

# **USER GUIDE TO PLUMBING WEB SCHEDULING**

**WITH CHANGES INCORPORATED**

**September 5, 2006**

**By Randy Baldwin, Director, Integrated Services**  
**Email [randy.baldwin@wisconsin.gov](mailto:randy.baldwin@wisconsin.gov)**

## HOW DO I GET TO WEB SCHEDULING

Currently frequent plumbing submitters who came to the input sessions are being provided a link to pilot the program. In the future, to get to the Web Scheduling use your favorites link to Safety & Buildings Home Page (search the internet for <http://www.commerce.state.wi.us/SB/SB-HomePage.html>), then click on the “Plan Review” box, then scroll down and click on “Online Request for Plumbing Plan Review Appointments”. Note **You need to allow pop-ups to use this application.**

## WHAT APPOINTMENTS CAN BE MADE VIA WEB SCHEDULING?

Currently plan review appointments for new plumbing systems can be scheduled through Web Scheduling.

**Note:** At this time this scheduling system **does not support the submittal of revisions** to previously approved plans or for petitions for variance. These require submittal of form [SBD-6154](#) for revisions and [SBD-9890-X](#) for petitions for variance.. Also both may be scheduled by completing the appropriate form and faxing it to 877-840-9172 or emailing it to [planschedule@commerce.state.wi.us](mailto:planschedule@commerce.state.wi.us).

We intent to expand the web scheduling feature for cross connection registrations and cross connection test reporting in 2007.

## HOW DOES THE WEB SCHEDULING SYSTEM WORK?

### **Electronic Application Form**

Web Scheduling is simply an electronic application form that allows the user to fill in the required information at their convenience using a mix of dropdowns and text boxes that filter subsequent screens to customize the application form.

The “Tasks” system is utilized to collect General Project information (Task 1), Customer information (Task 2), Building Specific Plumbing System information (Task 3), Site Specific Plumbing System information (Task 4), and allows an electronic form to be created for **user proof reading** prior to submittal (Task 5).

**Note:** IT IS VERY IMPORTANT TO PROOF READ. This submittal affects the fee calculation for your project and also affects reviewer time estimates, thus may cause a re-schedule of your request if not enough reviewer time has been allocated due to miscommunication.

### **Acceptance into Our Database**

Your electronic submittal is then reviewed by plan entry staff in any of our six offices who compare to see if the site and customers have already been entered into our database or

new ones need to be created. They also screen for incomplete information . Plan entry then accepts the information into our database.

### **Fee Calculator/ Time Calculator**

Upon acceptance by plan entry, the data that you entered is fed into an access database that calculates your fee and the estimated time that it will take the plan reviewer to review your submittal. This information is then fed into the database.

**Note:** one of our next projects will be to offer billing for plan review fees to allow you to submit plans without waiting for your checks to be cut and also to better handle fee shortages and overages. We hope to have this feature in early 2007.

### **Assignment to a Reviewer**

Based on the office you chose, the date that you indicated plans would be in our office, the complexity of the project, and the estimated review time compared to reviewer available hours, plan entry selects a reviewer and assigns the plan. Plan entry will attempt to honor the requested office and appointment dates, however if the next available appointment is beyond your requested date, requested office workload drastically unbalanced, or the reviewer unavailable for an extended time period, adjustments will be made.

### **Confirmation Letter/Application Form.**

Plan entry then takes a SCHEDULE Action which creates the application form indicating the review date, reviewer, office, and estimated fee for your project. This is then emailed to the address you indicated on Web Scheduler. It also activates the Status Check feature where the designer can check the status of the plan via

<http://www.commerce.state.wi.us/SB/SB-DivReviewStatusSearch.html> .

### **Plan Submittal and Review**

The applicant then attaches the Confirmation Letter/Application Form to the plans and arranges to have the **plans in the designated review office 2 business days before the appointment date**. Plan entry then processes the plan and fees, pulls any necessary related plans from storage, and gives to the reviewer. The reviewer then begins the review on the appointment date. Depending on the estimated review time, quality and unique complexity of the submittal, additional information that may be faxed in, other projects also scheduled for that day, etc the review may be completed on the appointment date or a few days later. The designer (if he/she has an email address in our database) will receive an emailed letter of approval upon review completion. Or, in cases where the plans are held for additional information, you will receive a phone call with follow-up letter if the hold cannot be resolved by phone/email/fax.₂

## **WHAT IS IMPORTANT FOR ME TO KNOW WHEN FILLING OUT THE WEB SCHEDULER INFORMATION?**

The **Symbol \*** means that it is mandatory information

The **Symbol ?** is a help button that, when clicked on, further defines the information requested or gives directions on how to deal with that aspect..

## PLUMBING TERMS

To accurately schedule your plan it is very important to know the new terms (as well as the old terms still used). The Help buttons (?) give explanation at the various stages, including a picture of typical examples.

The two main new terms are :

**1) Building Specific Plan (Task 3) – Interior and exterior plumbing system elements serving a single building. (Exception is that all storm is site specific)**

Typical examples are:

