of \$10,000.00.

Electrical: Upon the completion of the wiring of any building or before any wiring is to be hidden from view, it shall be the duty of the person, firm, or corporation doing the wiring to notify the electrical inspector, and he shall inspect the installation. If, upon inspection, the electrical inspector determines that such installation is fully in compliance with this chapter and does not constitute a hazard to life or property, he shall approve the installation and authorize concealment of such wiring or connection for electrical service. If the electrical inspector determines that the installation is incomplete or not strictly in accordance with this chapter, he shall issue orders to the person installing the wiring to remove all hazards and make the necessary changes or additions within ten days.

Inspections Required:

1. Rough Inspections. All wiring systems covered under this code, which are to be covered or hidden within the building, shall be inspected before concealment.
2. Service Inspections. When a wiring system is to become energized, it shall first be approved by the electrical inspector.
3. Final Inspections. Prior to occupancy, a general inspection of all equipment shall be required.

Electrical Permit Fees: Building Alterations, Repairs, and Remodeling. The fee for electrical permit for any alteration, repair or remodeling shall be calculated based on the number of openings as determined by the table below. For purposes of this section, openings include switches, convenience outlets, fixtures, fixed appliance connections, and other electrical outlets.

# of Openings	Cost
1-30	\$50.00
31-60	\$75.00
61-90	\$100.00
Over 90: \$125.00 + .50¢ per opening >90	

Plumbing: Notice of inspection. Whenever any work is ready for inspection, the plumbing inspector shall be notified by the plumber in charge, specifying the location by street number or land description. Unless especially permitted by the plumbing inspector, all work, either plumbing, water supply, piping, house sewers, or drainage shall be left uncovered until examined and approved by him. The plumber in charge shall make such arrangements as will enable the inspector to reach all parts of the building readily, and shall have present the proper apparatus and appliances for making the tests, and shall furnish all materials and perform all labor in making such tests as required for proper inspection. When inspection is desired, the request shall be made by phone, in person, or in writing during office hours.

Fee for Existing Buildings, Miscellaneous Remodeling, Alterations, Repairs. The fee for plumbing permits for alteration, repair, or remodeling shall be determined on the basis of the table provided below:

1. Plumbing fixtures, roughed-in or installed	\$11.00 per fixture or \$50.00 minimum
2. Replacement Water Heaters	\$75.00
3. Lawn sprinkler systems	\$75.00
4. Cap sanitary sewer	\$75.00

HVAC: Building alterations, repairs, and remodeling. The fee for heating, ventilating, or air conditioning permits for any replacement or alteration, repair, or remodeling of a one or two family structure shall be calculated on the basis of \$7.00 per each \$1,000 of cost of the work to be done, with a minimum fee of \$50.00.

Furnace/Boiler Replacement	\$ 75.00
Air Conditioner	\$ 75.00
Fireplace	\$ 75.00
Wood Burning Stove/Space Heater	\$ 75.00
Geo Thermal	\$ 75.00