



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

Residential Basement Remodeling

Building plans and permit applications shall be submitted for any alteration project that finishes an area in the basement or creates rooms. The plans will be reviewed to insure they conform to both the State of Wisconsin and City of De Pere Building Codes.

Plan Review

Items that will be reviewed are:

If the alteration involves a bedroom, the plan must show two legal exits. A window exit must be sized in proportion to the size of the room and provide adequate natural light and ventilation. See the State of Wisconsin building code 21.03(5)(b) & 21.03(6) for more specifics.

If the alteration involves a bathroom, an exhaust fan vented to the outside is required.

Plan Submittal

A layout of the area involved drawn to scale or dimensioned.

Indicate location, size and use of room(s).

Indicate size and location of all doors, windows and ceiling heights.

Indicate location of all major appliances (furnace, water heater, electrical panel and fireplace).

Is the furnace direct vent?

Is the water heater direct vent?

Indicate location of all smoke detectors.

Estimated Project Cost

The building permit fee is based on the estimated construction cost (excluding HVAC, Plumbing and Electrical).

Associated Permits

Separate permits are required for electrical, heating and plumbing work.

Electrical Permit: Work completed in a one or two family owner occupied home can be performed by the homeowner. A licensed electrical contractor is required when working on the main electrical service. The Homeowner shall sign a "Homeowner Acknowledgment Form".

Clearances for Electrical Services: The electrical panel may not be located in either a closet or a bathroom per NEC 240.24(D) & (E). Sufficient access and working space shall be provided. A minimum of 36" perpendicular to the front edge of the electrical panel and a minimum width of 30" or the width of the equipment, whichever is greater, NEC 110.26 and NEC 110.26(A)(1).

Plumbing Permit: Single family owner occupied homes may apply for a permit and complete the plumbing work within their home. All others are required to have a licensed plumber apply and complete any work within the residence.

HVAC Permit: If providing heat supplies and/or cold air returns alter a forced air HVAC system, a permit shall be obtained. Single family owner occupied homes may apply for a permit and complete the HVAC work within their home.

Inspections

All building control valves, (i.e. plumbing shut-offs, hammer arrestors, gas valves, cleanouts), heat supply volume duct dampers, and electrical junction boxes shall be accessible when covering the ceiling or walls.

Before any phase of construction is covered or concealed by a subsequent phase of construction, please call 920-339-4053 a minimum of 24 hours in advance to schedule the following inspections:

Rough-In: Framing is complete, mechanical work is roughed in and prior to insulation being installed.

Insulation: Insulation is installed, prior to walls and ceilings being covered with drywall or other material.

Final: Shall be scheduled prior to occupancy.

Code Reference

For municipal code information, please visit our website at www.de-pere.org or for UDC code information, please visit the Wisconsin Department of Commerce website at www.commerce.state.wi.us.