



Department of Building and Code Enforcement

300 East Main Street, Sun Prairie, WI 53590
Phone: (608) 825-1184 Fax: (608) 825-6879
www.cityofsunprairie.com / buildinginspection@cityofsunprairie.com

INSPECTIONS

City Ordinances and State Statutes require that the project be inspected at different times throughout the construction process. The permit holder is responsible for contacting our office to schedule these inspections. Inspections may be requested in three ways: by phone (608-825-1184), by email (buildinginspection@cityofsunprairie.com) or by fax (608-825-1194).

Include all this information when requesting an inspection: Permit number, street address, type of inspection, contact person's name and phone number, and the general contractor's name. Also, please include the day and time the work will be ready for inspection.

Inspection Check List:

- ☐ Water and Sewer Lateral Inspection
- ☐ Building/Deck Footings Inspection
- ☐ Building Foundation Inspection
- ☐ Building Drain Tile Inspection
- ☐ Under Basement Floor Plumbing Inspection
- ☐ Under Basement Floor Vapor Barrier Inspection
- ☐ Building Electric Service Inspection
- ☐ Building Rough Inspections
 - 1) Framing*
 - 2) Electrical*
 - 3) HVAC* ***Numbers 1-3 should be called in at the same time by the General Contractor**
 - 4) Plumbing
- ☐ Insulation Inspection
- ☐ Shower/Tub Safing (site built showers/tubs)
- ☐ Mortgage Survey and Insulation Compliance Statement (**Must** be submitted before Final Occupancy will be granted)
- ☐ Final Inspections for Occupancy
 - 1) Framing*
 - 2) Electrical*
 - 3) HVAC* ***Numbers 1-4 should be called in at the same time by the General Contractor**
 - 4) Insulation* **(Insulation compliance statement must be completed and returned to us)**
 - 5) Plumbing

IMPORTANT NOTES:

- ✓ Make sure all work is completed before contacting us for an inspection. A re-inspect fee will be charged if the inspector has to make a return visit.
- ✓ Electrical service inspections will not be done until our office receives a fully completed Application for Electrical Service and a meter location site plan stamped by SP Utilities.
- ✓ Any failed inspection or minor correction on an inspection will require a re-inspection. Follow the same procedure for the re-inspect as you did scheduling the initial one. A re-inspect fee may be charged.
- ✓ City of Sun Prairie inspections **do not** relieve the contractor of code compliance concerning UDC and other applicable codes and ordinances.
- ✓ Although we make every attempt to complete inspections in a timely fashion, please allow 48 business hours for inspections.