GENERAL POLICY FOR FINAL INSPECTIONS

City of Onalaska Inspection Department
March 17, 2005

In order to provide for more predictable occupancy permit issuance, the City of Onalaska is revising it's current policy.

Starting April 1, 2005 contractors wishing to schedule a final occupancy inspection will fill out a simple application and checklist detailing items necessary for occupancy. Upon receipt of an application for final inspection, the City Inspection Department will schedule a final inspection not less than three working days after a final inspection application has been received and date stamped by the City Inspection Department. Final inspection applications shall be signed by the applicable contractor and/or contractors. There may be more than one application given the amount of contractors involved.

The application includes a useful checklist for occupancy that will assist contractors in identifying all necessary work to be completed.

This policy and application will be included in all building permit application packets.

City of Onalaska
Inspection Department
415 Main Street
Onalaska, Wisconsin 54650
Phone: (608) 781-9541-Fax: (608) 781-9504

OCCUPANCY/COMPLETION PERMIT APPLICATION

Note: The Applicant will be assessed a reinspection fee of $50.00 per inspection category if the project is not complete and requires a second visit. Application received and time stamped prior to 10:00 AM will be processed three working days from the date of application. Those received after 10:00 AM on the application day will require three full working days following the application date. The City reserves the right to inspect sooner than 3 working days if conditions warrant.

Owner/Applicant Name_____Telephone #_____

Owners/Applicant Address_____

Contractor Name _____

Location of Construction_____

Building Type: Residential g Commercial g

COMMERCIAL REQUIREMENTS FOR PERMIT:

- ☐ Commercial Site Plan Conditions Complete
- ☐ Address Numbers Installed and Visible
- ☐ All Prior Inspections Corrections Made
- ☐ Electrical Complete
- ☐ Plumbing Complete
- ☐ Heating System Balanced & Reported
- ☐ HVAC Complete
- ☐ Architect's Compliance Statement Sent
- ☐ Exterior Building Complete
- ☐ Outside Grading Complete
- ☐ Erosion Control In Place
- ☐ All Egress Elements Complete
- ☐ Safety Issues Complete (Smoke Alarms, Etc.)
- ☐ Building Interior Totally Completed In Occupied Areas
- ☐ Landscaping Completed

RESIDENTIAL REQUIREMENTS FOR PERMIT:

- ☐ Address Numbers Installed and Visible
- ☐ All Prior Inspections Corrections Made
- ☐ Electrical Complete
- ☐ Plumbing Complete
- ☐ HVAC Complete
- ☐ Building Interior Completed If Not, What Is Left: _____
- ☐ Outside Grading Complete
- ☐ Erosion Control In Place
- ☐ Exterior Building Complete
- ☐ Safety Issues Complete (Smoke Alarms, Etc.)
- ☐ Landscaping Completed

_____

☐ **By Signature Below, I hereby request a final occupancy inspection for the above stated property.**

General Contractor

Please Print Name_____

Signature_____

Date_____

Telephone_____

Subcontractors

Electrical_____

Plumbing_____

Heating_____

Other_____