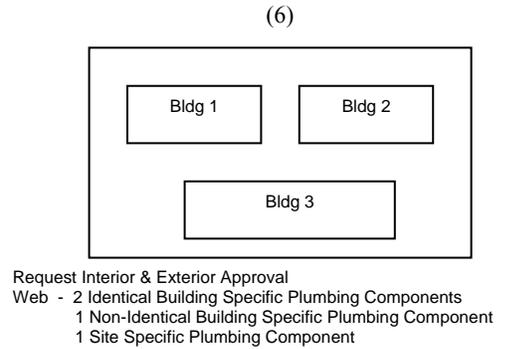
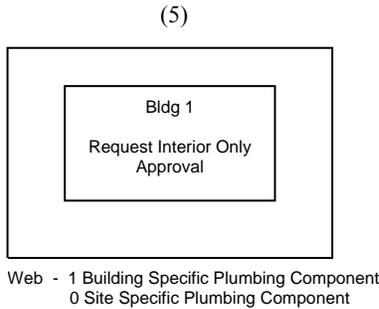
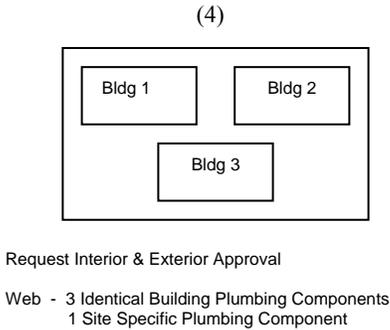
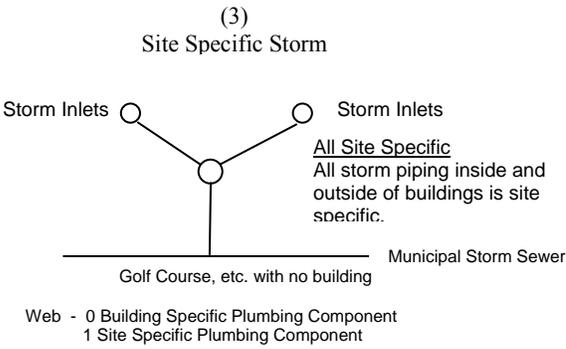
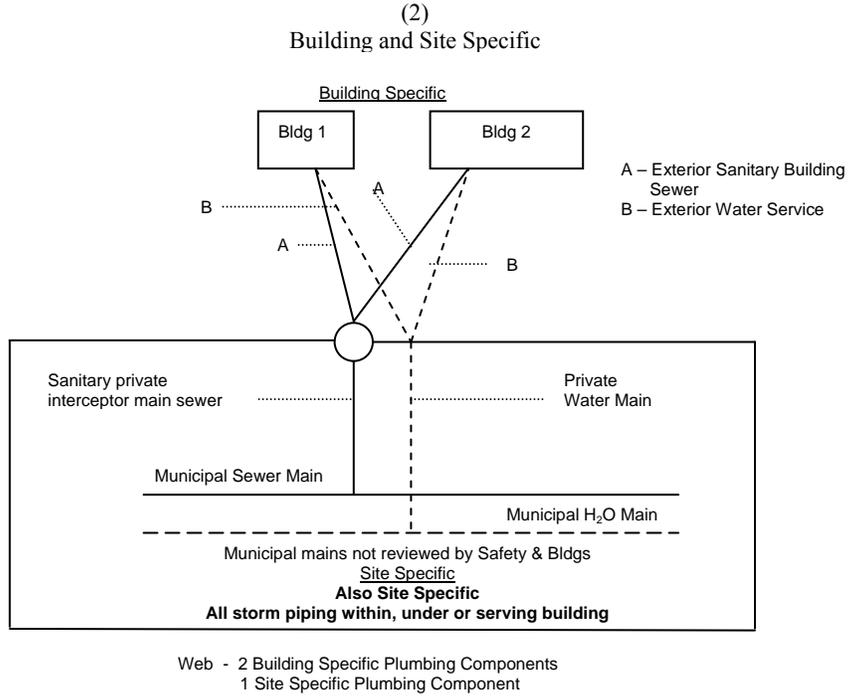
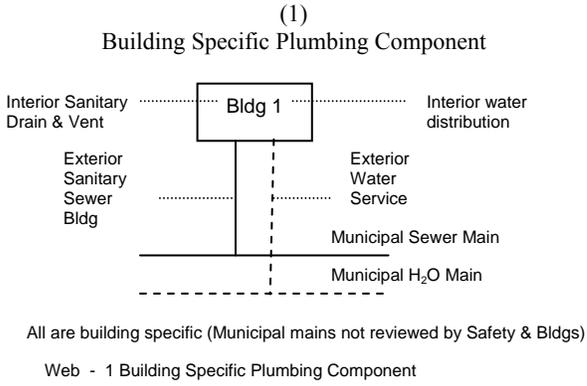
- sanitary drain & vent,
- sanitary building sewer,
- exterior water service,
- interior water distribution,
- grease & oil interceptors,
- cross connection assemblies,
- garage catch basins,
- water reuse systems, etc

**2) Site Specific Plan (Task 4) – Exterior plumbing elements serving two or more independent buildings or not associated with a building such as a golf course. Note that ALL STORM, including roof drains IS SITE SPECIFIC.**

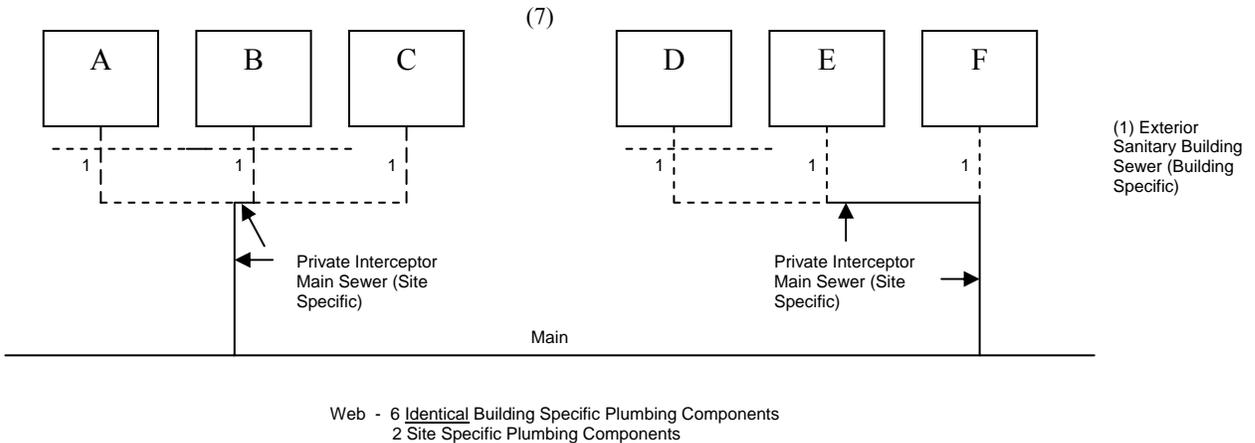
Typical examples are:

- Sanitary Private Inteceptor Main Sewer (contrary to what you think of the term private, this is actually the sewer line that **serves 2 or more buildings** and is between the sewer main and the various sanitary building sewers)
- Private Water Main (again contrary to what you think of the term private, this is actually the water line that **serves 2 or more buildings** and is between the water main and the various exterior water services serving individual buildings)
- Interior Storm Drain systems
- Storm Building Sewer
- Storm Private Interceptor Main Sewer (again contrary to what you think of the term private, this is actually the storm sewer line that **serves 2 or more buildings** and is between the various exterior storm building sewers serving individual buildings and the discharge to the storm main, ditch, or infiltration system)
- Storm Water Infiltration System

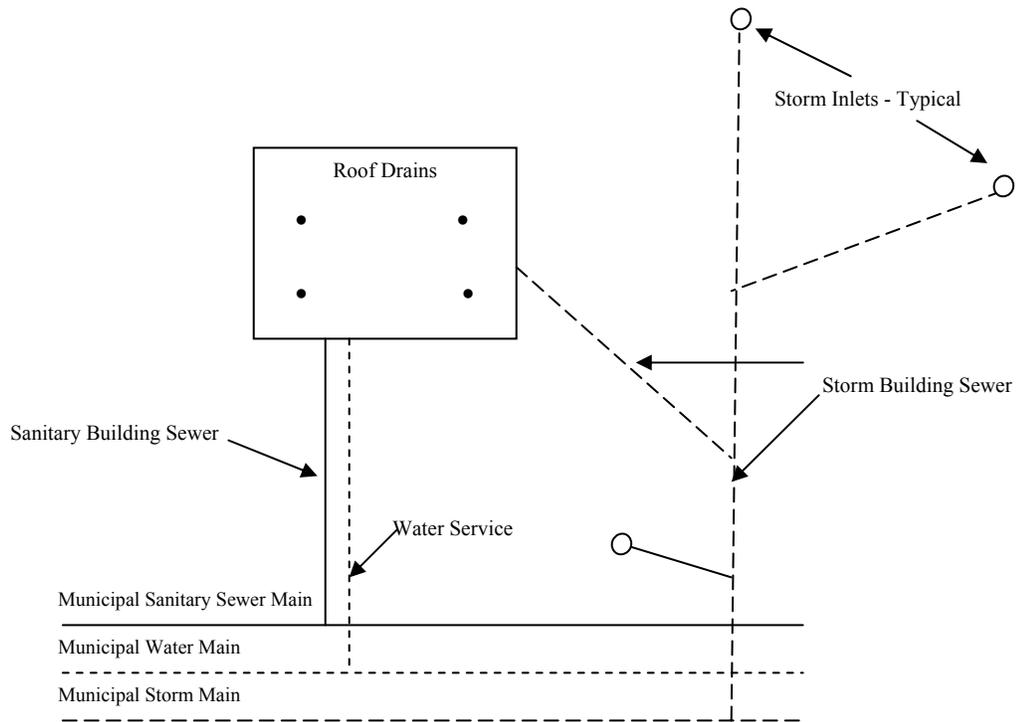
See example sketches below illustrating use of the above terms.



