

## APPLICATION FORM FOR BUILDING INSPECTOR

**Start Date:** January 1, 2025

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE NUMBER: HOME:** \_\_\_\_\_

**MOBILE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**Qualifications include but not limited to:** UDC construction Inspector certification for residential

### **THIS POSITION WILL REQUIRE BUILDING INSPECTOR TO:**

- \*Take phone calls and answer permitting questions.
- \*Communicate regularly with the Town Zoning Administrator for verification of Zoning approval (if required) prior to issuing building permits.
- \*Provide applications for building permits via email, conventional mail or by in person meetings.
- \*Issue building permits for residential, commercial buildings & electrical for commercial structures.
- \*Collect both Town fees and inspection fees for said permits.
- \*Invoice the Town monthly for the inspection fees.
- \*Perform inspections on all permits when notified that the project is ready for inspection.
- \*Produce an inspection report for every inspection.
- \*Keep copies of all permits issued and associated plans etc. and provide them to the Town Assessor at the end of the year.
- \*File ESLA documentation with the State for all new home permits.
- \*Provide an occupancy approval for all new homes prior to occupancy.
- \*Communicate with Town officials as needed.
- \*Supply town with Certificate of Liability Insurance

### **Building inspectors need to be responsible for:**

- Reviewing a building's structural soundness
- Ensuring a building's safety features are met
- Building code compliance, work with Zoning Administrator on code & zoning regulations & compliance.
- Reviewing construction plans, specifications, & permit applications

- Conducting inspections at various stages of construction, including foundation, framing, electrical, plumbing, & mechanical systems
- Customer service: Assisting customers to understand the building codes

**DO YOU HAVE ANY PRIOR EXPERIENCE FOR THIS POSITION:** \_\_\_\_\_

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**Any questions please contact**

**Morrison Chairman Gary Koomen- 920-680-7462 or [morrisonchair@gmail.com](mailto:morrisonchair@gmail.com)**

**THANK-YOU FOR YOUR INTEREST IN THIS POSITION**

**Return this application – mail to Town of Morrison 3792 Park Rd Greenleaf WI 54126**

**By October 8, 2024**