



## E-PLAN E X A M

# Commercial Plan Review Application Checklist

The following checklist details all information required by state statutes and local ordinances such that a commercial plan review application can be considered and processed for review. Applications will not be accepted and forwarded for review unless submitted in complete form. Once applicants have submitted and have had their plans approved, permits may then be issued by the building inspection department.

	State of Wisconsin Administrative Code Reference
<input type="checkbox"/> Signed and Completed Application for Plan Review	SPS 361.31(3)
• State of Wisconsin SBD-118 form	
<u>Or</u>	
• E-Plan Exam or Municipal Plan Review Application Form	
<input type="checkbox"/> Construction Documents, Dimensioned and Drawn to Scale <sup>a,b</sup>	SPS 361.31(1)
• At least four (4) complete sets of construction documents shall be submitted to the municipality for review (You can also submit plans electronically to eplanexam.com)	
<u>Or</u>	
• A minimum of 1 complete set must be provided for review provided it is accompanied by 3 copies of the cover sheet for the complete set shall be submitted to the municipality for review	
<input type="checkbox"/> Structural calculations, specifications, energy conservation compliance calculations and/or any other information to indicate compliance with applicable codes	SPS 361.31(2)
<input type="checkbox"/> Additional information such as disproportionality worksheet, Conditional approval of local planning review board, historical review, or Zoning/planning review (if applicable)	SPS 361.03(5)(a)
<input type="checkbox"/> Plan Review Fees per the Municipal Fee Schedule	

## Footnotes

a) Construction plans shall bear the seal of a Registered Architect or Professional Engineer in accordance with chapter 443 of Wisconsin State Statutes and A-E 2.02.

For Sprinkler construction documents, construction plans shall comply with one of the following:

- i. Be signed and sealed in accordance with A-E 2.02 by an architect, engineer or fire protection systems designer who is registered by the Department of Safety and Professional Services
- ii. Be signed, including license number, and dated by an automatic fire sprinkler contractor who is responsible for the installation of the sprinklers and who is licensed by the Department of Safety and Professional Services.

b) Drawings must include the following information:

- |   |               |
|---|---------------|
| i. Scale at which plans are drawn at  | v. Details    |
| ii. Floor Plans   | vi. Site Plan |
| iii. Elevations   | vii. Survey   |
| iv. Wall Sections   |               |
| • Site plan or survey showing location all structures, land-disturbing activity, location of erosion control measures, and name of initial downstream receiving water |               |
| • Survey required only if Project is new construction or addition onto existing structure.  |               |

Additionally, Drawings must have at a minimum the following on plan:

Floorplans for each floor:

- |  |   |
|--|---|
| i. Architectural Information:  |   |
| ○ Size and location of all rooms and openings in walls                         | ○ Proposed Building Materials                       |
| ○ Proposed use of each room  | ○ Applicable Construction details                   |
| ii. Structural Information:  |   |
| ○ Size and location of all structural features                                 | ○ Foundation and framing plans                      |
| ○ Location, method, and construction details of lateral wall bracing           | ○ Connection Details                                |
|  | ○ Structural loading diagrams                       |
| iii. Plumbing Information:   |   |
| ○ Location of plumbing fixtures including all piping and vent locations        | ○ Riser Diagrams                                    |
| ○ Isometric layout   | ○ Typical fixture and connection details            |
| iv. HVAC Information:  |   |
| ○ Heating distribution layout and location of all HVAC appliances and chimneys | ○ Equipment locations, specifications and schedules |