All Storm is site specific



**BUILDING AND SITE SPECIFIC**



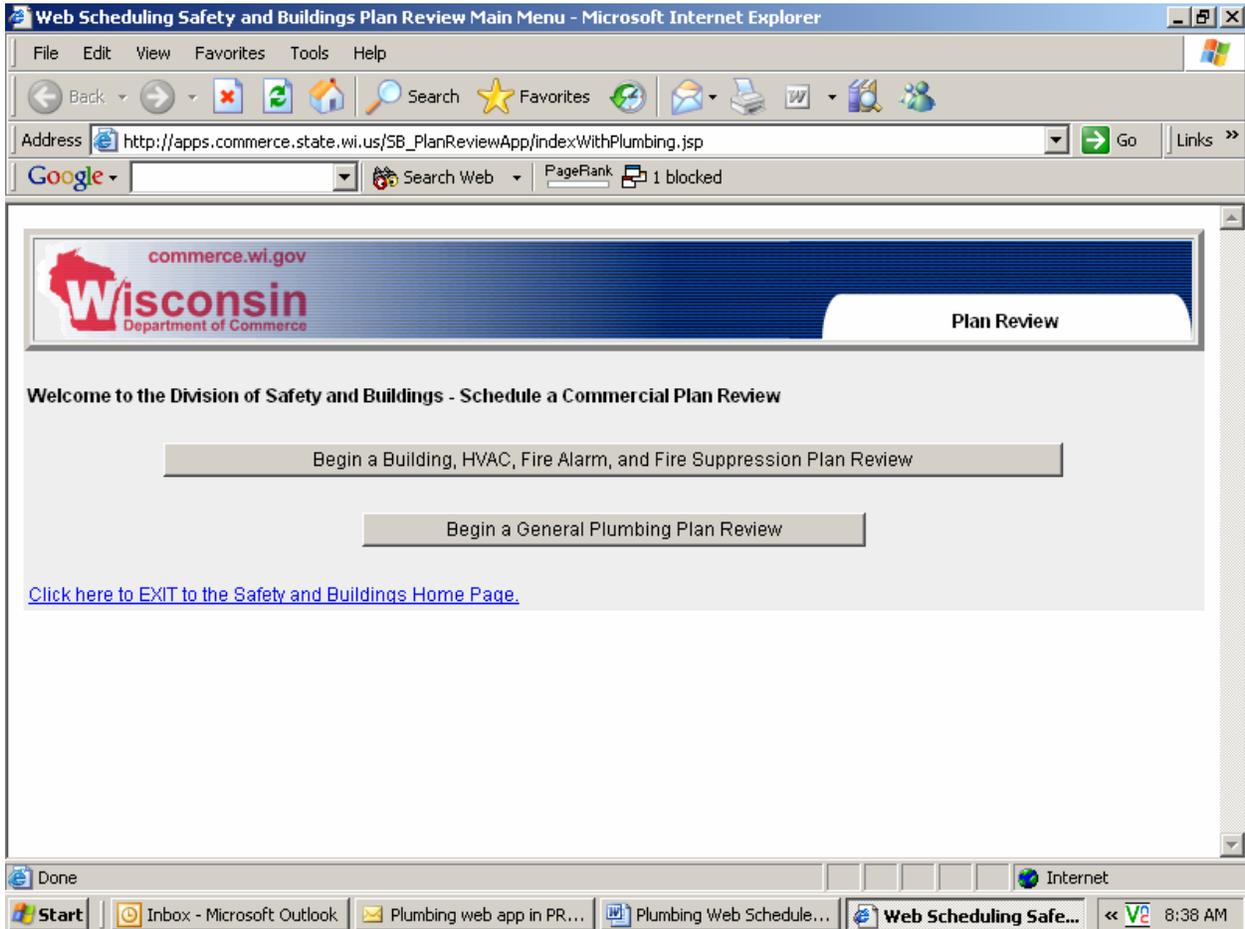
Web – 1 building specific plumbing component  
(this includes the sanitary building sewer, water service,  
interior water distribution and sanitary drain and vent)

1 site specific plumbing component  
(this includes the storm building sewer and all  
interior storm drain piping)

## TO BEGIN

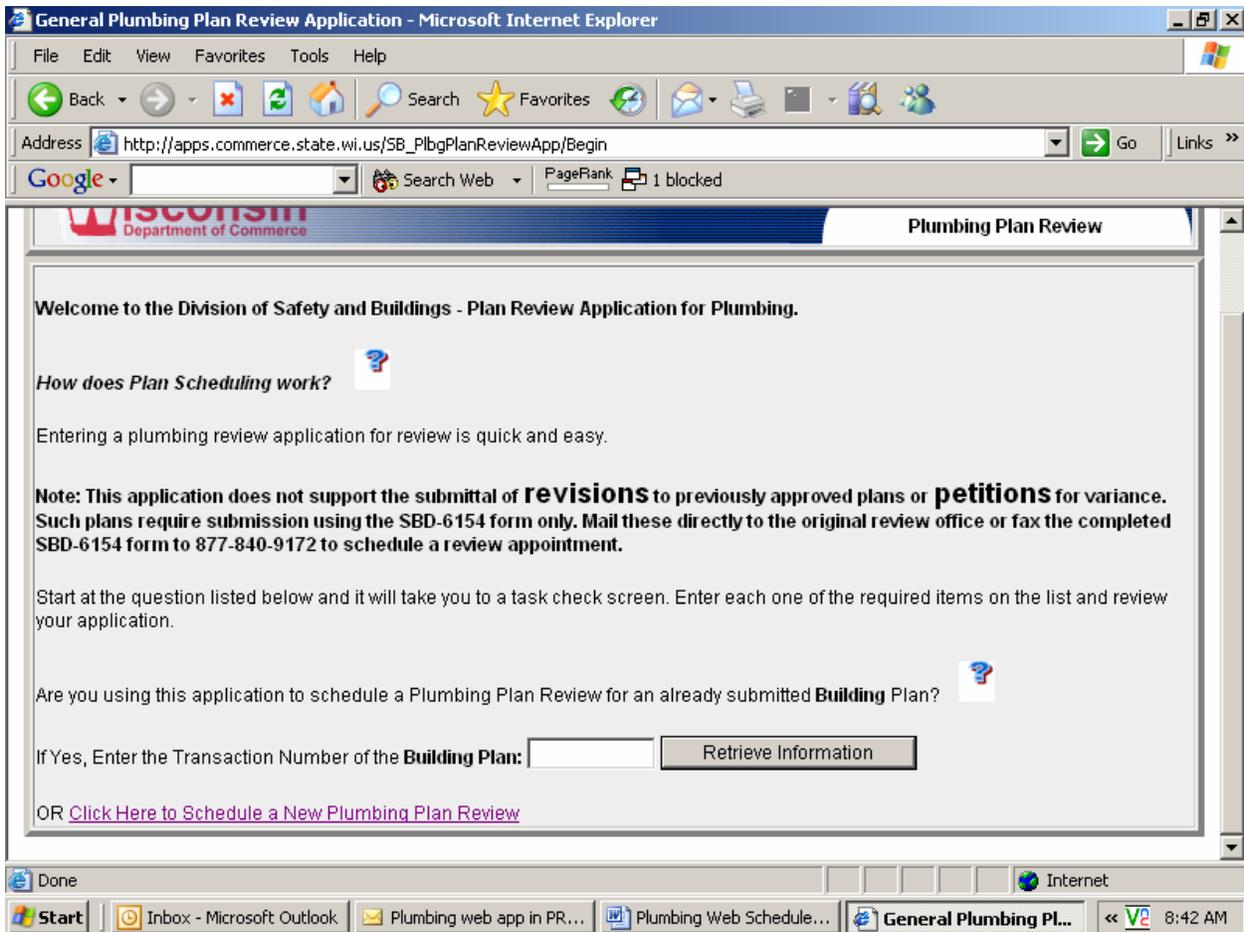
Select the “Begin a General Plumbing Plan Review”

