



**Uniform Notice to Permit Applicants Served by  
State-Contracted Inspection Agencies**  
Rev. 1/01/09

Your municipality is exclusively served by a state-contracted inspection agency, **WISPECT, LLC**, for Uniform Dwelling Code (UDC) enforcement. You should be aware of the following code and contract provisions:

1. The scope of the inspection agency authority only includes new one- and two-family dwellings, including the installation of federally regulated manufactured (mobile) homes manufactured after April 1, 2007..
2. Appropriately state-credentialed contractors are required for any plumbing work or HVAC work. (Only owner-occupants of an occupied single-family dwelling may do plumbing without a plumbing license. Only owners may service existing HVAC systems without an HVAC Contractor Registration.)
3. You will only be charged fees in accord with the attached approved fee schedule.
4. Upon receipt of all required plans and other information, you should receive approval or disapproval within ten business days (per the state work calendar). You need to post the provided permit card at the jobsite prior to excavation. Your approval is for the submitted plan – revisions must be approved by your inspector.
5. Drain tiles are required to be installed around basements per the code, unless told otherwise by the inspector.
6. The agency will provide a telephone number that is served by voice-mail or answering machine at which you may make inspection requests. Tel.: **715-532-0364**.
7. The following are the required inspections that you must request the inspection agency to perform prior to covering up the work (consult with your inspector for details): Footing, Foundation, Rough Framing, Rough HVAC, Rough Electrical, Rough Plumbing, Basement Drain Tiles, Insulation and Final. You are allowed eight inspection **trips** for these inspections after which you may be charged additional inspection trip fees. This will require coordination of your inspection requests. Additional inspection trip fees may be charged to re-inspect work that was initially not code-compliant and cannot be re-inspected at the next regular inspection because it would be covered up. Additional fees are payable prior to the inspection.
8. The agency may offer, in writing, fee discounts or refunds for additional coordination and packaging of inspection requests.
9. For other than the final inspection, the agency has until the end of the second full business day to inspect after your notification that the work is ready to inspect and the jobsite is accessible. After the two business days, you may proceed with covering up the work without inspection. For final inspections, the agency has five business days. Keep a record of your inspections requests to help resolve any disputes.
10. You are entitled to a 10% fee refund for any requested inspection trips that are not conducted within two days, or five days for the final inspection. No further fee refunds for the same inspections will be available.
11. The inspector will leave a visible indication at the jobsite of whether the requested inspection passed the code and any required corrections. The permit card shall be used for this until the rough framing inspection, after which the results will also be posted in the dwelling. Keep the permit card and any other inspection records for your files after the dwelling is completed.
12. Prior to obtaining electric utility connection to the service for your dwelling, you will need an inspection and authorization from the inspector.
13. You are required to maintain the soil erosion controls and keep soil from leaving the site or otherwise cleaning it up. Any eroded or tracked soil must be cleaned up within 24 hours. Erosion controls must be maintained until the site is fully stabilized with vegetation or equivalent.
14. The dwelling shall not be occupied until the inspector has completed a final inspection in which no critical health or safety violations are found in the judgement of the inspector.
15. The code requires that the dwelling exterior be completed within two years of permit issuance; otherwise you will need to obtain another permit at 25% of the normal fees to continue construction per the code and fee schedule in effect at that time.
16. The fees for your permit allow for the dwelling to be completed and pass final inspection for critical items within two years of permit issuance; otherwise you will need to renew the fees for your permit at 25% of the normal fees per the fee schedule in effect at that time.
17. Failure to comply with the code and its procedures may cause you fines, additional cost, contractor credential suspension or revocation, delay in occupancy, or problems with financing, insurance coverage or future sales.

If you have questions, first contact your assigned inspector, then the inspector’s employing inspection agency, and then the WI Department of Commerce. You can also check Commerce’s website, [www.commerce.wi.gov/sb/](http://www.commerce.wi.gov/sb/) under the UDC Program link. Or contact Commerce by e-mail at [udctech@commerce.state.wi.us](mailto:udctech@commerce.state.wi.us), by telephone at 608-266-3151, by fax at 608-283-7409 or by mail at Dept. of Commerce, PO Box 2658, Madison, WI 53701.

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Print  
Permit Applicant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Project Address  
Municipality

\_\_\_\_\_  
Date

Applicant Copy

Agency File