



BUILDING INSPECTION DEPARTMENT

CITY OF MIDDLETON | 7426 HUBBARD AVENUE • MIDDLETON, WI 53562

PHONE: 608-821-8370

EMAIL: BUILDINGINSPECTION@CITYOFMIDDLETON.US

BUILDING INSPECTION CHECKLIST

Subcontractors shall request inspections for their own work by contacting the BUILDING INSPECTION DEPARTMENT at (608) 821-8370. Failure to give proper inspection notification may result in fines. The Building Permit Applicant (signature on application) is responsible for verifying that all required inspections have been made. Any developer/contractor who calls for an inspection before the work is ready for inspection may be assessed a fine of fifty dollars (\$50.00) per inspection.

- EROSION CONTROL INSPECTION** to be completed prior to footing inspection. Perimeter erosion control measures shall be placed within 24 hours after beginning excavation.
- FOOTING INSPECTION** to be completed after forms and required reinforcing are in place, but before concrete is poured.
- FOUNDATION INSPECTION** to be completed before after forms and required reinforcing are in place, but before concrete is poured.
 - **FOUNDATION INSULATION/DRAIN TILE** to be inspected prior to backfilling
- ROUGH INSPECTION** to be completed for each category below before work is covered or concealed.
 - **UNDERGROUND/UNDERSLAB PLUMBING/ELECTRICAL/HVAC**
 - **UNDER FLOOR VAPOR BARRIER (BASEMENT)**
 - **BUILDING FRAMING**
 - **ELECTRICAL**
 - **PLUMBING**
 - **HVAC**
- INSULATION INSPECTION** to be completed after insulation and vapor barrier are in place, but before they are covered or concealed.
- FINAL INSPECTION** to be completed for each category below after all work is completed, but before use or occupancy.
 - **BUILDING**
 - **ELECTRICAL**
 - **PLUMBING**
 - **HVAC**

INSPECTION RESULTS will be posted on the doorjamb of a bathroom (residential) or near the front door (commercial).

Work shall not proceed until required inspections are completed and approval has been granted. If a required inspection is not completed within two (2) working days after proper notification has been given, the contractor may proceed to the next phase of construction.

THE MIDDLETON BUILDING CODE REQUIRES THAT A CERTIFICATE OF OCCUPANCY BE ISSUED BY THE BUILDING INSPECTOR PRIOR TO THE OCCUPANCY OR USE OF THE BUILDING. THIS ALSO COVERS USING A BUILDING FOR STORAGE OR MOVING ITEMS INTO THE BUILDING.