

BUILDING PERMIT INSPECTION GUIDE

The more notice you provide prior to your inspection, the better we can accommodate your inspection request. To best meet your schedule, please reach out to request an inspection three days prior to the required inspection. The following are a sample of the required inspections:

FOOTING INSPECTION

No footing shall be poured until the Inspector has approved the soil, formwork, necessary reinforcing steel, plant mix, and verified setbacks. If soil tests/boring reports are required, submittals must be made to Buildings & Safety Department at this time. Recertification of the foundation location and elevations must be provided to Building Inspector.

FOUNDATION INSPECTION:

Concrete- After forms are erected and all reinforcing steel is in place, prior to pouring concrete.

Masonry Block- After all block work has been completed, masonry cores have been filled as required, damp proofing is installed, insulation is installed (as required), exterior drain tile and bleeders are installed and visible. This inspection is required prior to any back filling.

FLOOR/SLAB INSPECTION

Made to verify subgravel, interior drain tile, reinforcement and thickness Prior to laying any concrete.

INSPECTION OF REINFORCING STEEL OR STRUCTURAL WORK

No reinforcing steel or structural framework of any part of any building or structure shall be covered or concealed in any manner whatsoever without first obtaining the approval of the Building Inspector. Where welding is required, a copy of the Welders Certification shall be submitted.

ROUGH INSPECTION

Made after the roof, all framing, fire-blocking and bracing is in place and all trade rough ins are complete including mechanical, electrical, and plumbing. No drywall nor insulation may be installed until the frame inspection, electrical inspection, plumbing and heating inspections are complete.

INSULATION INSPECTION

Made after all insulation is installed with vapor barrier in place and before the walls and ceilings are covered.

For more information, visit our website at

www.wauwatosa.net/government/departments/building-safety

Please email the Building and Safety Division at tbuilding@wauwatosa.net or call (414) 479-8907 with questions or concerns. This informational guide was updated 11/2025.

ABOVE CEILING INSPECTION

To be completed after all above ceiling work is completed prior to the installation of the finished ceiling.

FINAL INSPECTION

Upon completion of any building, structure, equipment or construction and before use or occupation, a final inspection must be made by the Building Inspector.

OCCUPANCY INSPECTION

For commercial projects, a new occupancy permit is needed for a new building, a new owner, a new tenant, or a new/different use of the building. A new occupancy permit is also needed for new single family houses or duplexes. An occupancy permit requires an inspection by all trades including building, plumbing, electrical, and fire department.

WRITTEN APPROVAL

No work shall be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining a written report by the Building Inspector.

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