

January 2016

Building/Zoning Department
City of Sparta
201 W. Oak Street
Sparta, WI 54656

Permits & Inspections

Special points of interest:

- When do I need a permit?
- Inspection requirements
- Other information
- Plan Reviews Etc...

When do I need permits?

Of all the questions fielded by this office, the number one question asked is “when do I need a permit?” The answer to this question is not black and white.

*Building Permits:

Generally, you would need permits for alterations affecting exiting, natural light, structural, insulation, changes of use and occupancy. Also, decks (attached or detached), accessory structures over 150 sqft., pools, signs, re-roofing, additions, foundation repairs (in some cases), demolition of structures. There may be cases not listed where a permit would be required. ***Please call for specific requirements.**

HVAC Permits:

All new HVAC installations, replacements of existing HVAC units, any alteration to existing systems involving 50% or more. All fireplace installations.

Plumbing Permits:

All new installations and additions to an existing system, turf & building sprinkler systems, all alterations or modifications involving 50% or more of an existing system. All connections to water or sewer mains.

Electrical Permits:

All additions, alterations or new installations of wiring, equipment or devices *except for the repair or replacement of defective fittings, fixtures, receptacles, sockets or switches, nor for the installation of less than 6 outlets.*

Remember, this is not a complete listing of all permit requirements. **If your not sure, please contact our office to avoid double fees and forfeitures!**

All of our handouts, permit applications, contractor license applications, building codes, ordinances, fee sched-

Plan Reviews Etc...

The City of Sparta is a Department of Safety & Professional Services certified community. This means we are responsible for all commercial inspections. The State is not involved in inspections. For more information please contact our office.

Contractor Registration

The City of Sparta as well as the State of Wisconsin requires that all contractors in construction trades hold a current Contractors Registration. The qualifications for these licenses are regulated by the State of Wisconsin. Licensing helps protect your investment by ensuring the work being performed is completed by a qualified person. If you are unsure if the contractor is properly licensed, please do not hesitate to contact our office for a complete listing.



Other Information:

ules and other information may be found on our web site at: **www.spartawisconsin.org**. Just go to the Building/Zoning Department link and you will find all this information.

You may also email us at: **bldg@spartawisconsin.org**

Or call our office at:

269-4340 Ext. 2

Inspection Requirements

To avoid untimely delays in your project we ask that all inspections be requested 24 hours in advance. Anything less than 24 hours will not guarantee a time. All inspections listed are required. By state code, we are allowed 48 hours to perform requested inspections. I will do everything possible to inspect the same day as requested. However, inspections called in on a timely matter will have priority. If you do not make the proper requests and continue construction, your work will be required to be exposed for inspection.

The following is a list of required inspections:

- Footing.
- Foundation.
- Rough framing, electrical, plumbing and HVAC.
- Basement floor prior to pouring.
- Insulation
- Final occupancy.

Just one final note...

Don't hesitate to contact us with your comments, suggestions or questions