



## VILLAGE OF MENOMONEE FALLS BUILDING INSPECTION PROCEDURES

- VILLAGE ISSUED **ADDRESS TILES & BUILDING PERMIT** MUST BE POSTED PRIOR TO ANY INSPECTIONS.
- **EROSION CONTROL FENCES** MUST BE MAINTAINED AS ORIGINALLY INSTALLED UNTIL THE SITE IS STABILIZED. IF FENCES ARE NOT MAINTAINED DURING CONSTRUCTION, A "**STOP WORK ORDER**" WILL BE ISSUED.
- COMPLETED **PINK RE-CERTIFICATION SLIP** MUST BE AVAILABLE TO INSPECTOR AT TIME OF FOOTING INSPECTION.
- AN **OSHA APPROVED LADDER** MUST BE ON SITE FOR ACCESS TO BASEMENT.
- **SHINGLES** LOADED ON ROOFS MUST BE EVENLY DISTRIBUTED -- **NO MORE THAN 2 BUNDLES HIGH**.
- INSTALLATION OF HEATING AND VENTILATING EQUIPMENT REQUIRES A SEPARATE **HVAC PERMIT** OBTAINED BY AN APPROPRIATELY LICENSED CONTRACTOR.
- THE FOLLOWING **INSPECTIONS ARE REQUIRED** FOR EACH NEW HOME:

\***EROSION CONTROL**

\***FOOTING**

\***FOUNDATION & BASEMENT WALLS** PRIOR TO BACKFILL

**BLOCK WALL FOUNDATION DATA SHEET** MUST BE AT SITE WHEN FOUNDATION INSPECTION IS DONE

\***ROUGH ELECTRIC & SERVICE**

\***ROUGH PLUMBING**

\***ROUGH BUILDING & HVAC** (ONLY AFTER APPROVAL OF ROUGH ELECTRIC & ROUGH PLUMBING)

\***INSULATION**

\***OUTSIDE SEWER & WATER**

**VILLAGE WATER DEPT RECOMMENDS WATER LATERAL ENTER THE HOUSE BELOW FOOTING**

\***BUILDING DRAIN -- INSIDE PLUMBING UNDER BASEMENT FLOOR**

\***Drain Tile/Basement Floor**

\***WATER METER** – WHEN FINAL PLUMBING BEGINS ON NEW RESIDENTIAL CONSTRUCTION, THE WATER METER HOOK-UP **MUST** BE DONE FIRST AND THE BUILDING INSPECTION DEPARTMENT NOTIFIED. AFTER INSPECTION OF THE METER PLUMBING, THE WATER UTILITY WILL THEN INSTALL A WATER METER AND TURN ON THE WATER. **THE PLUMBER IS NOT AUTHORIZED TO TURN ON THE WATER.**

\***OCCUPANCY** -- INCLUDES FINAL BUILDING, ELECTRIC & PLUMBING INSPECTIONS

**THE HOME MAY NOT BE OCCUPIED UNTIL ALL FINAL INSPECTIONS ARE COMPLETED**  
**AND THE OCCUPANCY PERMIT IS ISSUED**

**BUILDING INSPECTION DEPARTMENT**  
**262.532.4282**