



# CITY OF DE PERE

## Building Inspection

335 South Broadway, De Pere, WI 54115 | 920-339-4053 | [www.deperewi.gov](http://www.deperewi.gov)



Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

- Provide a completed building permit application and subcontractors' signed applications.
- Provide a completed soil erosion control permit application.
- Contractor or a representative of the Company shall provide a copy of a Dwelling Contractor certification (DC) and Dwelling Contractor Qualifier certification (DCQ) prior to the issuance of a building permit.
- Erosion control measures implemented 24 hours after building site excavation.
- Maintain all soil erosion control measures until site has been stabilized.
- Check erosion control measures after each rainfall event, or every 15 days to make sure it is still in place and remove any sediment build-up.
- Curb cut and gravel tracking pad installed; consisting of 3-6 inch aggregate, 12 inches in depth at a minimum of 12 feet wide and 50 feet long or to the foundation, whichever is less.
- Contractor is responsible for keeping the road clear of debris at the end of each working day or when deemed necessary.
- Provide a completed plot plan showing dwelling and all applicable setbacks.
- Provide a completed copy of Builder's Acknowledgment of Drainage Plan Requirement form. Storm water drainage plan will be provided with copy of the City of De Pere Municipal Code section 46-4 (4) (e) easements and restrictive covenants.
- Provide completed energy calculations for the dwelling. If the garage is to be heated include garage in the heat calculations.
- Provide one (1) complete copy of the building plan in digital format (PDF file) and **two (2)** complete hard copy of the building plan.
- A copy of the building plan, floor system plan(s) and roof truss plan(s) and specifications shall be left on site for the Building Inspector.
- Provide a copy or plans of "Tall Wall" engineering with calculations and details on any exterior wall exceeding ten (10) feet in height.
- If the dwelling is located in the 100 year floodplain, Provide Flood Proof Measures from a licensed architect or engineer. Prior to issuance of the Occupancy Certificate, contractor must provide an Elevation Certificate from a registered engineer, and a Residential Basement Flood Proof Certificate from an architect.
- Final Inspection: The General Contractor shall notify the Building Inspector for a final inspection upon completion of the work no more than 30 days after completion of the dwelling. The dwelling may not be occupied until a final inspection has been made that finds no critical violations of the Wisconsin Uniform Dwelling Code that could reasonably be expected to affect the health or safety of a person using the dwelling.



## BUILDING PERMIT INFORMATION

1. 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 Building Inspection Division at (920)339-4053 to schedule an inspection prior to pour.
2. The final grade of the front and side 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.
3. 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.
  - a. Foundation inspection tags are placed on the front garage anchor bolts.
  - b. All rough-in/insulation inspection tags are placed on the first floor bathroom door framing.
  - c. Fluorescent green inspection stickers are adhered to the plumbing groundwork upon approval.
  - d. A final inspection report will be e-mailed to the owner/contractor.
4. 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.)
5. Call for a vapor retarder inspection prior to basement floor concrete pour. A green conditionally approved sticker will be left in the basement.
6. Do not proceed to the next phase of construction without the proper inspections having been performed and approved.

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.

---

Signature

---

Date

## Required Inspections for New Buildings and Additions

- Footings – Prior to concrete footings being poured, an inspection shall be performed.
- Foundation Re-bar – Prior to the concrete pour of the foundation walls, an inspection shall be performed to ensure proper reinforcement is done.
- Foundation – After the walls and footings have been poured and the drain tile and stone have been installed – please call for a foundation inspection. This must be completed prior to any backfill being done.
- Electric Service – 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.
- Rough-in – After all sub-contractors have completed their work (framing, plumbing, electrical, and heating), please call for a rough-in inspection. This is to be done prior to insulating.
- Basement Plumbing Underground Drain – After the plumbing building drains are completed an inspection shall be made for code compliance.
- Basement sub-slab vapor retarder – After the vapor retarder is set in place prior to the concrete slab pour and inspection shall be made.
- Insulation – After the structure has been insulated and all rough-in inspection corrections completed, please call for your insulation inspection prior to your drywall installation.
- Final – When the entire project has been completed, please call us for a final inspection. We do a thorough inspection for code compliance at that time. This inspection is required before occupancy or use of any building.

If at any time during the construction project you have any questions, please feel free to contact our office at 920-339-4053. Our office hours are 8:00 AM – 4:30 PM weekdays.



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

## PLOT PLAN

Rear Yard Setback = \_\_\_\_\_ Feet

Side Yard Setback \_\_\_\_\_ Feet

Side Yard Setback \_\_\_\_\_ Feet

Building Setback = \_\_\_\_\_ Feet

Sidewalk

Fill in dimensions on this plat and locate any accessory buildings.

Address: \_\_\_\_\_

Builder: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Parcel: \_\_\_\_\_

# CITY OF DE PERE

Building Inspection

335 South Broadway, De Pere, WI 54115 | 920-339-4053 | www.deperewi.gov



## Builder's Acknowledgement of Drainage Plan Requirements

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

The undersigned party acknowledges the following:

1. I have examined the grading and drainage plan for the above lot;
2. I have incorporated drainage direction and elevation information into a scaled site plan;
3. I will provide a silt fence fifteen (15) feet back from the rear property line, along the storm water drainage easement;
4. I will comply with the approved drainage plan for this lot;
5. I understand that to ensure compliance with the grading and drainage requirements of the City, occupancy of this building may be withheld until a signed copy of the "Contractor's Certification of Grades and Homeowner's Acknowledgement" is submitted to the Building Inspection Department.
6. I understand that the Building Inspection Department may reserve the right to withhold issuance of further permits to builders or property owners who are in non-compliance with the drainage and grading requirements of the City on any lot.
7. See reverse side for "Easements and Restrictive Covenants".

