



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
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