

Village of Holmen
Inspection Department
421 S Main St
Holmen, Wi 54636

Phone: (608) 526-4336//Fax: (608) 526-4357

CERTIFICATE OF COMPLETION/OCCUPANCY

Note: The Applicant will be assessed a re-inspection fee of \$50 per inspection category if the project is not complete and requires a second visit. Application received and time is stamped prior to 10:00am will be processed five working days from the date of application. Those received after 10:00am on the application day will require five full working days following the application date. The Village reserves the right to inspect sooner than five working days if conditions warrant.

Owner/Applicant Name _____ Telephone _____

Contractor Name _____

Location of Construction _____

COMMERCIAL REQUIREMENTS FOR PERMIT:

- | | |
|---|--|
| <input type="checkbox"/> Commercial Site Plan Conditions Complete | <input type="checkbox"/> Exterior Building Complete |
| <input type="checkbox"/> Address Numbers Installed & Visible | <input type="checkbox"/> Outside Grading Complete |
| <input type="checkbox"/> All Prior Inspections Corrections Made | <input type="checkbox"/> Erosion Control in Place |
| <input type="checkbox"/> Electrical Complete | <input type="checkbox"/> All Egress Elements Complete |
| <input type="checkbox"/> Plumbing Complete | <input type="checkbox"/> Safety Issues Complete (smoke alarms, etc.) |
| <input type="checkbox"/> Heating System Balanced & Reported | <input type="checkbox"/> Building Interior Totally Completed |
| <input type="checkbox"/> HVAC Complete | <input type="checkbox"/> Landscaping Completed |
| <input type="checkbox"/> Architect's Compliance Statement Sent | |

RESIDENTIAL REQUIREMENTS FOR PERMIT:

- | | |
|---|--|
| <input type="checkbox"/> Address Numbers Installed & Visible | <input type="checkbox"/> Outside Grading Complete |
| <input type="checkbox"/> All Prior Inspections Corrections Made | <input type="checkbox"/> Erosion Control in Place |
| <input type="checkbox"/> Electrical Complete | <input type="checkbox"/> Exterior Building Complete |
| <input type="checkbox"/> Plumbing Complete | <input type="checkbox"/> Safety Issues Complete (smoke alarms, etc.) |
| <input type="checkbox"/> HVAC Complete | <input type="checkbox"/> Landscaping Completed |
| <input type="checkbox"/> Building Interior Completed | If not, What is left: _____ |

By signature below, I hereby request a final occupancy inspection for the above stated property.

Name _____ Date _____

Seal/Permit # _____ Parcel/Tax ID # _____

Remarks / Approved

Erosion/Building Inspector _____ Date _____

Zoning Administrator _____ Date _____



GENERAL POLICY FOR FINAL INSPECTIONS

Village of Holmen Inspection Department

February 15, 2013

In order to provide for more predictable occupancy permit issuance, the Village of Holmen is revising it's current policy.

Starting today contractors wishing to schedule a final occupancy inspection will fill out a simple application and checklist detailing items necessary for occupancy. Upon receipt of an application for final inspection, the Village Inspection Department will perform a final inspection within five working days after a final inspection application has been received and date stamped by the Village Inspection Department. Final inspection applications shall be signed by the applicable contractor.

The application includes a useful checklist for occupancy that will assist contractors in identifying all necessary work to be completed.

This policy and application will be included in all building permit applications packets.