\_\_\_\_\_  
Builder/Contractor/Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative

## Easements and Restrictive Covenants

1. Easements across lots or centered on rear or side lot lines shall be provided for utilities where required by the plan commission, and shall be at least ten (10) feet wide.
2. A drainage easement in favor of the city, centered on rear lot lines, shall be provided on all subdivisions of land. Such easement shall, at a minimum, contain the following restrictions:
  - a. Any obstruction to the flow of water, by any means, shall be prohibited.
  - b. No structure, earthen berm, dam, erection of other improvement, tree, or landscaping shall be permitted.
  - c. The erection of a fence or annual plantings may be allowed provided that same do not obstruct the flow of water.
  - d. Grantor (property owner) is prohibited from changing the grade elevation of the drainage easement from that established by grantee.
  - e. Grantee shall have full rights of ingress and egress to carry on and all work in connection with the maintenance and operation in, over, under and across the lands of grantor.
  - f. The property covered by said easement shall not be used in any way or manner that will impair the rights of grantee.
  - g. The easement shall run with the land, and shall be binding upon the grantees, lessees, successors, heirs and assigns of grantor and grantee.
  - h. The easement shall be assignable.
3. A storm water covenant shall be provided on the face of each subdivision as follows: The land on the side of the lots within the area shall be graded by the sub divider and maintained by the abutting property owner to provide for the adequate drainage of surface water.
4. Where a subdivision is traversed by a watercourse, drainageway, channel or stream, there shall be provided a storm water easement or drainage right-of-way of sufficient width conforming substantially to the lines of such watercourse. Grading or construction adequate of the purpose may be required. Wherever possible, the drainage shall be maintained by an open channel with landscaped banks and adequate width for maximum potential volume of flow as determined by the plan commission. Such improvement shall be installed prior to council approval of the final plat.
5. A storm water covenant shall be provided on each plat as follows: The land on the rear of all lots and on the side of lots (specified) within the area shall be graded by the sub divider and maintained by the abutting property owner to provide for the adequate drainage of surface water.
6. An eight (8) foot tree planting easement shall be provided on the front or side of each lot fronting or siding a major street and streets with a width less than 70 feet and no portion of the street shall be used for tree planting. Such easement shall be contained in a restrictive covenant written on the face of the plat.
7. Residential lots including corner lots in a subdivision shall have a minimum setback of not less than twenty-five (25) feet.

**City of De Pere**  
335 S. Broadway  
De Pere, WI 54115  
(920) 339-4053



# EROSION CONTROL PERMIT

## Application and Record

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

### LANDOWNER INFORMATION

Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Lot #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

### APPLICANT/PERMITTEE INFORMATION

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### SITE DISTURBANCE TYPE

- Single Family     Commercial     Grading/filling  
 Two Family     Subdivision     Utility work  
 Multi-family     Addition     Parking lot

### DISTURBANCE

- Less than one acre of disturbance  
 More than one acre of disturbance
- If more than one acre of disturbance, contact the Wisconsin DNR for WPDES Permit.**

### SITE INFORMATION

Total parcel area: \_\_\_\_\_  
Total area disturbed: \_\_\_\_\_  
BMP's install date: \_\_\_\_\_  
Date of completion: \_\_\_\_\_  
Final stabilization: \_\_\_\_\_

### INSTALLER INFORMATION

Erosion Control Installer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### APPLICANT'S STATEMENT

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin. The responsible party throughout the duration of the construction activities shall maintain all BMPs necessary to meet the requirements of this chapter until the site has undergone final stabilization.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ License #: \_\_\_\_\_

### PERMIT APPROVAL

Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations. Permits issued under this section may include conditions established by the building inspector in addition to the requirements set forth in subsection (e), where needed to assure compliance with the performance standards in [section 42-8](#) or [42-9](#). Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The building inspector may grant one or more extensions not to exceed 180 days cumulatively. The building inspector may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this chapter.

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_ Certification #: \_\_\_\_\_

### CONDITIONS OF APPROVAL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Standard Erosion Control Plan

## for 1- & 2-Family Dwelling Construction Sites

According to Chapters Comm 20 & 21 of the Wisconsin Uniform Dwelling Code, soil erosion control information needs to be included on the plot plan which is submitted and approved prior to the issuance of building permits for 1- & 2-family dwelling units in those jurisdictions where the soil erosion control provisions of the Uniform Dwelling Code are enforced. This Standard Erosion Control Plan is provided to assist in meeting this requirement.

### Instructions:

1. Complete this plan by filling in requested information, completing the site diagram and marking appropriate boxes on the inside of this form.
2. In completing the site diagram, give consideration to potential erosion that may occur before, during, and after grading. Water runoff patterns can change significantly as a site is reshaped.
3. Submit this plan at the time of building permit application.

