



Department of Building and Code Enforcement

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INSPECTIONS

City Ordinances and State Statutes require that the project be inspected at different times throughout the construction process. The applicant is responsible for scheduling these inspections.

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 scheduled at the same time by the General Contractor
 - 4) Plumbing
- Insulation Inspection
- Shower/Tub Safing (site built showers/tubs)
- Mortgage Survey (foundation survey) and Insulation Compliance Statement (**Must** be submitted before Final Occupancy will be granted)
- HVAC Balancing Report
- Final Inspections for Occupancy
 - 1) Framing*
 - 2) Electrical*
 - 3) HVAC* *Numbers 1-4 should be scheduled 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 scheduling an inspection. A re-inspect fee will be charged if the inspector has to make a return visit.
- ✓ 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 2 business days for inspections.