



Required Inspections

920-832-6411

In order to receive final approval for your project, scheduled inspections must be performed by City staff at various phases to assure compliance with building codes. Requesting necessary inspections is the responsibility of the contractor or home owner. Normally we offer same day response to complete the inspection, provided inspections are requested by 9:00 a.m. or before. The phone number for inspection requests is 832-6411 and is on the permit card. Inspections may be called in between 8:00 a.m. and 4:30p.m.

An inspector will verify that the work being done conforms to the various codes, regulations, laws, and ordinances applicable to that job. The inspector will also check to ensure the work agrees with the approved set of plans issued with the permit. The approved set of plans, stamped by this office, and the building permit/inspection card issued with the permit must be available to the inspector. Otherwise, a re-inspection with additional fees may be assessed.

Q. Why should I call for an inspection?

- A. There are several good reasons to call for an inspection:
1. Inspections ensure that work is done safely and in compliance with applicable codes;
 2. Inspection is a requirement of City Ordinance Sec. 4-96 through 4-99. Failure to call for inspection could result in enforcement action.
 3. If your permitted project is not closed by inspection, it will remain open as a violation. It is common for prospective buyers, lenders, title companies and others to obtain this information at the time of sale or re-financing. *Inspections help protect the value of your property.*

Q. How do I schedule an inspection?

- A. Contact the Inspection Division at 832-6411 to arrange a time for inspection.

The following is a list of required inspections in their normal order of completion. Although they all may not be applicable to your particular project, please use it as a general guideline:

- Temporary Service Inspection** The City electrical inspector will inspect temporary power sets after a meter socket, disconnect, and ground fault protected receptacles are placed on the building site.
- Location & Footing Inspection** This is done after the footing has been formed, drain tile bleeders are in place and any reinforcing steel is installed, but prior to the placement of concrete. Any prescribed below-grade insulation must also be in place. Floating slabs serving as building foundations must have compacted granular fill and reinforcement in place. Property lines must be identified by survey markers for this inspection.
- Foundation Inspection** This is done after the foundation walls are completed and drain tile with 12" gravel covering is in place. Any prescribed below-grade insulation must also be in place.
- Basement Floor Inspection** This is required after installation of the vapor retarder and any required drain tiles or granular materials, but prior to pouring. Any underfloor plumbing, electrical or HVAC work or insulation would also need to be inspected prior to pouring as required for rough or other inspection of those elements.
- Underground Plumbing Inspection** This is done after the underground or under slab plumbing is installed but prior to its being covered.

Sewer Inspection This is done when the building sewer (that portion of the drainage system from two feet outside the building to public sewer) is installed, and prior to its being covered.

Plumbing Rough-in Inspection This is done after the above ground plumbing (water and drainage piping) is installed, prior to the framing inspection. Piping must not be covered until after the framing inspection.

Electrical Service Inspection The Electrical energize is done when the permanent meter is set. The electrical service equipment must be installed and bonded to a grounding electrode and a ground fault protected receptacle must also be installed. This inspection authorizes utilities to energize equipment when requested by the contractor for electric service to facilitate construction. All energized parts shall be suitably protected against accidental contacts after they are energized.

Heating Rough-in Inspection This is done after vent and duct work has been installed. This inspection must also precede the framing inspection.

Electrical Rough-In Inspection This is done after the premises wiring system has been installed. This inspection must also precede the framing inspection.

Fireplace Rough-In Inspection. This is usually done concurrently with the frame inspection about midway in the laying-up of a masonry fireplace while the lintel across the opening is visible and the smoke chamber can be easily seen and its wall thickness noted. For a factory built fireplace, it should be inspected after the fireplace, the chimney, the chimney

framing and the fire stopping is completed, but prior to covering the shaft or fireplace framing members.

Frame and Roof Inspection

This is done after the structures walls, floors, and other framing members are in place and after the exterior sheathing has been installed. Additionally, the roof must be completed to the point where the building interior can be considered to be weather protected. All of the sub-systems such as plumbing, mechanical, and electrical must be inspected prior to this inspection. All air sealing must be completed for this inspection.

Insulation Inspection

After approval of the framing inspection, insulation may be installed. Prior to the installation of wallboard, an insulation inspection is required which will verify proper R values, air sealing, insulation fire blocking, and general workmanship as required in the State of Wisconsin Energy Code.

Final Inspection This is done after all work shown on the approved plans has been complete.

Certificate of Occupancy For new buildings, a Certificate of Occupancy is required prior to occupying the building. In certain cases for other than single family homes, a **Temporary Certificate of Occupancy** can be issued pending minor remaining items awaiting completion or where only portions of the building are complete. For alteration and projects which do not add significantly to the building space, a Letter of Completion is issued. Other departments may require final approvals prior to issuing a Certificate of Occupancy.

City of Appleton

Department of Public Works • Inspection Division

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