PROJECT LOCATION \_\_\_\_\_

BUILDER \_\_\_\_\_ OWNER \_\_\_\_\_

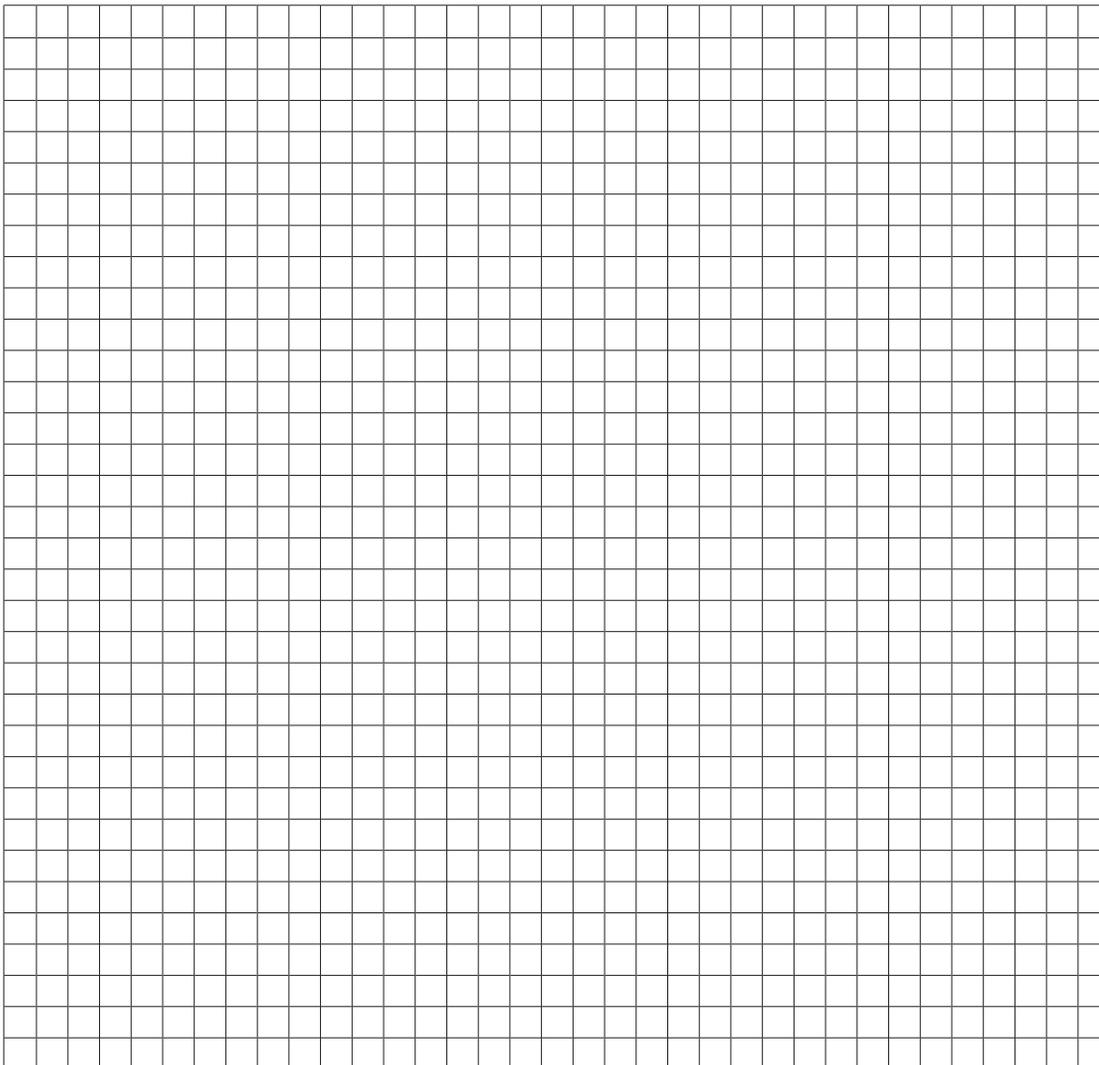
WORKSHEET COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_

Please indicate north by completing the arrow.



### SITE DIAGRAM

Scale: 1 inch = \_\_\_\_ feet



### EROSION CONTROL PLAN LEGEND

-  PROPERTY LINE
-  EXISTING DRAINAGE
-  TEMPORARY DIVERSION
-  FINISHED DRAINAGE
-  LIMITS OF GRADING
-  SILT FENCE
-  STRAW BALES
-  GRAVEL
-  VEGETATION SPECIFICATION
-  TREE PRESERVATION
-  STOCKPILED SOIL

## ***Soil Erosion Control Permit Requirements***

### **All permits shall require the responsible party to:**

- (1) Notify the building inspector within 48 hours of commencing any land disturbing construction activity.
- (2) Notify the building inspector of completion of any BMPs within 14 business days after their installation.
- (3) Obtain permission in writing from the building inspector prior to any modification pursuant to subsection [42-11\(c\)](#) of the erosion and sediment control plan.
- (4) Install all BMPs as identified in the approved erosion and sediment control plan.
- (5) Maintain all road drainage systems, storm water drainage systems, BMPs and other facilities identified in the erosion and sediment control plan.
- (6) Repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from land disturbing construction activities and document repairs in a site inspection log.
- (7) Inspect the BMPs within 24 hours after each rain of one-half inch or more which results in runoff during active construction periods, and at least once each week. Make needed repairs and install additional BMPs as necessary, and document these activities in an inspection log that also includes the date of inspection, the name of individual who performed the inspection and a description of the present phase of the construction at the site.
- (8) Allow the building inspector to enter the site for the purpose of inspecting compliance with the erosion and sediment control plan or for performing any work necessary to bring the site into compliance with the erosion and sediment control plan. Keep a copy of the erosion and sediment control plan at the construction site.
- (9) The permit applicant shall post the "certificate of permit coverage" in a conspicuous location at the construction site.

### **Enforcement:**

- (1) When BMP's have not been implemented per the soil erosion control plan, a notice of non-compliance will be sent to the owner, general contractor, and the applicant contractor on file.
- (2) If non-compliance has not been corrected within five (5) business days or subsequent inspection, a written notice of non-compliance will be sent (see following enforcement per municipal code Sec. 42-14).

