



Application for Review – Buildings, HVAC, Fire and Components – SBD-118

Personal information you provide may be used for secondary purposes [Privacy Law s. 15.04(1)(m), Stats.]

Trans ID:
Assigned Reviewer:
Assigned Office:
Reviewer Start Date*:

For on-line scheduling building, HVAC, and fire plans, use the web scheduler link under Plan Review at dsps.wi.gov.

Enter Previous Related Trans ID if applicable:

This form is to be used only for mailing or dropping off plans without an appointment, scheduling a revision or stand-alone HVAC or fire plan, or submitting structural component plans.

If no previous related transaction is provided, plan review will be based on the current code, except for revisions. If a previous related transaction is entered and the parent building approval transaction has not expired, you may elect below to use the code in effect at the time of that approval for follow-up revision, HVAC, and fire protection submittals related to that building approval.

Desired Appointment Date:
Where should we send the appointment confirmation letter: Email address:

I wish to submit plans via SharePoint. SharePoint UserName:

Project Information – Fill in all known information
Site Number If Known:
Project/Site Name:
Tenant Name or Building Designation:
Previous Tenant Name:
Number and Street:
County: City Village Town of

Identical Buildings (NOTE: Complete a separate application for each non-identical building)

Table with 2 columns: Building/Facility Name/Designation, Building/Facility Address

Designer's Project Number (If Applicable) Add Additional Sheets if Needed

1.a. Type of Submittal or Service Requested (check all that apply)
New, Alteration – Level, Approval Extension, Revision, etc.

b. Objects Submitted for This Current Review (check all that apply)
Building, HVAC, Fire Suppression, Fire Detection/Alarm, etc.

c. Structural Component Plan(s) which accompany this current plan submittal (check all that apply):
Roof Truss, Metal Bldg, Floor Truss, Precast Plank, Steel Girder, Precast Wall, Laminated Wood

2. Occupancy Type – Major Use of Greatest Floor Area and Additional Non-Accessory Occupancies – Check all that Apply
A Assembly, B Business/Office, E Educational, F Factory/Industrial, H Hazardous, I Institutional/Daycare/CBRF, M Mercantile/Retail, R Residential, S Storage, U Utility/Misc.

3. Construction Information – Construction Class – Check One
IA, IB, IIA, IIB, IIIA, IIIB, IV, VA, VB

Area (project area, include all levels): sq ft
If different, Heated/Ventilated Area: sq ft
Sprinklered/Detector Protected Area: sq ft
Number of Floor Levels:
Total Building Volume < 50,000 Cu. Ft. Yes No

7. Required Signatures

a) Supervising Professionals: If building will be 50,000 cu ft or greater (SPS 361.40) I have been retained by the owner as the supervising professional per SPS 361.40 for the performance of the supervision of reasonable on-the-site observations to determine if the construction is in substantial compliance with the approved plans and specifications. Upon completion of construction, I will file a written statement with the department and municipality certifying that, to the best of my knowledge and belief, construction has or has not been performed in substantial compliance with the approved plans and specifications. In the event that I am no longer associated with this project I will file a compliance statement (SBD-9720) notifying the department as such and indicating the current status of compliance.

Signature below:

Print below:

Building HVAC

Date:

Signature below:

Print below:

Building HVAC

Date:

NOTE: Building supervising professional or registered designer is responsible for supervision of the fire suppression/fire alarm installation (if applicable)

b) Component Submittal. The department requires that the project designer review individual component submittals for compliance with the general design concept. The project designer, and department, will rely on the seal of the component designers for compliance with the codes as they apply to their designs.

Original Signature of Building Designer

Date Signed

Name of Component Fabricator

c) Optional Service-of Permission to Start Requested – (Be sure to check box under Building Submittal Type on front page)
 As the owner, I request to begin footing and foundation work PRIOR to plan review approval. I agree to make any changes required after plans have been reviewed, and to remove or replace any non-code complying construction. I will not permit construction above the foundation until approved plans are at the site.
 (Additional \$75.00 fee per building) Request is for the following buildings:

Owner's Signature:

Date:

d) Invoice designer, who will be personally responsible for payment.

Designer's Signature _____

8. Statements of Owners and Designer

a) **OWNERS Statement:** The owner indicated on page one requests that plans be reviewed for compliance with the code requirements set forth in SPS 360 to 366 of the department. The owner recognizes responsibility for compliance with all the code requirements and any conditions of approval. If a building is 50,000 cubic feet in total volume or greater, plans are required to be prepared, signed, sealed and dated by a Wisconsin registered engineer or architect [SPS 361.31]. Signatures and seals affixed to the plans shall be original.

b) **DESIGNERS Statement (SPS 361.20, 361.31(1), and 361.40):** The designer indicated on page one of this form is responsible for preparing or supervising the preparation of the plans to the best of his/her knowledge to comply with the applicable codes of the Industry Services Division for this submittal. If a building, following construction of this project, contains more than 50,000 cubic feet in volume, plans are required to be prepared, signed, sealed and dated by a Wisconsin-registered engineer, architect, or designer [SPS 361.31(1)]. Signatures and seals affixed to the plans shall be original.

