

## Inspection and Zoning Services

The Building Services Division and Planning and Economic Development Department oversee new construction, alterations to residential, non-residential buildings and the installation of electrical, plumbing, heating and air conditioning systems. Plans and specifications for these developments or alterations are reviewed to ensure they meet a variety of Municipal and State ordinances and codes.

### When are Permits Required?

Permits are required for a wide variety of new construction and remodeling or alteration work. Examples of work that requires a permit includes; but is not limited to, the following:

- Garages, accessory buildings and storage buildings
- Additions
- Decks, porches and stoops
- Swimming pools greater than 36 inches in depth or height. (above-ground and in-ground pools)
- Fences
- Concrete slabs and driveways
- Siding
- Remodeling or alterations exceeding \$1,000 per project
- Non-Residential Roofing
- Residential roofing only when replacing the sheathing or rafters.
- Signs
- Temporary garage structures
- Electrical work
- Plumbing work
- Heating and air conditioning installations or replacements
- Razing or moving of buildings

### Who Can Apply for Permits?

Within the City of Marshfield and the State of Wisconsin a licensed and/or certified contractor is required to apply for a building permit. However; an exception does exist that allows a homeowner completing work on his/her own home to complete the work without being licensed and/or certified.

**Note:** Rental units and non-residential properties require a licensed electrician and a licensed plumber.

### What Certifications are Necessary to Apply for a Permit?

- Residential Building (one and two family dwelling): You will need a Dwelling Contractor Certification (DC) & a Dwelling Contractor Qualifier Certification (DCQ). These are obtained from the Wisconsin Department of Safety & Professional Services. There is an exception for an owner of a dwelling who resides in the single family dwelling and who applies for the building permit.
- Non-Residential or Multi-Family Construction: At this time the State does not require any license, certification, or insurance requirements.
- Plumber: State of Wisconsin Master Plumber License
- Electrician: State of Wisconsin Master Electrician License, and State Electrical Contractor Certification.
- HVAC: State of Wisconsin HVAC Contractor Registration.

### How Do I Obtain a Permit?

After the project has been decided and a contractor has been selected it is time to apply for a building permit. The contractor who is completing the work should be applying for the permit (there is an exception that allows a homeowner to complete work on his/her own home). Ultimately the property owner is responsible for ensuring that all required permits are applied for. Any required plans or specifications will be submitted along with the permit application. Permit applications are available at the Building Services Division or on-line.

The amount of time required to review and approve your permit application will be based on the completeness of your application, the type of project, and the number of applications ahead of yours. Applications are reviewed on a first come, first served basis. Larger projects require more detail, which can increase the time needed to review your project.

Projects involving any electrical, heating and air conditioning, or plumbing will require separate permits and plans.

### **When are Inspections Required?**

A variety of inspections are required for any permitted construction. However, examples of the types of inspections that may be required are as follows:

- Soil conditions while excavating for footings and foundation
- Footings (before pouring concrete)
- Foundation Walls and Exterior Drain Tile (before backfilling)
- Interior Drain Tile (before pouring basement floor concrete)
- Rough Plumbing (after plumbing is done, and before work is covered up)
- Rough Electrical (after electrical is done, and before work is covered up)
- Rough Framing (before insulating)
- Rough HVAC (after system is installed, and before work is covered up)
- Insulation (before wall and ceiling finish is applied)
- Ceiling inspections after grid is installed and before any ceiling tile are installed including border tile.
- Masonry work applied to exterior of building (before installation)
- Final Plumbing
- Final Electrical
- Final HVAC
- Final Building Inspection (before moving in)

When you are ready to have your project inspected please call 715-486-2016 to schedule inspections. Failure to call for the required inspections can lead to delays or costs in the project and may lead to a fine. The owner is ultimately responsible to call in for all inspections.

### **What if I have a Specific Building Question?**

The City currently has one full time commercial building inspector (Dick Pokorny), one full time plumbing inspector (Tom Ott) and one full time electrical inspector (Pat Kilty) available to answer your technical questions. (All three inspectors are certified for all one and two family questions.) Please call 715-486-2016 or email [dickp@ci.marshfield.wi.us](mailto:dickp@ci.marshfield.wi.us); [tomo@ci.marshfield.wi.us](mailto:tomo@ci.marshfield.wi.us); [pat.kilty@ci.marshfield.wi.us](mailto:pat.kilty@ci.marshfield.wi.us).

### **What is my property zoned?**

Municipal Zoning Map can be viewed

at: [http://cms4.revize.com/revize/marshfield/departments/planning\\_and\\_economic\\_development/maps.php](http://cms4.revize.com/revize/marshfield/departments/planning_and_economic_development/maps.php)

### **What if I have a Specific Zoning Question?**

For zoning questions please contact the Zoning Administrator, Sam Schroeder at 715-486-2077 or [sam.schroeder@ci.marshfield.wi.us](mailto:sam.schroeder@ci.marshfield.wi.us)