

# City of De Pere Building Inspection Division Plan Review, Permit and Inspection Policy & Procedures.

The following policies are enforced by the City of De Pere Building Inspection Division understanding and following the requirements listed below will be beneficial in successfully completing construction in the City of De Pere.

Requests for inspections shall be made a minimum of 48 hours in advance of the actual inspection and all work is completed for the required inspection. Inspections will be taken on a first requested basis. When the inspection docket is full, succeeding requests will be shifted to the next available day. Contractors, and property owners need to anticipate these occurrences and plan accordingly. It may take more than 48 hours to schedule an inspection. All items to be inspected must be ready for inspection when scheduled.

- The Building Permit Card and address shall be posted in a position easily visible from the road.
- The approved set of construction plans, wall brace plans, truss /floor plans and specifications shall be on the job site for all inspections. Any changes to the approved set of construction drawings shall be reviewed and approved by the Building Inspection Division prior to requesting an inspection.
- Re-inspection fees are a minimum of \$75.00. This fee is imposed when deficiencies from a previous inspection have not been corrected, or an inspection is scheduled when the work is not ready for inspection.
- For new construction of a building, a grade permit is REQUIRED where no curb and gutter are present, and for establishing sidewalk grade prior to pouring of concrete. The general contractor shall apply for and obtain the permit prior to starting any excavation. Call the Engineering Department at (920) 339-4060 to schedule an inspection prior to pour.
- 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.
- Inspection tags/stickers are left at the job site to indicate if the construction is approved or if corrections are required. Inspection reports will also be e-mailed to the owner/contractor.
- Foundation inspection tags are placed on the front garage anchor bolts.
- All rough-in/insulation inspection tags are placed on the first-floor bathroom door framing.
- Fluorescent green inspection stickers are adhered to the plumbing groundwork upon approval.
- A final inspection report will be left on the kitchen counter and e-mailed to the owner/contractor.
- 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.)
- Do not proceed to the next phase of construction without the proper inspections having been performed and approved.
- The following inspections are mandatory; please note other inspections may be required in addition to those listed below depending on the specific project.

**1. Soil Erosion Control:** Measures, including sediment control measures to be installed, inlet protection installed, soil stockpiles protected, and tracking drive installed. These inspections are required prior to the footing inspection.

**2. Footings:** Schedule after rebar is in place and before the concrete is poured, setbacks are also checked currently.

**3. Foundation Rebar:** Schedule after rebar is in place in the forms and before the concrete is poured.

**4. Foundation: Tar, Tile & Stone.** Schedule prior to any backfill material to check for proper foundation insulation. Stone covers the drain tile.

**5. Electrical Service Inspection.** Inspect electrical meter base, grounding electrode and conductor. 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.

**6. Water Resistive Barrier and Flashing:** This inspection is to be completed prior to installation of any cladding/veneer.

**7. Under Slab Plumbing Drain & Heating:** Schedule before concrete is poured or plumbing has been backfilled, lines are to be pressured with either water or air.

**8. Sub Slab Vapor Retarder:** Schedule prior to any floor concrete slabs where vapor retarder is required by code.

**9. All Phase Rough-in (Construction, electrical, plumbing, HVAC):** Scheduled prior to any insulation into the walls, floor and ceilings.

**10. Insulation:** Schedule prior to any gypsum board is applied to walls and lids.

**11. Final Inspection:** ALL work must be finished ex. all appliances must be installed, furnace and water heaters are installed and working, final grade has been completed around building etc. When the entire project has been completed, please call us for a final inspection. A thorough inspection for code compliance will be conducted at that time. This inspection is required before occupancy or use of any building.

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/are corrected.

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Signature

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Date