**Building Permit Process**

- **Complete Building Permit Application**
  - Submit Plot Plan for Review
  - Submit Plans for Review

**Additional Approvals**
- Planning & Zoning
- Fire Department
- Public Works
- BGMU/WCWD
- Occupational Licensing
- Contractors Licensing
- Treasury

**Submittal Incomplete**
- Additional Information Needed

**Corrections by Applicant**

**Corrections Verified**

**Certificate of Occupancy Issued to Applicant**

**Permit Issued**

- Applicant Can Begin Construction

**Required Inspections Performed (Applicant Must Call To Request)**

**All Inspections Passed**

*Updated: 9/17/2015*
**REQUIRED INSPECTIONS: (in order)**

1. **FOOTING EXCAVATION** – Excavate trench and properly install rebar (if required)
   - No concrete or stone until inspection has been approved by the building inspector

2. **FOUNDATION** – Concrete masonry unit (CMU) or poured concrete
   - No framing started until inspection has been approved by the building inspector

3. **UNDER FLOOR** – Beams and joists
   - No sub floor decking until inspection has been approved by the building inspector

4. **CONCRETE FLOORS** – The foundation base below the finish floor and any substrate
   - No sub floor decking until inspection has been approved by the building inspector

5. **FRAMING OR STRUCTURE** – Installing the sub floor decking, constructing the walls and roof system
   - No covering of framing until inspection has been approved by the building inspector

6. **VENT / DUCT ROUGH-IN** – Installing the HVAC system
   - No covering of framing until inspection has been approved by the building inspector
REQUIRED INSPECTIONS: (in order) CONTINUED

7. **ENERGY** – Installation of insulation
   - No covering of framing until inspection has been approved by the building inspector.

8. **Sprinkler System** – Installation of fire protection (if required)
   - No covering of framing until inspection has been approved by the building inspector.

9. **Lath / Gypsum Wallboard** – Installation of interior sheeting
   - No mud or tape until inspection has been approved by the building inspector.

10. **Penetrations** – Holes in gypsum wallboard for utilities
    - No mud or tape until inspection has been approved by the building inspector.

11. **Right of Way Sidewalks / Drives** – Form and prep for concrete and or asphalt
    - No concrete, asphalt or stone until inspection has been approved by the inspector.

12. **Final** – To ensure building is safe to occupy
    - All inspections including Electrical, Plumbing and Mechanical MUST be completed and approved prior to issuing the Certificate of Occupancy.