## **DPMC Sec. 42-14. - Enforcement.**

(a) The building inspector may post a stop-work order if any of the following occurs:

- (1) Any land disturbing construction activity regulated under this chapter is occurring without a permit;
- (2) The erosion and sediment control plan is not being implemented in a good faith manner;
- (3) The conditions of the permit are not being met.

(b) If the responsible party does not cease activity as required in a stop-work order posted under this section or fails to comply with the erosion and sediment control plan or permit conditions, the building inspector may revoke the permit.

(c) If the responsible party, where no permit has been issued or the permit has been revoked, does not cease the activity after being notified by the building inspector, or if a responsible party violates a stop-work order posted under subsection (a) of this section, the building inspector may request the city attorney to obtain a cease and desist order in any court with jurisdiction.

(d) The board of appeals may retract the stop-work order issued under subsection (a) or the permit revocation under subsection (b) of this section.

(e) After posting a stop-work order under subsection (a), the building inspector may issue a notice of intent to the responsible party of its intent to perform work necessary to comply with this chapter. The building inspector may go on the land and commence the work after issuing the notice of intent. The costs of the work performed under this subsection by the building inspector, plus interest at the rate authorized by the Common Council, shall be billed to the responsible party. In the event a responsible party fails to pay the amount due, the clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to Wis. Stats. ch. 66., subch. VII.

(f) Any person violating any of the provisions of this chapter shall be subject to a forfeiture of not less than \$200.00 nor more than \$1,000.00 and the costs of prosecution for each violation. Each day a violation exists shall constitute a separate offense.

## **DPMC Sec. 42-6. - Applicability of maximum extent practicable.**

Maximum extent practicable applies when a person who is subject to a performance standard of this chapter demonstrates to the building inspector's satisfaction that a performance standard is not achievable and that a lower level of performance is appropriate. In making the

assertion that a performance standard is not achievable and that a level of performance different from the performance standard is the maximum extent practicable, the responsible party shall take into account the best available technology, cost effectiveness, geographic features, and other competing interests such as protection of public safety and welfare, protection of endangered and threatened resources, and preservation of historic properties.

#### **Soil Erosion Control Plan Information.**

Each erosion and sediment control plan shall include a description of appropriate control BMPs that will be installed and maintained at the construction site to prevent pollutants from reaching waters of the state. The erosion and sediment control plan shall clearly describe the appropriate erosion and sediment control BMPs for each major land disturbing construction activity and the timing during the period of land disturbing construction activity that the erosion and sediment control BMPs will be implemented. The description of erosion and sediment control BMPs shall include, when appropriate, the following minimum requirements:

- (1) Description of interim and permanent stabilization practices, including a BMP implementation schedule. The erosion and sediment control plan shall ensure that existing vegetation is preserved where attainable and that disturbed portions of the site are stabilized.
- (2) Description of structural practices to divert flow away from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from the site. Unless otherwise specifically approved in writing by the building inspector, structural measures shall be installed on upland soils.
- (3) Management of overland flow at all areas of the construction site, unless otherwise controlled by outfall controls.
- (4) Trapping of sediment in channelized flow.
- (5) Staging land disturbing construction activities to limit exposed soil areas subject to erosion.
- (6) Protection of downslope drainage inlets where they occur.
- (7) Minimization of tracking at all vehicle and equipment entry and exit locations of the construction site.
- (8) Clean up of off-site sediment deposits.
- (9) Proper disposal of building and waste material.

- (10) Stabilization of drainage ways.
- (11) Installation of permanent stabilization practices as soon as possible after final grading.
- (12) Minimization of dust to the maximum extent practicable.

**DPMC Chapter 42 - 10 (g) Permit duration:**

Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The building inspector may grant one or more extensions not to exceed 180 days cumulatively. The building inspector may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this chapter. Permit duration. Permits issued under this section shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The building inspector may grant one or more extensions not to exceed 180 days cumulatively. The building inspector may require additional BMPs as a condition of the extension if they are necessary to meet the requirements of this chapter.

**DPMC 42-9 (2 (3))** Erosion and sediment control practices shall be maintained until final stabilization. (3) - Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.

**APPLICANT’S STATEMENT:**

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin. The responsible party throughout the duration of the construction activities shall maintain all BMPs necessary to meet the requirements of this chapter until the site has undergone final stabilization.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ License #: \_\_\_\_\_

**City of De Pere**

335 S. Broadway  
 De Pere, WI 54115  
 (920) 339-4053  
 dpbldg@deperewi.gov



# GRADE PERMIT

## Application and Record

Permit #: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_

**PROJECT LOCATION**

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CONTRACTOR**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

License #: \_\_\_\_\_

**PROJECT TYPE**

- |  |  |
|--|--|
| <input type="checkbox"/> New Home Construction<br><input type="checkbox"/> Installation of Driveway<br><input type="checkbox"/> Installation of Sidewalk<br><br>Is Curb Cut Required? <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Replacement of Existing Sidewalk<br><input type="checkbox"/> Lawn Grade<br><input type="checkbox"/> Other _____ |
|--|--|

**CONDITIONS**

Builder's grade stakes *SHALL NOT* be used for any concrete work. The home builder or contractor shall apply for new stakes for any concrete work that will abut the street. This is done to ensure that building grade stakes were not damaged during construction or by vandalism.

These grade stakes shall be protected at all times, and if willfully destroyed, shall be replaced at the owner's expense.

Grade stakes will be used for elevation purposes only. Horizontal alignment will be determined by the contractor in the field.

