

# CITY OF OSHKOSH

## REQUIRED INSPECTIONS FOR COMMERCIAL PROJECTS:

On behalf of the City of Oshkosh we would like to welcome you to our community. This handout is provided to help you stay on track with your project by informing you of the inspections that are required at certain stages of construction. The required inspections are to verify compliance with state and local building and zoning code requirements. Inspections are to be performed within 2 business days after the work is completed and proper notification has been received. The 2 days must be provided from the time the project is ready for the inspection not 2 days prior to the inspection being ready. Construction is not to proceed until the inspection has been completed and approved. If you have any questions please feel free to call the Inspection Services Division at (920) 236-5050.

**All inspections (except for the fire department and health department) are to be requested by calling:**

**The Inspection Request Line at (920) 236-5128.**

**FOOTING:** The footing forms and any reinforcing steel shall be inspected and approved prior to pouring concrete.

**UFER GROUND:** This is an electrical inspection to verify the ufer ground when steel reinforcement is located in the footings.

**FOUNDATION FORMS:** The foundation forms and any reinforcing steel shall be inspected and approved prior to pouring concrete.

**FOUNDATION:** The completed foundation walls, foam insulation, outside drain tile and stone backfill shall be inspected and approved prior to backfilling.

**UNDERGROUND PLUMBING:** All drain, waste and venting shall be installed and tested prior to inspection and approval for burial.

### **UNDERGROUND ELECTRICAL**

**CONCRETE FLOOR:** The under-floor reinforcing steel, graded stone, inside drain tile system, grouted columns and vapor retarder shall be inspected prior to pouring the concrete.

**GROUTING OF COLUMNS:** This inspection is required if the columns were not grouted at the time of the concrete floor inspection.

### **ELECTRICAL SERVICE**

#### **SEWER/WATER LATERALS:**

- A sanitary building sewer and a sanitary private interceptor main sewer shall be tested for leaks and defects with water or air from the point of connection to the public sewer to the point within 5' inside or outside of the building structure and before being covered.
- Private water mains and water services shall be inspected before being covered. The private water mains and water services shall be tested and proven water tight under water pressure not less than the working pressure under which it is to be used. The water used for testing shall be obtained from the potable source of supply.

**ROUGH BUILDING:** All structural work is required to be inspected and approved prior to installing insulation. The shear walls and anchors are required to be inspected at this time. If the shear walls are drywall a separate shear wall inspection may be required. Submit the following information:

- Roof and floor truss plans and/or any component submittals.
- Emergency lighting photometric plan including the path of egress.
- Fire stopping systems for any penetrations in rated walls.

**ROUGH HEATING:** Inspection of duct sizes, duct sealing, kitchen hood duct size and wrap systems if required.

### **ROUGH ELECTRICAL**

**ROUGH PLUMBING:** A rough-in inspection shall be made when the plumbing system is roughed-in and before fixtures are set. Plumbing work shall not be closed in, concealed or covered until it has been inspected and approved by the plumbing inspector and permission is granted to do so.

**FIRE PROTECTION SYSTEMS:** Call the Oshkosh Fire Department at (920) 236-5242 or (920) 236-5241 to set up an inspection for the following:

- Rough sprinkler inspection to view sprinkler head placement prior to wall and ceiling coverings being installed.
- Inspection to witness the hydrostatic sprinkler test.
- Inspection for the fire pump acceptance test.
- Inspection to witness fire alarm test.
- Inspection to witness any specialized fire suppression systems.

**INSULATION:** The installation of the insulation and vapor barrier shall be inspected prior to installing drywall.

**ABOVE CEILING BUILDING:** All fire blocking is required to be completed.

### **ABOVE CEILING ELECTRICAL**

**FINAL BUILDING:** The completed project is required to be inspected to verify no violations exist that will affect health, safety or structural strength. Submit the following information:

- Final building compliance statement from the building designer.
- A letter stating that the emergency lighting system was tested and complied with the approved photometrics plan after the emergency lighting system is tested. If you need our office to conduct the emergency lighting system please call for the inspection.

**FINAL HEATING:** A smoke test is required if there are any smoke detectors located in the return air duct system. This test is required to be conducted with smoke (no magnets) and witnessed by an inspector. If type 1 kitchen hoods are installed an inspection is required for the heat sensor. Please submit the following:

- Hvac balancing report.
- Final hvac compliance statement from the heating designer.

### **FINAL ELECTRICAL**

**FINAL PLUMBING:** Upon completion of the plumbing installation and before final approval is given, the plumbing inspector shall inspect the work. Whenever the plumbing inspector finds that the work or installation does not pass any initial test or inspection, the necessary corrections shall be made to comply with the plumbing code. The work or installation shall then be resubmitted for inspection to the plumbing inspector.

**FINAL FIRE DEPARTMENT:** Call the Oshkosh Fire Department at (920) 236-5242 or (920) 236-5241 to set up a final fire department inspection. This inspection is to view fire extinguishers, exit lights and egress paths.

**FINAL HEALTH DEPARTMENT:** Call the Winnebago County Health Department at (920) 232-3000 to set up a final health department inspection for any businesses that will serve/sell food or beverages or have cooking facilities, lodging facilities (hotels/motels, tourist rooming houses, bed and breakfast, campgrounds), swimming/whirlpools and tattoo/body piercing facilities.

**OCCUPANCY:** Final inspections are required to be conducted and approvals granted prior to occupancy. Temporary occupancies may be granted if no health and/or safety violations exist. The City of Oshkosh does have a temporary occupancy application and does charge a fee for a temporary occupancy permit. Please contact the Inspection Services Office at (920) 236-5050 if you have questions and/or if you need the application sent to you. Please note that occupancy is not granted until the temporary occupancy is approved.

**Additional Resources can be found at:** [www.ci.oshkosh.wi.us/Community\\_Development/Inspection\\_Services](http://www.ci.oshkosh.wi.us/Community_Development/Inspection_Services)