9. Fee Calculation Instructions
Fee Schedule Summary: Wisconsin Building Code
Calculate appropriate fee on page 4 and enter total on Page 5.

Building, heating and ventilation, fire alarm and suppression plans. Fees relating to the submittal of all building and heating and ventilation plans (new, addition, alteration) and fire alarm and fire suppression plans shall be computed on the basis of the total gross floor area of each building, area of addition or area of alteration and shall be determined in accordance with Table SPS 302.31-1 or Table 302.31-2

Table 302.31-1
Plan Review Fees for
Buildings Not Located in Municipalities That Perform Inspections as an agent of the Industry Services Division

| Area (Square Feet) | Building Plans | HVAC Plans | Fire Alarm System Plans | Fire Suppression System Plans |
|--------------------|----------------|------------|-------------------------|-------------------------------|
| Less than 2,500 | \$300 | \$180 | \$50 | \$50 |
| 2,500 - 5,000 | 350 | 250 | 100 | 100 |
| 5,001 - 10,000 | 600 | 350 | 150 | 150 |
| 10,001 - 20,000 | 800 | 450 | 200 | 200 |
| 20,001 - 30,000 | 1,200 | 600 | 250 | 250 |
| 30,001 - 40,000 | 1,600 | 900 | 400 | 400 |
| 40,001 - 50,000 | 2,100 | 1,200 | 550 | 550 |
| 50,001 - 75,000 | 2,900 | 1,600 | 800 | 800 |
| 75,001 - 100,000 | 3,600 | 2,200 | 1,100 | 1,100 |
| 100,001 - 200,000 | 6,000 | 2,900 | 1,400 | 1,400 |
| 200,001 - 300,000 | 10,500 | 6,700 | 3,300 | 3,300 |
| 300,001 - 400,000 | 15,500 | 9,800 | 4,800 | 4,800 |
| 400,001 - 500,000 | 18,500 | 12,000 | 6,300 | 6,300 |
| Over 500,000 | 20,000 | 13,500 | 7,100 | 7,100 |

Table 302.31-2
Plan Review Fees for
Buildings Located in Municipalities that Perform Inspections as an Agent of the Industry Services Division

This table may be utilized for projects in municipalities that are delegated to perform inspections of the object type(s) that you are submitting as a certified municipality and/or agent of the department. Reduced fees do not apply to state owned buildings. Check the following list <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/DelegatedMunicipalities.pdf>.

| Area (Square Feet) | Building Plans | HVAC Plans | Fire Alarm System Plans | Fire Suppression System Plans |
|--------------------|----------------|------------|-------------------------|-------------------------------|
| Less than 2,500 | \$250 | \$150 | \$30 | \$ 30 |
| 2,501 - 5,000 | 300 | 200 | 60 | 60 |
| 5,001 - 10,000 | 500 | 300 | 100 | 100 |
| 10,001 - 20,000 | 700 | 400 | 150 | 150 |
| 20,001 - 30,000 | 1,100 | 500 | 200 | 200 |
| 30,001 - 40,000 | 1,400 | 800 | 350 | 350 |
| 40,001 - 50,000 | 1,900 | 1,100 | 500 | 500 |
| 50,001 - 75,000 | 2,600 | 1,400 | 700 | 700 |
| 75,001 - 100,000 | 3,300 | 2,000 | 1,000 | 1,000 |
| 100,001 - 200,000 | 5,400 | 2,600 | 1,200 | 1,200 |
| 200,001 - 300,000 | 9,500 | 6,100 | 3,000 | 3,000 |
| 300,001 - 400,000 | 14,000 | 8,800 | 4,400 | 4,400 |
| 400,001 - 500,000 | 16,700 | 10,800 | 5,600 | 5,600 |
| Over 500,000 | 18,000 | 12,100 | 6,400 | 6,400 |

NOTES:

- A. **Plan entry fee of \$100.00** shall be submitted with each submittal of plans to the department in addition to the plan review and inspection fees with the exception of structural component submittals.
- B. A fee reduction may be taken for plans involving **multiple identical buildings** located on the **same site** and **submitted at the same time**: The fees for the submittal of building, heating and ventilation plans for the first building shall be determined in accordance with the appropriate Table 302.31-1 or 302.31-2 on the basis of the total gross area of one building. The fee for each of the remaining identical buildings shall be computed on the basis of an area of less than 2,500 square feet.

