

INSPECTION REQUEST PROCEDURE

REQUESTED INSPECTIONS: (the following information is required)

- ✓ **Permit Number OR Address & Nature of Work** (note BLDG, ELEC, HVAC, or PLBG)
- ✓ **Type of Inspection** (use Required Inspections list below)
- ✓ **Access into Building** (If building is secure, how to gain entry)
- ✓ **Company / Homeowner Name**
- ✓ **Phone Number** (in case of questions)
- ✓ **If you desire to be present during the inspection, please provide the name & phone number of who should be contacted. The inspector will call when arriving at the inspection preceding this request.**

Unless specified otherwise, we will assume the project is ready at the time the request is received. Work may continue if the inspection is not performed within two business days from the time the project is ready.

Phone: (920) 236-5128

*Please leave the required information. This number is monitored frequently.

Fax: (920) 236-5084

Website: www.ci.oshkosh.wi.us/EvolvePublic/

REQUIRED INSPECTIONS:

Inspections are necessary at certain stages of construction to verify compliance with state and local building and zoning code regulations.

The following **checked** inspections are required for this specific job:

- FOOTING/POST HOLE** – The footing forms shall be inspected and approved prior to pouring concrete.
- FOUNDATION** – The completed foundation walls, outside drain tile, and stone backfill shall be inspected and approved prior to back filling.
- UNDERGROUND PLUMBING**
- BASEMENT FLOOR** – The graded stone, inside drain tile system, and vapor retarder shall be inspected prior to pouring the floor.
- ELECTRICAL SERVICE**
- SEWER/WATER (Laterals)**
- ROUGH BUILDING** – The structural work shall be inspected and approved prior to installing insulation.
- ROUGH HEATING**
- ROUGH ELECTRICAL**
- ROUGH PLUMBING**
- INSULATION** – The installation of the insulation and vapor barrier shall be inspected prior to installing drywall.
- FINAL HEATING**
- FINAL ELECTRICAL**
- FINAL PLUMBING**
- FINAL BUILDING** – The completed project is required to be inspected to verify no violations exist that will affect health, safety, or structural strength.

YOUR ATTENTION IS CALLED TO THE FOLLOWING:

- The permit card is required to be posted in public view prior to commencing excavating or building work.
- Inspections shall be performed within 2 business days after the work is completed and proper notification has been received. This means that 2 days must be provided from the time the project is **ready** for the inspection, not 2 days prior to the inspection being ready. Please note the City of Oshkosh Municipal Code allows a \$100 re-inspection fee to be charged for the following situations: an inspection is conducted and it is determined that the project was not ready for the inspection, a re-inspection is conducted to verify violations and the violations are not corrected, the same violations have been found numerous times for the same contractor and/or homeowner, or if no access is provided to the job. Construction shall not proceed beyond the point of the inspection until the inspection has been completed and passed. Inspections will be conducted as soon as possible after proper notification is received.