Note in the future we hope to have the cross connection registration and also cross connection test reporting access buttons here also.



From this screen you have **2 paths to create the “application form”**.

- The first path is to use the “**Schedule a New Plumbing Plan Review**” for the initial submittal of a project. Commentary below on this path is indicated as **NEW**.
- The second path is to use the “**Retrieve Information**” for plumbing projects where you know the **building** transaction number or a previous **plumbing** transaction number for that site. Commentary below on this path is indicated as **RETRIEVAL**.



The tasks to use these two paths are similar but slightly different enough that incorrect use could cause major miscommunication. **Retrieval is always best** because it saves you considerable entry work and also links the plumbing project with other submittals for that site and building.

## Retrieve Information

Begin by entering the **transaction number** of the **building** or **previous plumbing plan submittal** and clicking on the Retrieve Information button.

General Plumbing Plan Review Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://apps.commerce.state.wi.us/SB\\_PlbgPlanReviewApp/Begin](http://apps.commerce.state.wi.us/SB_PlbgPlanReviewApp/Begin) Go Links >>

Wisconsin Department of Commerce Plumbing Plan Review

Welcome to the Division of Safety and Buildings - Plan Review Application for Plumbing.

How does Plan Scheduling work?

Entering a plumbing review application for review is quick and easy.

**Note: This application does not support the submittal of **revisions** to previously approved plans or **petitions** for variance. Such plans require submission using the SBD-6154 form only. Mail these directly to the original review office or fax the completed SBD-6154 form to 877-840-9172 to schedule a review appointment.**

Start at the question listed below and it will take you to a task check screen. Enter each one of the required items on the list and review your application.

Are you using this application to schedule a Plumbing Plan Review for an already submitted **Building** Plan?

If Yes, Enter the Transaction Number of the **Building Plan**:

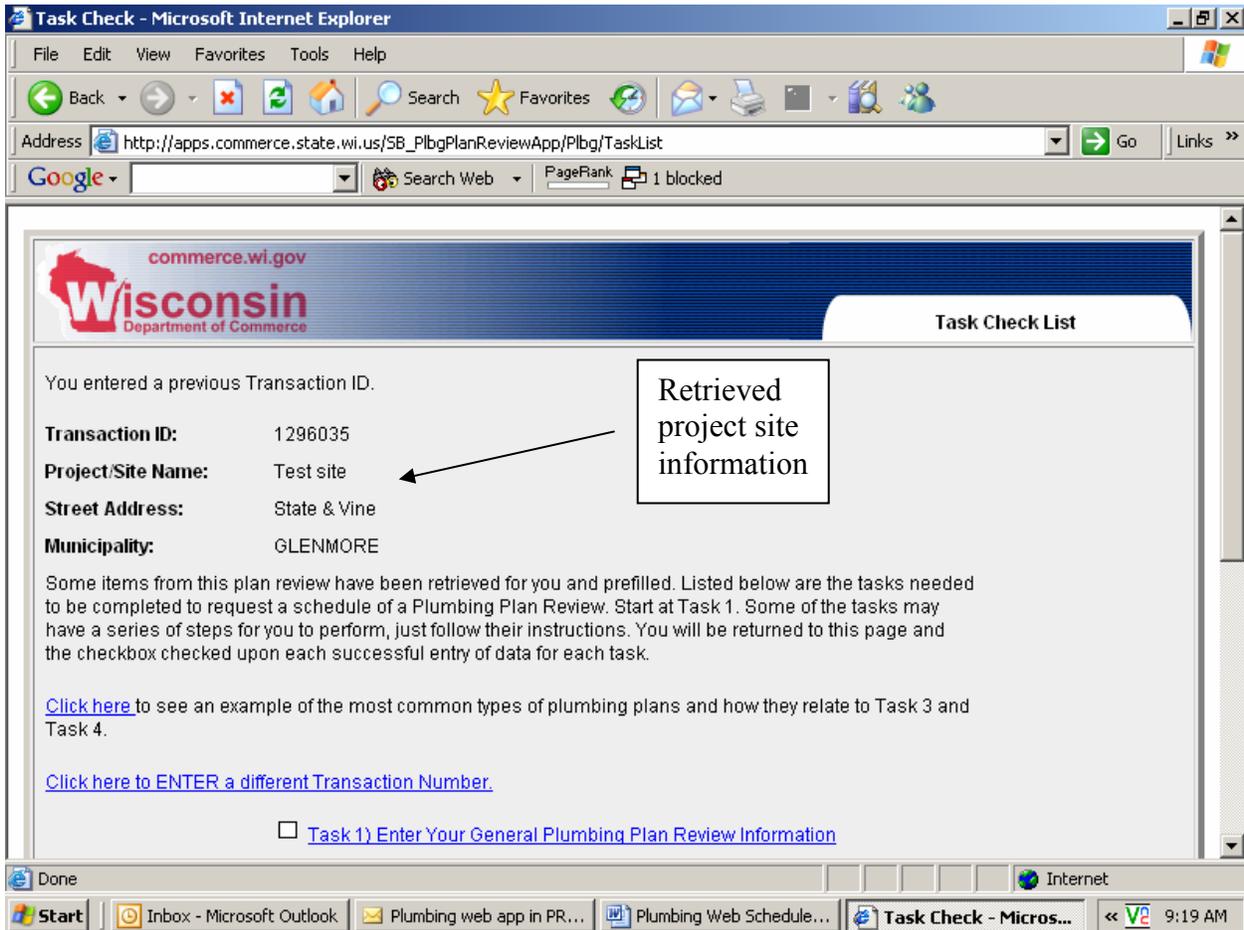
OR [Click Here to Schedule a New Plumbing Plan Review](#)

Previous building or plumbing transaction number

Done

Start | Inbox - Microsoft Outlook | Plumbing web app in PR... | Plumbing Web Schedule... | General Plumbing

Note that the retrieved site information displays at the top of the screen. If this is correct for your project, proceed. Otherwise enter the corrected transaction number or follow the “Schedule a New Plumbing Plan Review” path by closing this screen and starting over.