**A pre-pour inspection must be conducted by the City Building Inspector once forms are in place to verify sidewalk width and depth. Please call (920)339-4053 to schedule inspection at least 24 hours in advance.**

**APPLICANT'S STATEMENT**

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PERMIT APPROVAL**

Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations.

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

Certification #: \_\_\_\_\_

**City of De Pere**  
335 S. Broadway  
De Pere, WI 54115  
(920) 339-4053  
dpbldg@deperewi.gov



**CURB CUT/ DRIVEWAY/  
PARKING LOT PERMIT  
Application and Record**

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

**PROJECT LOCATION**

|               |                  |
|---------------|------------------|
| Owner's Name: | Project Address: |
| Phone #:      | E-mail:          |

**DRIVEWAY CONTRACTOR**

**CURB CUT CONTRACTOR**

|                  |                  |
|------------------|------------------|
| Company Name:    | Company Name:    |
| Mailing Address: | Mailing Address: |
| Phone #:         | Phone #:         |
| E-mail:          | E-mail:          |
| Signature:       | Signature:       |

**JOB SPECIFICATIONS**

|  |                                     |   |
|--|-------------------------------------|---|
| <input type="checkbox"/> Single Family                   | <input type="checkbox"/> Commercial | Driveway width at property line: _____                                      |
| <input type="checkbox"/> Two Family                      | <input type="checkbox"/> Industrial | Setback to interior property line: _____                                    |
| <input type="checkbox"/> Multi Family (# of Units) _____ |                                     | Curb width at driveway opening: _____                                       |
| Fees: Residential \$75.00                                | Comm/Ind/Multi \$150.00             | Curb Cut <input type="checkbox"/> Yes <input type="checkbox"/> No           |
| Curb Cut \$40.00   | Total: _____                        | Parking Lot <input type="checkbox"/> New <input type="checkbox"/> Expansion |

Brief Job Description:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES**

**APPROVAL CONDITIONS**

An inspection of the driveway, sidewalk and apron shall be made prior to concrete pour. Contact the Building Inspection Division (290-339-4053).  
The curb cut and apron must be constructed per City's specifications, and by a City licensed contractor.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S STATEMENT**

**PERMIT APPROVAL**

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin.

Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations.

Signature: \_\_\_\_\_

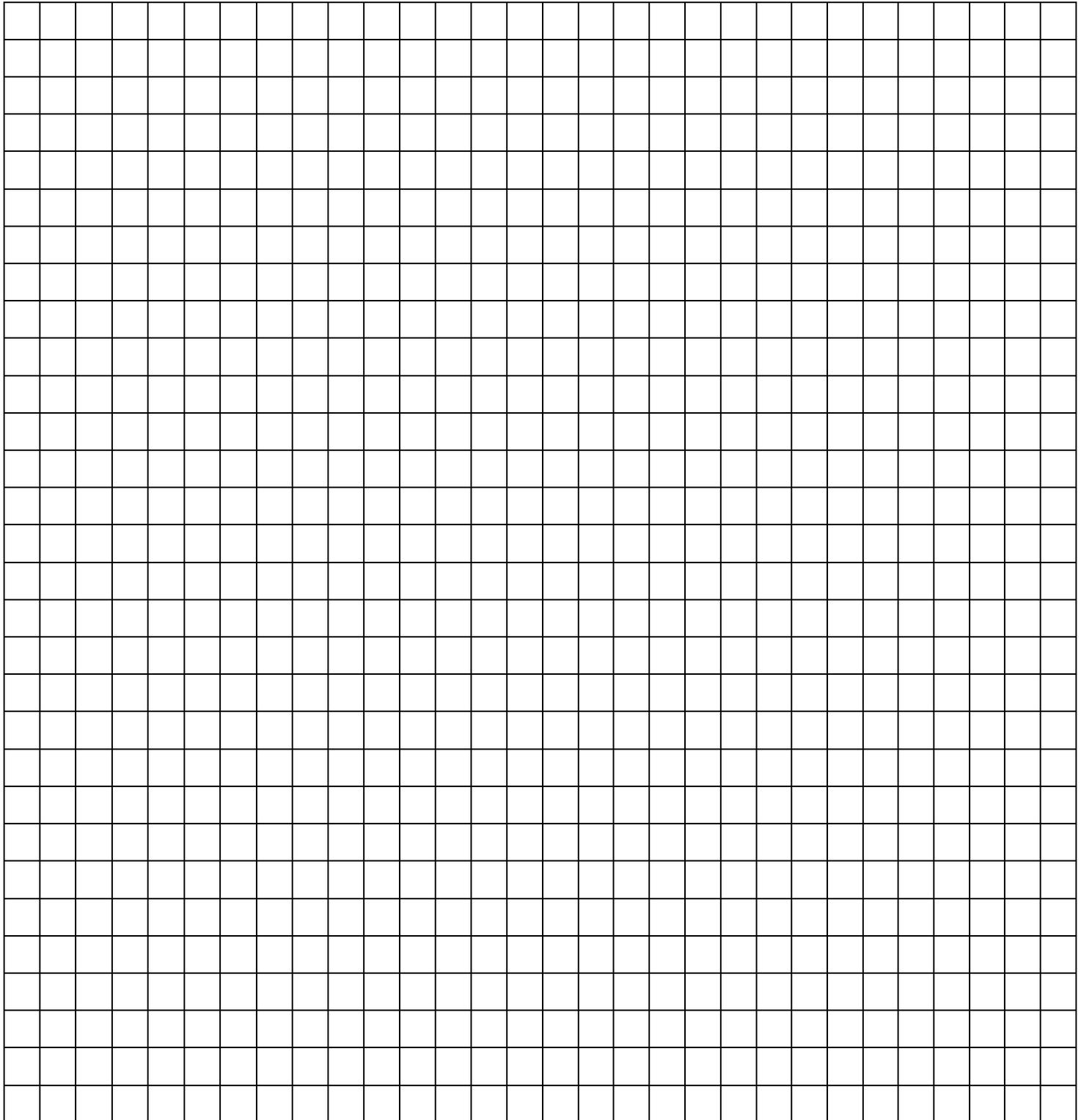
Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_ Certification #: \_\_\_\_\_

