

Instructions for completing the Electrical Application for Training, Plan Review, or Inspection (Form SBD-10822)

Send completed application and accompanying information to the Department of Safety and Professional Services (DSPS):

Option 1. Mail to the address at the top of the form

Option 2. Email to: dspssbelectrictricapplication@wi.gov

Option 3. Fax to 608-283-7414

No prepayment is required. DSPS will bill the designated customer after the service is provided. If you have question, please contact one of the electrical consultants. Their contact information is found at <http://dsp.s.wi.gov/sb/sb-ElectricalConsultantsMap.html>.

Application for Inspection of a Farm Project or Special Inspection Request:

1. The owner of the site or facility is "Customer 1." Please provide the requested information.
2. Including email address for installer, if possible.
3. The electrician is "Customer 2." Please provide the requested information including the electrical contractor's email address.
4. For a farm inspection request, the utility agricultural representative for the project is Customer 3. Provide the requested information. Please include the email address of the individual agricultural representative responsible for the project.
5. For other than a farm inspection, Customer 3 may be the designer, owner's representative, or other individual associated with the project.
6. DSPS will bill the designated customer for the total fee once the inspection has been made. The total fee is calculated in accordance with SPS 302.04-(2). The fee per hour is \$80 during normal business hours. An additional amount will be added to cover travel time, mileage, and other expenses related to the inspection. The owner will be billed if no other customer is designated in the "Bill To" check box, upper right corner of the form.
7. Provide the details of the proposed project. Include a written proposal and applicable plans, specification, or drawings. Attach this info to the application or give to the electrical inspector directly.

Application for Training Requests:

1. Prior to sending in an application, contact the district electrical consultant or their supervisor. Decide upon a mutually agreeable date and topic.
2. The party requesting the training is "Customer 1". Please provide the requested information.
3. Provide the requested "Project Information". The Project/Site Name" and address is the location proposed training site.
4. Provide the agreed upon training topic. Include the topic in the "Scope of Work" portion of the application.
5. The fee is \$135 per hour of training. No prepayment is required. Commerce will bill the designated customer after the service is provided.

Application for Electrical Plan Review:

1. The owner of the site or facility is "Customer 1."
2. The electrician is "Customer 2."
3. "Customer 3" may be the designer, owner's representative, or other individual associated with the project.
4. The plan review fee will be assessed based on SPS 302.04-(1). This fee is \$80 per hour. The minimum fee is \$80. The minimum fee shall be paid at the time a plan review is requested. DSPS will bill the designated customer for the total fee at the time the plan review is completed. The complete fee shall be paid prior to returning the approved plans.
5. Provide the details of the proposed project. Include a written project description and applicable plans or drawings.