## TASKS

Note that there are 5 tasks for Plumbing Web Scheduling

[Task 1\) Enter Your General Plumbing Plan Review Information](#) Mandatory to complete this task indicating general project information

[Task 2\) Enter Customers for this Plan Review](#) Mandatory to complete this task indicating the designer, owner, etc information

[Task 3\) Enter Building Specific Plumbing System](#) You may complete this task for a submittal which includes building specific systems and/or complete Task 4 for site specific systems.

[Task 4\) Enter Site Specific Plumbing System](#) You may complete this task for a submittal which includes site specific systems and/or complete Task 3 for building specific systems.

[Task 5\) Proofread and Submit](#) Very important to proof read because your fees and review time estimate are based on what you have entered. An incorrect review time may result in re-scheduling the review.

## Retrieve Information TASK 1

Note the plan review **office and site information has been auto-filled** from the original transaction.

You **may change the review office requested** for plumbing submittal using the dropdown. Note to check on the **next available dates in each office click** on those buttons under the Review Office line.

### NEW Task 1

If you did not use the Retrieval function you will have to type in the site information OR retrieve the site information if you know that number.

The screenshot shows a web browser window titled "Building Plan Review - Microsoft Internet Explorer". The address bar shows the URL: [http://apps.commerce.state.wi.us/SB\\_PlbPlanReviewApp/Plbg/PlbgPlan?ptid=1296035&wprid=0&webRegObj=0](http://apps.commerce.state.wi.us/SB_PlbPlanReviewApp/Plbg/PlbgPlan?ptid=1296035&wprid=0&webRegObj=0). The form contains the following fields and options:

- Review Office\*: **Madison** (dropdown menu)
- Date Plans will be in a Safety & Buildings Office\*:  mm/dd/yyyy
- Display Next Available Appointment in Each Office - TABLE (button with ? icon)
- Display Next Available Appointment in Each Office - PAGE (button with ? icon)
- Have You Submitted Plans within the Last 2 Years\*: **<Select One>** (dropdown menu)
- Plan Type\*: **New** (dropdown menu)
- If you want confirmation of the appointment you must enter an e-mail address: E-mail:
- Site ID: **690218**
- Project/Site Name: **Test site**
- Street Address/General Location: **State & Vine**
- County: **BROWN**
- Municipality: **GLENMORE**
- Comment:
- Save (button)
- [Click here to Cancel and Return to the Plumbing Task Check List](#)

Indicate the **date the plans will be in our office**. The plans will be assigned for a minimum of the second day after receipt.

**When done with this task click SAVE.**

### **IF YOU WANT CONFIRMATION OF THE APPOINTMENT YOU MUST ENTER AN EMAIL ADDRESS**

In the past we typically defaulted the confirmation email to the indicated designer. However we received many requests to send this to the company's scheduling coordinator instead or in addition to the designer. This field lets you designate the main contact for receiving the confirmation of appointment date and office.

## **IF KNOWN, SITE ID FROM PREVIOUS SUBMITTAL**

If you are starting a new project on the same site as a previous project and know the site number from a previous submittal, this feature will save you time by auto-filling in all the site information. It also helps us coordinate the data. Simply type in the Site Number and click off that box to auto-fill in all the site information.

## OTHER IMPORTANT INFORMATION FROM TASK ONE

### **Plan Review Available Date**

When you click on this button, the table shown indicates our best estimate of the next available date by category and office. **This data is entered at the end of the previous business day and changed on the web approximately 7:00 PM.** Requests for appointments submitted during that day or plans received in the mail without an appointment may change this status.

### **Project Site**

Enter here the site name that will be used to coordinate submittals for all trades (plumbing as well as bldg, HVAC, etc.) If the site is a complex of buildings or a building with tenants, you will be asked for specific information about the building in Task 3. It is especially important to give us a distinct name and /or address for each building if there are or will be other buildings on the site.

### **Project Site Address**

Enter the street number and name if known. If you do not know the street number, provide the street name, nearest street name, or legal description.

### **Project Site Municipal**

**Click on the County dropdown, select the county, then move the cursor to populate the list of municipalities in that county. Then select the appropriate municipality.**

County and City, Village or Town information is critical. This refers to the project geographical location, not to the building mailing address. This information is used to determine which Governmental Unit receives a copy of the Plan Review Letter. For example, a Project might have a La Crosse Mailing Address, but be actually located in a surrounding Township. Incorrect Information at this point can lead to costly delays further down the Permitting Process.

**NOTE AGENT MUNICIPALITIES---**for plumbing, for projects in the cities of Appleton, Eau Claire, Green Bay, Greenfield, Janesville, Madison, Milwaukee, Oak Creek, Oshkosh, and Sheboygan should be submitted directly to the city.

### **Plan Review Comments**

You can use this space to communicate unique project information regarding your plan scheduling. Example: You are requesting a specific reviewer because ....(indicate why).

### **Have You Submitted Plans in the Last Two Years?**

Typically review of plans prepared by infrequent submitter takes considerably more time. Answering a no to this question adds to the estimated review time.

## Retrieve Information TASK 2 CUSTOMER INFORMATION

Note that the **owner is carried over** from the previously submitted transaction. Be sure to add the **designer** customer for the current appointment request.

## NEW TASK 2

### Entering Customers

Whenever possible use the “Retrieve” button, as shown on the screen print on the next page, by entering in known Safety & Building customer numbers.

This will auto-fill in the information without typing (and eliminates errors) plus if you have multiple addresses with Safety & Buildings you will be able to chose the appropriate address. If any of this retrieved information is in error or out of date please notify us via email at [planschedule@commerce.state.wi.us](mailto:planschedule@commerce.state.wi.us)

If you do not have a customer number be sure to **have all of the information ready** for all of the customers before you begin entering your appointment request on the web

commerce.wi.gov  
**Wisconsin**  
Department of Commerce

**Add Customer**

Project/Site Name: Test site  
Street Address: State & Vine  
Municipality: Town of GLENMORE

Listed below are all the customers for the above plan appointment. Each customer needs a customer type selected. To change a customer type click on the Name on the customer you want to change. Note: If no customer type is selected, that customer will not be part of this plan review application - it is a form of a customer removal. To add a customer click on the Add button below.

To Change Customer Information: Click on the Name or Company/Contact Name column that is underlined for the record you want to change.

Name	Company/Contact Name	Customer Type(s)
<u>TEST TEST</u>	123 West Main	Owner,

[Click Here When Done Adding Customer\(s\)](#)