1. All lines must be drawn with a straightedge. Freehand drawings cannot be accepted.
2. All lot lines and all buildings must be shown and dimensioned. Partial plot plans cannot be accepted.
3. Driveway(s) and curb cuts must be shown and labeled "proposed" or "existing".
4. Irregular shaped lots must be drawn to scale.

5 Foot Grid



**PLOT PLAN**

Project:

Scale: 1"= \_\_\_\_ Ft

Address:

**City of De Pere**  
 335 S. Broadway  
 De Pere, WI 54115  
 (920) 339-4053  
 dpbldg@deperewi.gov



## ELECTRICAL PERMIT Application and Record

Permit #: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_

| PROJECT LOCATION |           |         | ELECTRICAL CONTRACTOR |  |
|------------------|-----------|---------|-----------------------|--|
| Owner's Name:    |           |         | Company Name:         |  |
| Address:         |           |         | Address:              |  |
| Phone #:         |           |         | Phone #:              |  |
| Lot #:           | Parcel #: | Zoning: | E-mail:               |  |

| OCCUPANCY   |  |                                       | NATURE OF WORK                     |  |   |
|---|--|---------------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Single-Family                      | <input type="checkbox"/> Commercial    | <input type="checkbox"/> Public/Govt. | <input type="checkbox"/> New       | <input type="checkbox"/> Alteration          | <input type="checkbox"/> Repair           |
| <input type="checkbox"/> Two-Family                         | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehouse    | <input type="checkbox"/> Addition  | <input type="checkbox"/> Pool/Hot Tub/Spa    | <input type="checkbox"/> Photo Voltaic    |
| <input type="checkbox"/> Multi-family (No. of Units: _____) | <input type="checkbox"/> Educational   |                                       | <input type="checkbox"/> Sign      | <input type="checkbox"/> Service/New/Upgrade | <input type="checkbox"/> Vehicle Charging |
| <input type="checkbox"/> Other:                             |  |                                       | <input type="checkbox"/> Generator | <input type="checkbox"/> Other:              |   |

| FEES – NEW/ADDITIONS   |             | FEES – ALTERATIONS/REPAIRS   |          |
|--|-------------|--|----------|
| Residential (1&2 Family)   | 10¢/sq. ft. | Openings (switches, outlets, fixtures, fixed appliance connections, and parking lot lighting fixtures) |          |
| Warehouses   | 12¢/sq. ft. | <u># of Openings</u> <u>Cost</u>   |          |
| Comm/Instit/Indust/Multi-family  | 14¢/sq. ft. | 1 – 30   | \$50.00  |
| Re-inspection Fee  | \$75.00     | 31 – 60  | \$75.00  |
| Accessory Building   | \$50.00     | 61 – 90  | \$100.00 |
| Note: Square footage includes all floor levels, basements, attached garages, and all spaces enclosed and under a roof. |             | All openings over 90: \$125.00 + .50¢ per opening >90  |          |

|  |                |        |
|--|----------------|--------|
| <b>FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT.</b> | # of Openings: | Total: |
|--|----------------|--------|

| MISCELLANEOUS FEES   |          |                   |         | AREA (Square Footage) |                 |            |       |       |
|----------------------|----------|-------------------|---------|-----------------------|-----------------|------------|-------|-------|
| 1 & 2 Family Service | \$75.00  | Parking Lights    | \$75.00 | Basement              | Building/Living | Garage     | Porch | TOTAL |
| Comm. Service        | \$75.00  | Illuminated Signs | \$75.00 | ESTIMATED COST        |                 | PERMIT FEE |       |       |
| Temp. Service        | \$75.00  | Pump Panel        | \$75.00 | \$                    |                 | \$         |       |       |
| Photo Voltaic        | \$100.00 | Vehicle Charging  | \$75.00 |                       |                 |            |       |       |
| Generator            | \$75.00  | Cell Tower        | \$100.0 |                       |                 |            |       |       |

| APPLICANT'S STATEMENT  | PERMIT APPROVAL   |
|--|---|
| <p>I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of WI and ordinances of the City of De Pere, WI. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, WI.</p> <p>Signature: _____</p> <p>Date: _____ License #: _____</p> | <p>Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above-described work in accordance with all existing laws, ordinances, and regulations.</p> <p>Inspector: _____</p> <p>Date: _____ Certification #: _____</p> |

| CONDITIONS OF APPROVAL |
|------------------------|
| <hr/> <hr/>            |

**City of De Pere**  
 335 S. Broadway  
 De Pere, WI 54115  
 (920) 339-4053  
 dpbldg@deperewi.gov



# Electrical Service Inspection Permit Application and Record

Permit #: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_

Customer/Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Service Address: \_\_\_\_\_

Requested Date of Inspection: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

Residential    
  Commercial    
  Industrial    
  Agricultural    
  Signs

## Electric Service Information

Type of Service:    
 Permanent    
 Temporary    
 New Service  
 Upgrade Service    
 Relocated Service    
 Other: \_\_\_\_\_

Fault Current: \_\_\_\_\_  
 100 Amp   
 200 Amp   
 Other: \_\_\_\_\_    
 Generator    
 Photo Voltaic

100 Amp   
 200 Amp   
 Other: \_\_\_\_\_    
 Underground   
 Overhead

## Electrician Information

I hereby certify that this wiring is in compliance with all applicable Federal, State, and Local Codes, utility service rules and section 101.865 of the Wisconsin State Statutes.