10. CALCULATION OF FEES

- A. Determine Project Area:** The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, industrial equipment platforms, balconies, lofts, decks, all stories and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies. Total project area is the summation of all floor areas that are part of this project. Attach a separate sheet if necessary for the calculations below:

| Floor Level (specify) | Length | X | Width | = | Area |
|-----------------------|--------|---|-------|---|---------|
| | | X | | = | _____ |
| | | X | | = | _____ |
| | | X | | = | _____ |
| | | X | | = | _____ |
| | | X | | = | _____ |
| Total Project Area | | | | | = _____ |

- B. Determine Fee Table:** Determine the appropriate fee table based on the project location.

C. Compute Total Fee

- **Building Fee** (from table) [\$ _____ .00] + [No. of Add'l identical Bldgs _____ X Min. Fee \$ _____ .00] = \$ _____ .00
- **HVAC Fee** (from table) [\$ _____ .00] + [No. of Add'l identical Bldgs _____ X Min. Fee \$ _____ .00] = \$ _____ .00
- **Fire Alarm Fee** (from table) [\$ _____ .00] + [No. of Add'l identical Bldgs _____ X Min. Fee \$ _____ .00] = \$ _____ .00
- **Fire Suppression Fee** (from table) [\$ _____ .00] + [No. of Add'l identical Bldgs _____ X Min. Fee \$ _____ .00] = \$ _____ .00
- **Miscellaneous Fee** No. of Buildings _____ x \$250.00 \$ _____ .00
(plans submitted within 8 months of denial, separate footing/foundation, independent bleacher plans more than 10 feet apart, structural framework, kitchen exhaust hoods, etc)
- **Permission to Start Construction** No. of Buildings _____ X (\$75.00) \$ _____ .00
- **Revision to previously reviewed, but not denied, plans** No. of Buildings _____ X (\$75.00) \$ _____ .00
(This includes submittal of revised plans, within 30 days, after an additional information/hold action)
- **Additional number of plan sets** No. of Plan sets in excess of 5 _____ X (\$25.00/set) \$ _____ .00
- **Components** \$ _____ .00
Trusses, precast, metal bldg, joist girders, etc. If submitted with a current building project, the minimum \$100 submittal fee has been met. If submitted as a follow up to a previously submitted plan there is no additional fee. If submitted as a stand-alone project or submitted following final inspection of the building, fee is \$250.
- **Other** \$ _____ .00
- **Submittal Fee** (required for each and every separate submittal of choices above with the exception of structural building component submittal) \$ **100.00**
- **Additional sets of approved plan sets requested after plan approval** No. of plan sets _____ X (\$25.00) \$ _____ .00
- **Plan approval extension** (\$120.00) \$ _____ .00

| | | |
|---|------------------|-------------------|
| Make checks payable to Industry Services Division | Total Amount Due | \$ _____ |
| If designer wishes to be invoiced, complete box 7d on page 3. | | Revenue Code 7648 |

11. Appointment, Scheduling Information, and Plan Submittal Checklist.

To schedule for other than revisions – do not use this form. Instead you can use IS’s 24-hour web scheduling site: [Plan Review Scheduling](#) to request an appointment date while you are still working on the plans.

For revision reviews, stand-alone HVAC reviews, and stand-alone fire appointments, email this form to dpspsbplanschedule@wi.gov or fax to 877-840-9172.

Web scheduling allows you to request an appointment time. You will receive via email an appointment confirmation with an appointment date, transaction ID number, assigned reviewer, and required fees based on what you entered. Scheduled plans must be received in the office of the appointment no later than two working days before the confirmed appointment. Check our Website: <http://dpsps.wi.gov/Plan-Review>. You may email technical code questions to DpspsSbBuildingTech@wi.gov.

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|---|---|---|--|---|
| Madison 4822 Madison Yards Way 53705 PO Box 7302 Madison, WI 53707-7302 TYY Contact Through Relay Fax (for sending questions or additional info to reviewers) 608-283-7404 | Hayward 10541 N. Ranch Road Hayward, WI 54843 715-634-4870 Fax (for sending questions or additional info to reviewers) 715-634-5150 | Onalaska/La Crosse 2850 Midwest Dr, Ste 104 Onalaska, WI 54650 608-785-9334 Fax (for sending questions or additional info to reviewers) 608-785-9330 | Green Bay 2331 San Luis Place Green Bay, WI 54304 920-492-5601 Fax (for sending questions or additional info to reviewers) 920-492-5604 | Waukesha 141 NW Barstow Street 4 th Floor Waukesha, WI 53188-3789 262-548-8600 Fax (for sending questions or additional info to reviewers) 262-548-8614 |
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