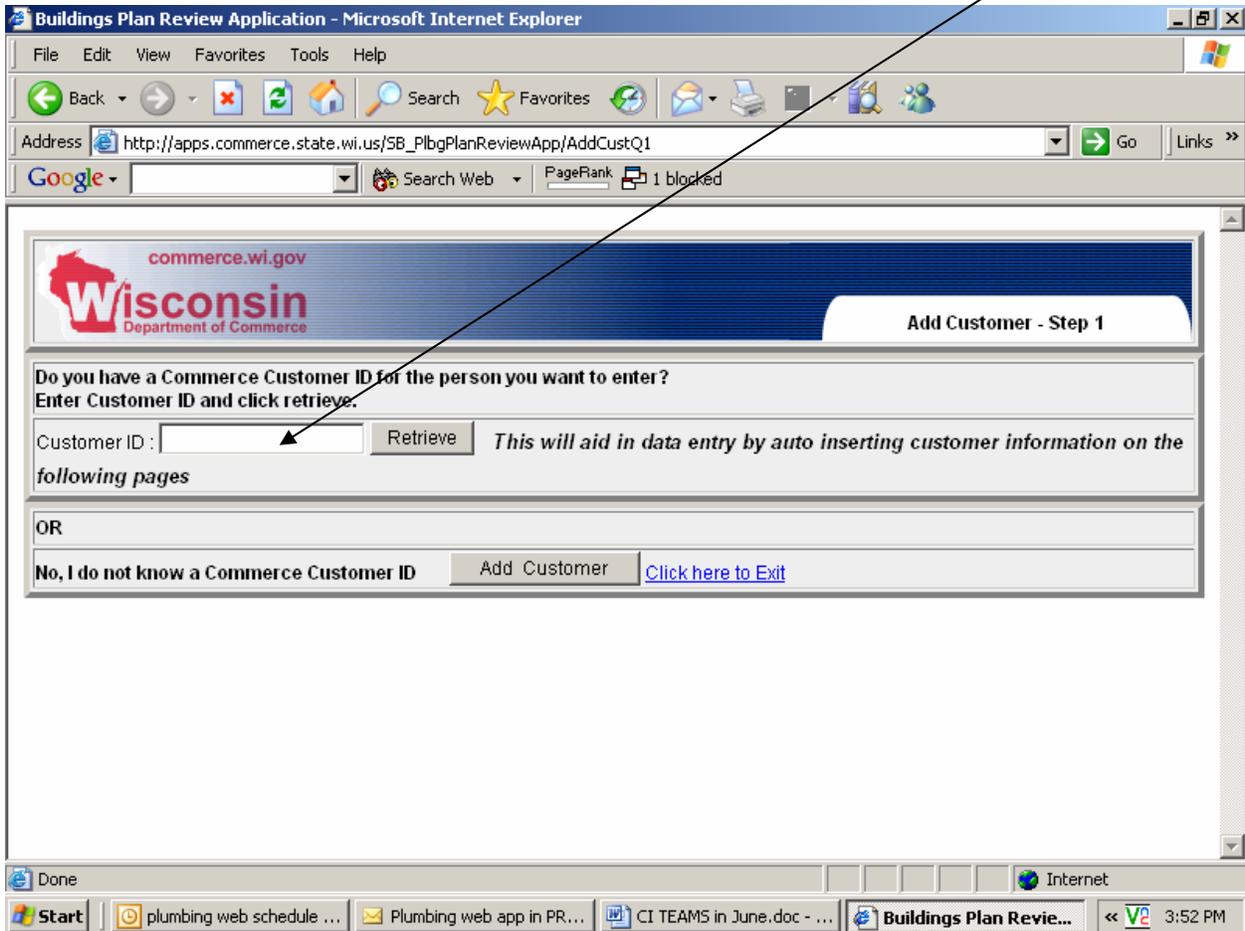
By double clicking here you will see the full detail and change address if an update is needed.

Click here to add designer etc

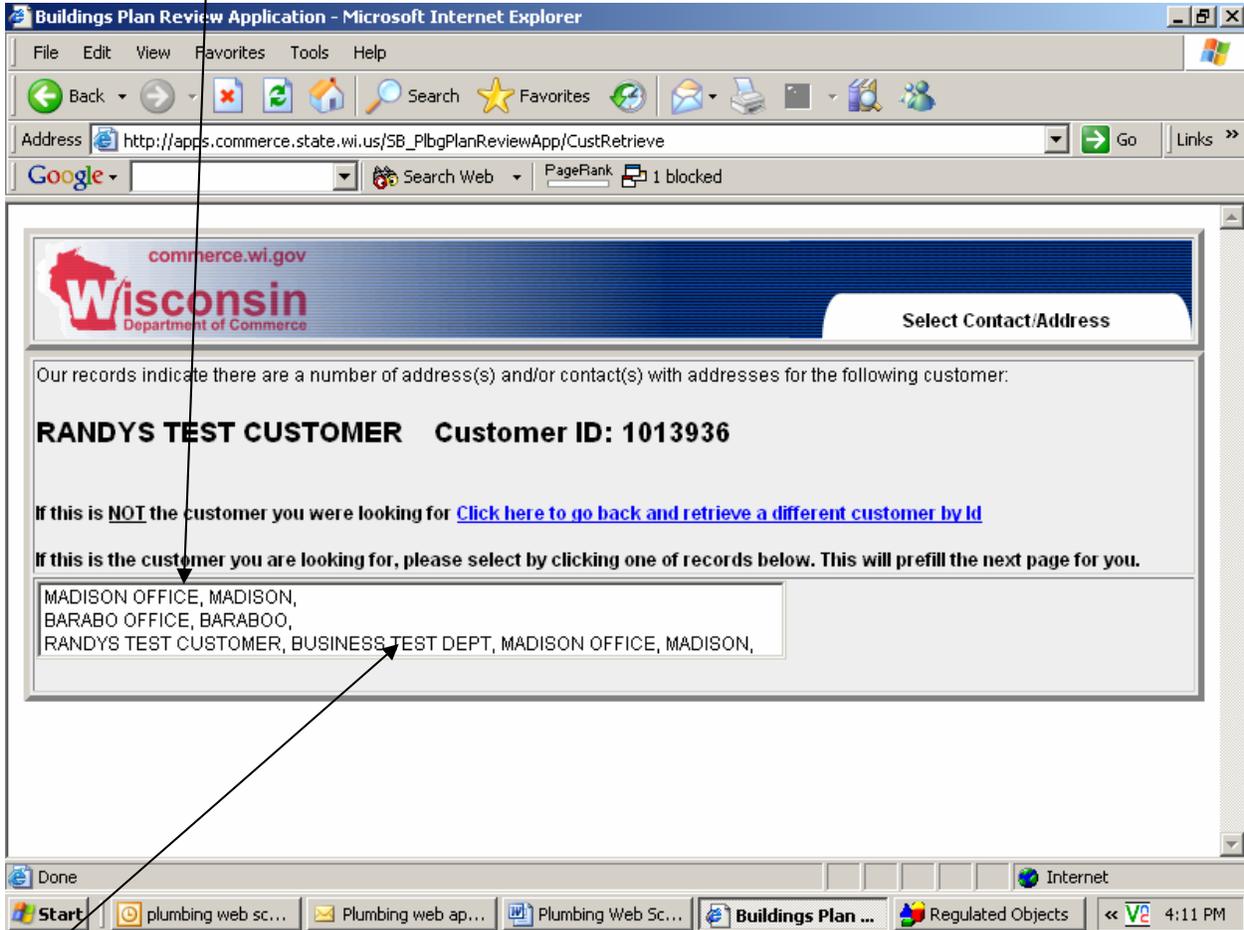
Click here to move to next task

Owner information line from building transaction

ADD a customer, such as you, the system designer, by entering your commerce license number or customer number if you have a Regulations and Licensing credential



If you use the “retrieve customer” option, you may have customers with several addresses (work for several firms or branch offices etc). Click on the appropriate address for communication for this project.



Especially if your business address is located in a multi-tenant building, it is important to select your address option that includes your company name for better assurance of proper delivery.

If you don't know or don't have the number, you can click on Add Customer and complete all the information.

