



Village of Pleasant Prairie  
REQUIRED INSPECTIONS  
RESIDENTIAL AND COMMERCIAL



**A MINIMUM OF TWO (2) BUSINESS DAYS NOTICE IS REQUIRED FOR SCHEDULING INSPECTIONS (UNLESS OTHERWISE NOTED<sup>1</sup>) - 262-694-9304**

*The following information has been put together to better assist you in planning for all required inspections during your construction project. It is your responsibility (applicant/owner/contractor) to be knowledgeable of Village Zoning Ordinances, Village Municipal Ordinances, Village Building Codes, and other County, State or Federal requirements related to your construction project. All inspections shall be performed by a Village of Pleasant Prairie Building Inspector. It is a requirement to reference the PERMIT (A/P) NUMBER when requesting to schedule all inspections.*

**CERTIFICATE OF COMPLIANCE FOR OCCUPANCY (Residential AND Commercial) -** PRIOR to occupancy a written Certificate of Compliance / Occupancy is required. *Including, but not limited to: addition; new use within an existing structure; new principal structure; new accessory structure; and 'non-residential' tenant-changes. To obtain a Certificate of Compliance for Occupancy, you MUST go through the permitting process: obtain all required zoning permits, all required building permits (including any permits required by other departments), and fulfill all inspection requirements.*

### REQUIRED INSPECTIONS

The following inspections shall be required, as applicable to your particular permit:

**\*\*NOTE\*\* REINSPECTION FEES:** *For any type of inspection that fails two (2) times, a reinspection fee must be paid prior to scheduling each additional same-type inspection. Exception: Required for any Commercial Electric inspection that fails one (1) time.*

**\*\*For all NEW residential and commercial principal structures, EROSION CONTROL MEASURES (silt fence, etc) must be in place prior to any excavation and ADDRESS must be posted (min. 3" letters).\*\***

1. **Staking Inspection:** required for all fences, driveways, additions, and accessory structures (shed, garage, deck, pool, etc) PRIOR to work commencing. (Note: You must also stake where property lines are adjacent to the construction project.)
2. **Postholes Inspection:** required prior to any concrete or posts are poured/placed (not required for fences).
3. **Footing Forms Inspection:** required prior to any concrete being poured.
4. **Foundation Wall / Backfill Inspection:** required prior to backfilling of the foundation. **\*\*For all NEW residential principal structures, a Plat of Survey certifying the Top of Foundation shall be submitted to the Inspection Department for review and approval 2 business days prior to the scheduled inspection.\*\***
5. **Building Drain / Underground Plumbing Rough Inspection (Interior):** required prior to basement floor being poured.

6. **Basement Floor / Drain Tile Inspection (Interior):** required prior to basement floor being poured.
7. **Electric Service Inspection:** required as an inspection (WE Energies will not make the connection until the Village passes this inspection).
8. **Commercial Electric Inspections:** are performed on Tuesday and Thursday mornings only between 8am-Noon.
9. **Rough-In Inspection (Plumbing/Electric/HVAC/Carpentry):** required prior to any work being concealed from view. We will inspect all parts of the Rough-In as one inspection. **\*\*However, we will allow the Plumbing portion as a separate inspection when an air test/pressure test is required\*\*.**
10. **Insulation Inspection:** required prior to insulation being concealed from view.
11. **PRE-Inspection for Sewer/Water/Storm (Exterior):** required for all new residential principal structures in order to obtain the permit to excavate and install laterals. Can be requested at same time as Insulation Inspection. Requirements: sump crock installed and hooked up to permanent power; house or structure is weathertight (insulated and sealed); a working electrical outlet on every floor; and during cold-weather months the heating system functioning.
12. **Sewer/Water/Storm Lateral Inspection:** required prior to concealing laterals.
13. **Septic System Piping Inspection:** from the building drain to an on-site septic tank shall be inspected prior to concealing the pipe. The rest of the septic system must be inspected by Kenosha County Sanitarian and written verification shall be submitted to the Village.
14. **Any other inspections as may be required:** to ensure compliance with Village Ordinances and permit conditions.
15. **Final Grade Survey:** **\*\*For all NEW residential and commercial principal structures a Plat of Survey certifying the final grade shall be submitted to the Inspection Department for review and approval prior to the scheduled final inspection.\*\***
16. **Final Occupancy Inspection:** required after all work associated with the permit is completed and prior to occupancy of the building or space. <sup>†</sup>Allow a minimum of 2-10 business days to get on the schedule for a 'Final Inspection' due to limited inspection dates and times.

*(The Building Inspector may verbally authorize occupancy during the Final Inspection provided all life and safety issues are in compliance. Verbal permission to occupy will only be valid for 30 days - during which time ALL outstanding inspection violations MUST be corrected. You must then call and schedule for a re-final inspection before those 30 days have passed.)* Commercial projects may require approval from additional Village Departments prior to issuance of either verbal or written occupancy. A written certificate of compliance / occupancy will only be issued after all requirements for the final inspection are inspected and approved.

**It is your responsibility (applicant/owner/contractor) to follow up on inspection results and correct any violations.** For any inspection that your presence is not required and an inspection report has not been left at the construction site.

**YOU MUST CALL TO VERIFY WHETHER YOUR INSPECTION HAS PASSED OR FAILED.**