

# Brian L. Flannery

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## Permits and Inspections

**Note:** The Building Inspection Department has made every effort to insure the accuracy of the information provided in this document. However, due to the possibility of errors or other aspects of electronic communication that is beyond our control, we do not guarantee the accuracy of this document and are not liable for reliance on this information. This document was created as basic plan submittal guide under the Code in effect at the time of creation. It is not intended to cover all circumstances.

### General List of Projects and Permit Requirements

CATEGORY	WORK BEING DONE	PERMIT REQUIRED ?
<b>Structural</b>	Finishing or remodeling inside house	Yes
	Replacement of roof either shingle over or tear off	Yes
	Replacement of siding	Yes
	Replacement of windows	Yes
	Additions	Yes
	New or addition to existing deck	Yes
	Non-structural repair of existing deck	No
	Repair existing fence with same height and materials	No
	Hot tub	Yes
	Any non-portable pool	Yes
	Sheds under 100 square feet	No
Sheds 100+ square feet	Yes	
<b>Electrical</b>	New wiring or replacement of existing wiring	Yes
	New or upgraded service panel	Yes
	Additional switches, outlets, light fixtures	Yes
	Replacement of existing switches, outlets, light fixtures	No
<b>Plumbing</b>	Additional toilets, tubs, faucets, or other fixtures	Yes
	Installation of new water softener in house not previously plumbed for water softener	Yes
	Installation of new water softener in house previously plumbed for water softener or replacement of existing water softener	Yes
	Replacement of water heater	Yes
	Replacement of existing toilets, tubs, faucets, or other fixtures	No
	Replacement of existing or installation of a new furnace	Yes
<b>HVAC</b>	Replacement of existing or installation of a new furnace	Yes
	Replacement of existing or installation of new central air conditioner	Yes

**When is a permit required?** In order to protect the safety, health and welfare of the citizens of the Municipality, permits are required before most construction related projects begin. Permits issued through the Building Inspection Department include building, plumbing, mechanical (HVAC), swimming pools, and a number of other miscellaneous permits. If you are building new or making addition or remodeling changes, repairs, or alterations to any structure such as your office, home, basement, deck, or storage shed, a building permit is required before you begin construction. The purpose of permits is ensure that work is done properly and safely, and meets the standards of the State Building Code and Local Ordinances.

#### What if I don't get a permit?

Permits are required by State statutes and Local ordinances. If you don't get one when you should, the Municipality can fine you for the violation for every day the work is not in compliance. This can be expensive for you. Projects not done according to Code can affect your home's insurability and potential sale. Prospective buyers can check the Municipality's building records.

#### Can I do my own work?

Except for plumbing during initial new construction of a home, if you own the home and live in it as your primary residence, you can do your own work. All the work must be done to Code and while the inspectors can answer Code related questions you may have, they cannot help design the project for you.

#### How long does it take to get a permit?

We can issue most permits during your appointment.

#### How do I get a permit?

**It is the responsibility for the owner or owner's agent to obtain all necessary permits and payment of all fees related to a project (i.e. structural, electric, plumbing and HVAC).**

Please contact the inspector before your appointment to see what information you need to submit in order for your permit to be approved.

**What about inspections?** Local Ordinances, State Statutes and State Administrative Code require that the project be inspected at different times throughout the construction process. The permit holder is responsible for contacting our office to schedule these inspections. While they vary by project, the following is a list of typical inspections:

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<ul style="list-style-type: none"> <li><input type="checkbox"/> Building Footings</li> <li><input type="checkbox"/> Building Foundation</li> <li><input type="checkbox"/> Building Drain Tile</li> <li><input type="checkbox"/> Under Floor Plumbing</li> <li><input type="checkbox"/> Building Electric Service</li> <li><input type="checkbox"/> (temporary &amp; permanent)</li> <li><input type="checkbox"/> Building Rough Inspections               <ul style="list-style-type: none"> <li>-Framing</li> <li>-Electrical</li> <li>-Plumbing</li> <li>-HVAC</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Insulation</li> <li><input type="checkbox"/> Final Inspections For Occupancy</li> <li>-Building</li> <li>-Electrical</li> <li>-Insulation</li> <li>-Energy</li> <li>-Plumbing</li> <li>-HVAC</li> <li><input type="checkbox"/> Erosion Control</li> </ul>
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## Codes

- All construction and energy related methods must comply with the current Chapter COMM 21 and 22 of the Wisconsin Administrative Code also known as the Wisconsin Uniform Dwelling Code.
- All wiring methods must comply with the current National Electric Code and Chapter COMM 16 of the Wisconsin Administrative Code.
- All plumbing methods must comply with the current Chapters COMM 81-84 of the Wisconsin Administrative Codes and must be installed by a Wisconsin licensed plumber.
- All heating, ventilation, and air conditioning methods must comply with the current Chapter COMM 23 of the Wisconsin Administrative Code also known as the Wisconsin Uniform Dwelling Code.
- The Wisconsin Administrative Codes may be downloaded from the Department of Commerce Safety and Buildings Website:

<http://www.commerce.state.wi.us/SB/SB-HomePage.html>



<http://www.diggershotline.com/>

Plan ahead! Give Diggers Hotline a call at least three working days prior to the start date of your excavation. The call center is open 24 hours a day and 365 days a year, but the busiest times are Monday and Tuesday mornings.