It is **important that you indicate the appropriate customer relationship for all objects being submitted for this request. A designer indication is required** for the objects being submitted. Failure to do so at this stage will prevent completion of Task 3 without returning to this page to add the relationship

It is important to select your address option that includes your **company name** for better assurance of proper delivery, especially if your business address is located in a multi-tenant building

**VERY IMPORTANT**—Plan review letters are emailed instantly after completion of the review or mailed if no email address is available. Completing this field will save you several days time.

Retrieve Information and New

## TASK 3 BUILDING SPECIFIC PLUMBING SYSTEM INFORMATION

Click on Task 3

Then click on "Add Building Specific Plumbing System"

Project/Site Name: Test site  
Street Address: State & Vine  
Municipality: Town of GLENMORE

A plumbing plan begins with the specification of a plumbing system. A plumbing system may be submitted for either or both of the types below:

- 1) Building Specific Plumbing System (Task 3) - ? Interior, exterior element serving a single building or group of identical buildings. You will need to go through this step for each non identical building, you submit in this plan.
- 2) Site Specific Plumbing System (Task 4) - ? Serving two or more independent buildings or not associated with a building. This will need to be done only once after adding your plumbing systems for each building type.

[Click here](#) to see an example of the most common types of plumbing plans and how it relates to this task.

There will be a series of steps with questions in this task. Start by clicking on "Add Building Specific Plumbing System" button below.

To modify a Building Specific Plumbing System: Click on the ID for the record you want to change.

Building Specific Plumbing System List:

ID	Building Designations	Building Specific Systems Selected
Add Building Specific Plumbing System		
Click Here When Done Adding Building Specific Plumbing System(s)		

Done Local intranet  
Start plumbing we... 1 Reminder WEB PLUMBI... Plumbing We... Building Plan ... Plumbing O... 2:37 PM

Complete the blanks and select the appropriate dropdown answers.

If you inadvertently clicked the Task 3 button and only wish to submit site specific work you can click on the “Return without entering Building Specific Information and go to Task 4

Note that the number of fixtures, number of stories, etc are factors in the calculation for estimated review time, thus are mandatory fields.

Task 3 - Step 1) Enter Building Specific Plumbing System (Starred (\*) entries indicate must be filled in)

Project/Site Name: Test site  
Street Address: State & Vine  
Municipality: Town of GLENMORE

General Information: NOTE ALL STORM IS ENTERED IN TASK 4 ONLY

Indicate total number of all Interior Fixtures, including roof drains ?

Is the building 3 stories or more\*? <Select One>

Is the building an apartment or condo\*? <Select One>

Is the building a health care related facility ?\*? <Select One>

Number of **ADDITIONAL** identical buildings on the same site that are included in the submittal:

Tenant Name or Addition/Alteration Description:

Indicate the number of items below included with this submittal:

<input type="text"/>	Grease Interceptors	<input type="text"/>	Garage Catch Basins
<input type="text"/>	Oil Interceptors	<input type="text"/>	Car Wash Interceptors
<input type="text"/>	Sanitary Dump Stations	<input type="text"/>	Chemical Systems (Nnt Fwewashes) ?

If you are submitting plumbing plans for multiple identical buildings indicate the **ADDITIONAL** ones here (e.g. for for 3 buildings enter 2 in this field)

Use this box for cases where you have a **multi-tenant** building and need to indicate what tenant the work is for or to describe what general part of the building plumbing system that you are **adding or altering**.

Indicate the Number of grease interceptors, etc that will be submitted on this transaction.

Note for Cross Connections in a non-health care we encourage you to **register the cross connections** with the plan transaction. To do so click Yes on the dropdown and complete the cross connection registration information generated on the next screen

Building Specific Plumbing System Object Information - Development Environment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://comapp3/SB\\_PlbGPlanReviewApp/Plbg/PlbgObjCompStart](http://comapp3/SB_PlbGPlanReviewApp/Plbg/PlbgObjCompStart) Go Links >>

Google Search Web PageRank 1 blocked

Is the building a health care related facility?\*: <Select One>

Number of **ADDITIONAL** identical buildings on the same site that are included in the submittal:

Tenant Name or Addition/Alteration Description:

**Indicate the number of items below included with this submittal:**

<input type="text"/>	Grease Interceptors	<input type="text"/>	Garage Catch Basins
<input type="text"/>	Oil Interceptors	<input type="text"/>	Car Wash Interceptors
<input type="text"/>	Sanitary Dump Stations	<input type="text"/>	Chemical Systems (Not Eyewashes) ?
<input type="text"/>	<b>Cross Connection Assemblies in Health Care Related Facilities to be reviewed with this submittal</b>		
<input type="text"/>	Cross Connection Assemblies in <b>Non-Health Care</b>	<Select One>	Register Cross Connection Assemblies with this plan? ?*
<input type="text"/>	<b>Water Reuse System</b> - blackwater ?	<Select One>	<b>Water Reuse System</b> - stormwater for interior use ?
<input type="text"/>	<b>Water Reuse System</b> - graywater ?	<input type="text"/>	<b>Water Reuse System</b> - subsurface irrigation

Continue) Entering Building Specific Plumbing System

Return Without Entering Building Specific Information

Done Local intranet

Start plumbing web sc... 1 Reminder WEB PLUMBING ... Plumbing Web Sc... Building Specifi... 2:55 PM

When done with this screen click on the Continue Entering Building Specific Plumbing System.

This screen is utilized for you to select options for submitting Sanitary or Water. Note these options are used to determine the appropriate fee.

It is important to note that the dropdown has been **defaulted to None**. This facilitates users who are submitting cross connections etc but no building specific sanitary or water.

If you wish to submit Sanitary or Water click on the dropdown to choose the appropriate option.

Building Specific Plumbing System - Development Environment Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://comapp3/5B\\_PlbgPlanReviewApp/Plbg/AddPlbgObj](http://comapp3/5B_PlbgPlanReviewApp/Plbg/AddPlbgObj) Go Links >>