Electrician Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Master Electrician Signature: \_\_\_\_\_ License #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Date: \_\_\_\_\_

## Inspector Information

This is to certify that I have examined the electrical equipment installed by the Electrical Contractor named above and it is in compliance with the statutes and all rules and regulations prescribed by the State of Wisconsin Electrical Code and local municipal requirements. I hereby certify that the electrical work completed to date complies with applicable codes and may be energized.

Inspector Name: \_\_\_\_\_ Phone Number: 920-339-4053  
 Inspector Signature: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**City of De Pere**

335 S. Broadway  
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**HVAC PERMIT  
Application and Record**

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

| PROJECT LOCATION   |  | HVAC CONTRACTOR  |  |
|--|--|--|--|
| Owner's Name:  |  | Company Name:  |  |
| Address:   |  | Address:   |  |
| Phone #:   |  | Phone #:   |  |
| Lot #:   | Parcel #:                              | E-mail:  |  |
| OCCUPANCY  |  | NATURE OF WORK   |  |
| <input type="checkbox"/> Single Family   | <input type="checkbox"/> Commercial    | <input type="checkbox"/> Public/Govt.  | <input type="checkbox"/> New   |
| <input type="checkbox"/> Two Family  | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehouse   | <input type="checkbox"/> Alteration  |
| <input type="checkbox"/> Multi-family (No. of Units: _____)  | <input type="checkbox"/> Other:        | <input type="checkbox"/> Replacement   | <input type="checkbox"/> Addition  |
|  |  | <input type="checkbox"/> Combination (Addition & Alteration)   | <input type="checkbox"/> Other _____   |
| TYPE OF SYSTEM   |  | GENERAL INFORMATION  |  |
| <input type="checkbox"/> Forced Air  | <input type="checkbox"/> Fireplace     | <input type="checkbox"/> Air Conditioner   | Manufacturer: _____  |
| <input type="checkbox"/> Hydronic-Boiler   | <input type="checkbox"/> Space Heater  | <input type="checkbox"/> Electric Heat   | Model #: _____   |
| <input type="checkbox"/> RTU/MUA   | <input type="checkbox"/> Radiant       | <input type="checkbox"/> Geothermal  | BTU Input: _____ # Of Units: _____   |
| <input type="checkbox"/> Infrared  | <input type="checkbox"/> Garage Heater | <input type="checkbox"/> VAV Unit  | Sealed Combustion Unit: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Heaters  | <input type="checkbox"/> Spray Booth   | <input type="checkbox"/> AH Unit   | Fuel Type _____  |
| <input type="checkbox"/> Kitchen Hood  |  |  | SPS Plan Approval #: _____   |
| <input type="checkbox"/> Other _____   |  |  | Installation Date: _____   |
| FEES   |  | AREA (Square Footage)  |  |
| Residential  | 10¢/sq. ft.                            | Replacement  | \$75/unit  |
| Warehouse  | \$75/unit                              | Fireplace  | \$75/unit  |
| Commercial   | 14¢/sq. ft.                            | Res Alteration   | \$7/\$1,000  |
| Multi Family   | 14¢/sq. ft.                            | Comm Alteration  | \$8/\$1,000  |
| <b>FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT</b>  |  | Basement   | Building/Living  |
|  |  | TOTAL  | PERMIT FEE   |
|  |  | ESTIMATED COST   | \$   |
|  |  | \$   | \$   |
| APPLICANT'S STATEMENT  |  | PERMIT APPROVAL  |  |
| I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinances of the City of De Pere, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, Wisconsin. |  | Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above-described work in accordance with all existing laws, ordinances, and regulations. |  |
| Signature: _____   |  | Inspector: _____   |  |
| Date: _____ License #: _____   |  | Date: _____ Certification #: _____   |  |
| CONDITIONS OF APPROVAL   |  |  |  |
| <hr/> <hr/> <hr/>  |  |  |  |

**City of De Pere**

335 S. Broadway  
De Pere, WI 54115  
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# PLUMBING PERMIT

## Application and Record

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Date: \_\_\_\_\_

**PROJECT LOCATION****PLUMBING CONTRACTOR**

Owner's Name:

Company Name:

Address:

Address:

Phone #:

Phone #:

Lot #:

Parcel #:

Zoning:

E-mail:

**OCCUPANCY****NATURE OF WORK**

- Single Family     Commercial     Public/Govt.  
 Two Family     Manufacturing     Warehouse  
 Multi-family (No. of Units: \_\_\_\_\_)     Educational

- New     Addition     Alteration  
 Remodel     Other:

