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City of Middleton Building Inspection Department

To: All Building Contractors Overseeing Commercial Construction in the City Of Middleton

From: Building Inspection Department

Date: Feb 12, 2025

**Re: Permitting and Inspection Requirements for Commercial Projects
(double permit fees for working without a permit)**

If this project was reviewed and approved by the Middleton Plan Commission, a Staff Approval Sign-Off Form is required to be completed before a Building Permit will be issued.

Building:

1. You must **FIRST** contact our Planning/Zoning Department (821-8370) to discuss your proposed occupancy, signage. Once you have your Planning and Public Works approval, you may bring your plans to the Building Inspection office.
2. Middleton is delegated for Building, HVAC, Plumbing, Fire Alarm and Fire Suppression Plan Reviews. We required a full digital submission with the exception of the plumbing review, plumbing review will require one paper copy of plans along with the digital submission. Current code is 2015 ICC code suite, with the 2009 ANSI A117.1 accessible building code.
3. After the plans have been approved and stamped by Middleton, we will need a building permit application submitted. Once the City issues your permit, you may begin construction.
4. During the course of construction it is extremely important to call for and schedule all required inspections: footings, foundation walls, under slab vapor barrier, rough framing, insulation and finals. We do not perform same day inspections. All inspections called in by 4pm will be scheduled for the next day. Before the final occupancy inspection is done, your supervising professional Engineer or Architect needs to fill out and file a compliance statement with Middleton.
5. Final inspections need to be done for Building, HVAC, Electrical, Plumbing, and Fire.
6. All work must comply with all applicable state and local codes and all inspections must be called in by the contractor doing the work.
7. Before an Occupancy Permit can be issued, all final inspections must be done and approved, Building, Heating and Electrical Compliance Statements must be submitted, and HVAC Balance Reports must be submitted.
8. Any loading of the building or occupancy of the building before final approval will result in a \$500.00 penalty.

HVAC:

1. You must submit HVAC plans to Middleton for review and approval. Current code is 2015 IMC

2. After the plans have been approved and stamped by Middleton, you must submit a permit to the City of Middleton Building Inspection Department. Once the City issues your permit, you may begin construction.
3. During the course of construction you must call for and schedule all required inspections and re-inspections. These would include a rough installation, above ceiling and a final.
4. Before the final occupancy inspection is done, your HVAC supervising professional Engineer or Architect needs to complete and file a HVAC compliance statement and submit a balancing report
5. All work must comply with all applicable state and local codes and all inspections must be called in by the contractor doing the work.

Electrical:

1. All Electrical work must be supervised by a contractor with a State of Wisconsin master electrical license. Current code is 2017 NEC (NFPA 70).
2. You need to an Electrical Permit Application. The application must be signed by the master electrician. Once the City issues your permit, you may begin construction.
3. During the course of construction it is extremely important to call for and schedule all required inspections. Included would be rough, service, above ceiling and final inspections.
4. All work must comply with all applicable state and local codes and all inspections must be called in by the contractor doing the work.

Plumbing:

1. All Plumbing work must be supervised by a master plumber licensed in the State of Wisconsin.
2. You need to submit plumbing plans to the City of Middleton Plumbing for review and approval including all exterior site drainage piping and catch basins. Current code is State of Wisconsin SPS 381-387.
3. After the plans have been approved and stamped by the city you need to submit ta plumbing permit application to the City of Middleton Building Inspection. Once the City issues your permit, you may begin construction.
4. During the course of construction it is extremely important to call for and schedule all required inspections. Included would be groundwork, rough and final inspections.
5. All work must comply with all applicable state and local codes and all inspections must be called in by the contractor doing the work.

Sprinkler and Suppression Systems:

1. You must submit sprinkler plans to the city of Middleton for their review and approval. Current code is NFPA 13, 2013 edition.
2. After the plans have been approved and stamped by Middleton, you must submit ta fire system permit application to the City of Middleton Building Inspection Department. Once the City issues your permit, you may begin construction.
3. During the course of construction you must call for and schedule all required inspections. Included would be groundwork, rough and final inspections.
4. Both Plumbing and Fire need to do final inspections and flow tests. All work must comply with all applicable State and local codes and all inspections must be called in by the contractor doing the work.

Gas Piping:

1. Gas piping is covered under the HVAC and/or plumbing permit.
2. You must indicate on your plumbing and HVAC permit application whether you will be installing high or low pressure service.
3. All gas piping must be labeled, inspected and pressure tested.
4. All work must comply with all applicable state and local codes and all inspections must be called in by the contractor doing the work. Current code is 2015 IFGC.

Fire Alarm Systems:

1. All Fire Alarm Systems plans need to be submitted to the City of Middleton Building Inspection Department. Fire alarm systems must contain information specified in NFPA 72, 2013 edition.
2. After the plans have been approved and stamped by Middleton, you must submit a fire system permit application to the City of Middleton Building Inspection Department. Once the City issues your permit, you may begin construction.
3. During the course of construction you must call for and schedule all required inspections. Included would be rough and final inspections.
4. Fire alarm systems must be tested before an occupancy permit will be issued and all inspections must be called in by the contractor doing the work.

Listing for agencies and contacts involved in the permitting process.

City of Middleton Building Inspection Department. 608 821-8370
Jim Sjolander
jsjolander@cityofmiddleton.us
7426 Hubbard Ave Middleton WI 53562

City of Middleton Planning and Zoning Department. 608 821-8370 Mark Opitz or Abby Attoun-Tucker
aattoun@cityofmiddleton.us
7426 Hubbard Ave Middleton WI 53562

City of Middleton Electrical Inspection 608 821-8370
Tony Fockler
tfockler@cityofmiddleton.us
7426 Hubbard Ave Middleton WI 53562

Middleton Fire Department Inspection Unit
608 827-1090
Bob Weber
bweber@midf.net
7600 University Ave Middleton WI 53562

City of Middleton Plumbing Inspection 608 821-8370
Kent Larson
klarson@cityofmiddleton.us
7426 Hubbard Ave Middleton WI 53562