

Your Responsibility As A Building Permit Holder

The City of De Pere requires that all contractors (general and subs) request the appropriate inspections during all phases of work. To request an inspection, please call (920) 339-4053.

Footing and Foundation Inspection - To be completed after forms are removed but prior to backfilling. When applicable, drain tiles shall be in place and foundation waterproofing and insulation shall be applied.

Electric Service – Paperwork from Wisconsin Public Service (WPS) shall be provided (service sketch spot certificate) to our office. To be completed after service is installed and ready to be energized by WPS.

Rough Inspection – To be completed for each category shown below after rough work is finished but before it is covered or concealed.

- Building Construction
- Plumbing (including underground work)
- Electrical
- Heating, Ventilating & Air Conditioning

Insulation & Energy Inspection – To be completed after insulation and vapor barrier are in place but before they are covered or concealed.

Final Inspection – To be completed for each category after all work is finished but prior to occupancy or use of the building.

- Building Construction
- Plumbing
- Electrical
- Heating, Ventilating & Air Conditioning

Inspections are conducted by certified inspectors from the City of De Pere. Inspection results will be posted in a conspicuous place at the job site. Work shall not proceed until required inspections are completed and approved. If a required inspection is not completed within two (2) working days after proper notification has been given, the contractor may proceed to the next phase of construction.

The Zoning Code, Chapter 14.26, of the De Pere Municipal Code requires that a Certificate of Occupancy shall be issued by the Building Inspection Department prior to the occupancy or use of the building or part thereof covered by the building permit originally issued.