

Village of Blue Mounds

11011 BRIGHAM AVENUE / P.O. BOX 189
BLUE MOUNDS, WI 53517-0189
TELEPHONE (608) 437-5197
FAX (608) 437-4198

BUILDING INSPECTION PROCEDURES

Call the Village Office at **(608) 437-5197, ext. 1** to schedule inspections. Information needed to log the call:

The address of the inspection, type of inspection, number that you may be reached at.

For questions regarding inspections only:

Chuck Jones	Construction, Energy, HVAC	225-7131
Todd Parkos	Plumbing/Electrical	516-1251
Todd Parkos	Commercial/Industrial	516-1251

Building Permit Procedures:

A permit is required **before** any earth moving. All permits shall include two sets of plans (must show all specifications), including heating equipment, supply and returns, survey or plot plan platted to scale with erosion control plan, deck footings and bracing, electric and smoke detectors. Building permit applications may be picked up at the village hall or you can complete online at <https://dsps.wi.gov/Documents/Programs/UDC/SBD5823.pdf>. The application shall be completed in its entirety, with license numbers, addresses, phone numbers, emails, total cost of project, total square footage for all floors and garages.

Building Inspector, **Chuck Jones, is available Monday evenings, from 7:00 p.m. to 8:00 p.m.** or by appointment, to issue the permit. **Permits to be posted prior to dirt being moved.** Sewer lateral inspection can be done by Dan Foster (576-0036) if Todd Parkos is not available.

Inspection Procedures:

The following inspections are required:

Footings	Foundation	Perm Barrier
Framing	Energy	Temporary Electric
Rough & Final Electrical	Electric Service Connection	Erosion Control
Rough & Final Heating	Rough & Final Plumbing	Insulation
Plumbing Underground	Final Construction	Occupancy

4 Electric, 3 Plumbing, 8 construction

The property owner or contractor is responsible for contacting the Village Office to request an inspection. It is also their responsibility ensure the inspector has access to the building site for the inspection. The inspector has 48 hours to respond to the request; not including weekends and holidays.

*An inspection tag will be left at the site after an inspection is completed. Those tags should be left at the site for the contractors to see, so that work can continue on the project.

***When requesting a final inspection, the plumbing and electrical inspections should be completed first, then the Building & Heating finals.** There will be an additional charge for any extra inspections required. Allow five days for final inspections to be completed.

*A Village of Blue Mounds water meter must be installed and is available by contacting the Village Public Works at (608)576-0036.

*The Certificate of occupancy will be left at the site when all final inspections are completed. **There shall be no occupancy of the building until the Certificate of Occupancy has been issued.**

*All Three Unit Buildings or larger are required to be processed through the State Commercial Building Division prior to permit issuance by Village.