**FIXTURES ROUGHED IN FOR AND/OR INSTALLED**

| <u>\$11.00/fixture</u> | <u>Qty</u> | <u>\$11.00/fixture</u> | <u>Qty</u> | <u>\$11.00/fixture</u>  | <u>Qty</u> | Note: State Approved buildings with 16 or more fixtures shall be <b>\$175.00 + \$11.00/fixture.</b> |
|------------------------|------------|------------------------|------------|---|------------|---|
| Sink                   |            | Water Heater           |            | Drinking Fountain   |            |   |
| Water Closet           |            | Clothes Washer         |            | Urinal  |            |   |
| Lavatory               |            | Laundry Tub            |            | Ice Cube Machine  |            | TOTAL FEE<br>(Min. \$75.00)   |
| Bathtub                |            | Floor Drain            |            | Backwater Valve   |            |   |
| Shower Stall           |            | Hose Bibb              |            | Other Plumbing Fixtures as defined in SPS 382, WI Administrative Code |            |   |
| Garbage Disposal       |            | Sump Pump              |            |   |            |   |
| Refrigerator           |            | Ejector                |            |   |            |   |
| Dishwasher             |            | Roof Drain             |            |   |            |   |
| Water Softener         |            | Grease Trap            |            |   |            |   |

**SEWER/WATER****MISCELLANEOUS FEES**

| Type                              | Size |          | Replacement Water Heater | \$75.00 |
|-----------------------------------|------|----------|--------------------------|---------|
| Sanitary Sewer Lateral Connection |      | \$125.00 | Sewer Cap                | \$75.00 |
| Storm Sewer Lateral Connection    |      |          |                          |         |
| Water Lateral Connection          |      |          |                          |         |

**FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT**

**APPLICANT'S STATEMENT****PERMIT APPROVAL**

I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of WI and ordinances of the City of De Pere, WI. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, WI.

Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above-described work in accordance with all existing laws, ordinances, and regulations.

Signature: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_

License #: \_\_\_\_\_

Date: \_\_\_\_\_

Certification #: \_\_\_\_\_

**CONDITIONS OF APPROVAL**

\_\_\_\_\_  
\_\_\_\_\_

**City of De Pere**  
 335 S. Broadway  
 De Pere, WI 54115  
 (920) 339-4053  
 dpbldg@deperewi.gov



## SEWER PERMIT Application and Record

Permit #: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Date: \_\_\_\_\_

| PROJECT LOCATION | SEWER CONTRACTOR |
|------------------|------------------|
|------------------|------------------|

|               |           |         |               |  |  |
|---------------|-----------|---------|---------------|--|--|
| Owner's Name: |           |         | Company Name: |  |  |
| Address:      |           |         | Address:      |  |  |
| Phone #:      |           |         | Phone #:      |  |  |
| Lot #:        | Parcel #: | Zoning: | E-mail:       |  |  |

| OCCUPANCY | NATURE OF WORK |
|-----------|----------------|
|-----------|----------------|

|   |  |
|---|--|
| <input type="checkbox"/> Single Family <input type="checkbox"/> Commercial <input type="checkbox"/> Public/Govt.<br><input type="checkbox"/> Two Family <input type="checkbox"/> Manufacturing <input type="checkbox"/> Warehouse<br><input type="checkbox"/> Multi-family (No. of Units: _____) <input type="checkbox"/> Educational | <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration<br><input type="checkbox"/> Remodel <input type="checkbox"/> Other: |
|---|--|

### FIXTURES ROUGHED IN FOR AND/OR INSTALLED

| \$11.00/fixture  | Qty | \$11.00/fixture | Qty | \$11.00/fixture   | Qty | Note: State Approved buildings with 16 or more fixtures shall be <b>\$175.00 + \$11.00/fixture.</b> |
|------------------|-----|-----------------|-----|---|-----|---|
| Sink             |     | Water Heater    |     | Drinking Fountain   |     |   |
| Water Closet     |     | Clothes Washer  |     | Urinal  |     |   |
| Lavatory         |     | Laundry Tub     |     | Ice Cube Machine  |     |   |
| Bath Tub         |     | Floor Drain     |     | Backwater Valve   |     |   |
| Shower Stall     |     | Hose Bibb       |     | Other Plumbing Fixtures as defined in COMM 82, WI Administrative Code |     |   |
| Garbage Disposal |     | Sump Pump       |     |   |     |   |
| Refrigerator     |     | Ejector         |     |   |     |   |
| Dishwasher       |     | Roof Drain      |     |   |     |   |
| Water Softener   |     | Grease Trap     |     |   |     |   |

| SEWER/WATER | MISCELLANEOUS FEES |
|-------------|--------------------|
|-------------|--------------------|

|                                   |      |                 |                              |                                    |
|-----------------------------------|------|-----------------|------------------------------|------------------------------------|
| Type                              | Size |                 | Sprinkler Alt/Add (per head) | \$20.00                            |
| Sanitary Sewer Lateral Connection |      | <b>\$125.00</b> | Sewer Cap                    | \$75.00                            |
| Storm Sewer Lateral Connection    |      |                 | Replacement Water Heater     | \$75.00                            |
| Water Lateral Connection          |      |                 | Fire Suppression Sprinkler   | \$375.00 + \$80.00 per riser/floor |

**FEES SHALL BE DOUBLED IF WORK IS COMMENCED PRIOR TO OBTAINING A PERMIT**

| APPLICANT'S STATEMENT | PERMIT APPROVAL |
|-----------------------|-----------------|
|-----------------------|-----------------|

|   |  |
|---|--|
| <p>I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of WI and ordinances of the City of De Pere, WI. I further understand that the issuance of this permit creates no legal liability, express or implied, on the City of De Pere, WI.</p> <p>Signature: _____</p> <p>Date: _____      License #: _____</p> | <p>Upon signature of an authorized member of the Building Inspection Division, this becomes a permit to conduct the above described work in accordance with all existing laws, ordinances, and regulations.</p> <p>Inspector: _____</p> <p>Date: _____      Certification #: _____</p> |
|---|--|

### CONDITIONS OF APPROVAL

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