Project/Site Name: Test site

Street Address: State & Vine

Municipality: Town of GLENMORE

**Building Specific Sanitary (Select ONE of the following options and enter the corresponding diameter or DFU):**

None

**Building Specific Water (Select ONE of the following options and enter the corresponding diameter or GPM):**

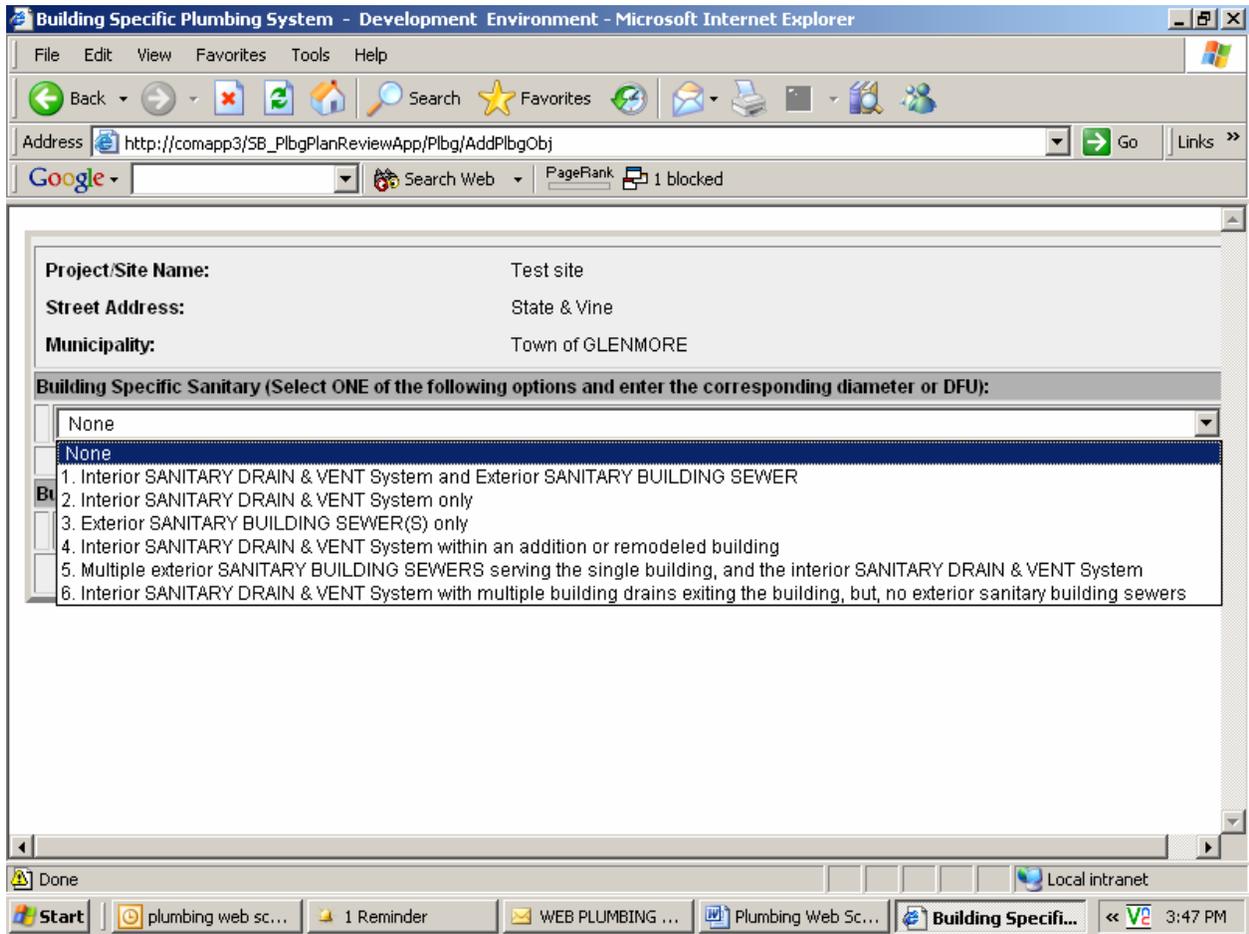
None

NEXT Enter Building Designation

Done Local intranet

Start plumbing web sc... 1 Reminder WEB PLUMBING ... Plumbing Web Sc... Building Specifi... 3:42 PM

Enter the Sanitary Drain & Vent option if you are submitting that element. If not submitting Sanitary Drain & Vent you can go to the next step.



Note that when you select one of the dropdown options you will be asked another question on which the fee is based.

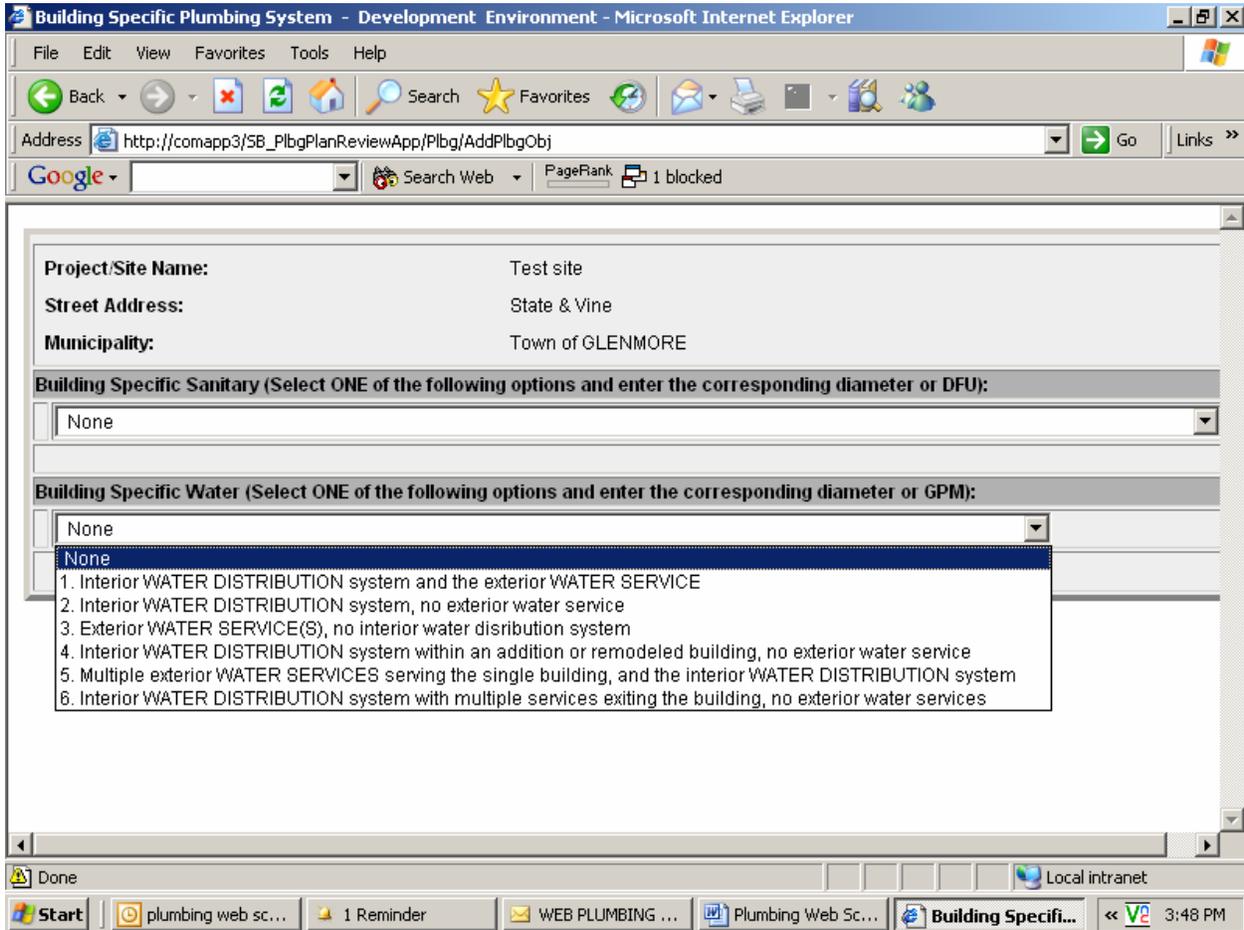
The screenshot shows a web browser window titled "Building Specific Plumbing System - Development Environment - Microsoft Internet Explorer". The address bar contains the URL: [http://comapp3/5B\\_PlbPlanReviewApp/Plbg/AddPlbgDesignSpecific?action=RetrieveBldgSanitarySize&wprid=17137&webR...](http://comapp3/5B_PlbPlanReviewApp/Plbg/AddPlbgDesignSpecific?action=RetrieveBldgSanitarySize&wprid=17137&webR...). The form displays the following information:

- Project/Site Name: Test site
- Street Address: State & Vine
- Municipality: Town of GLENMORE

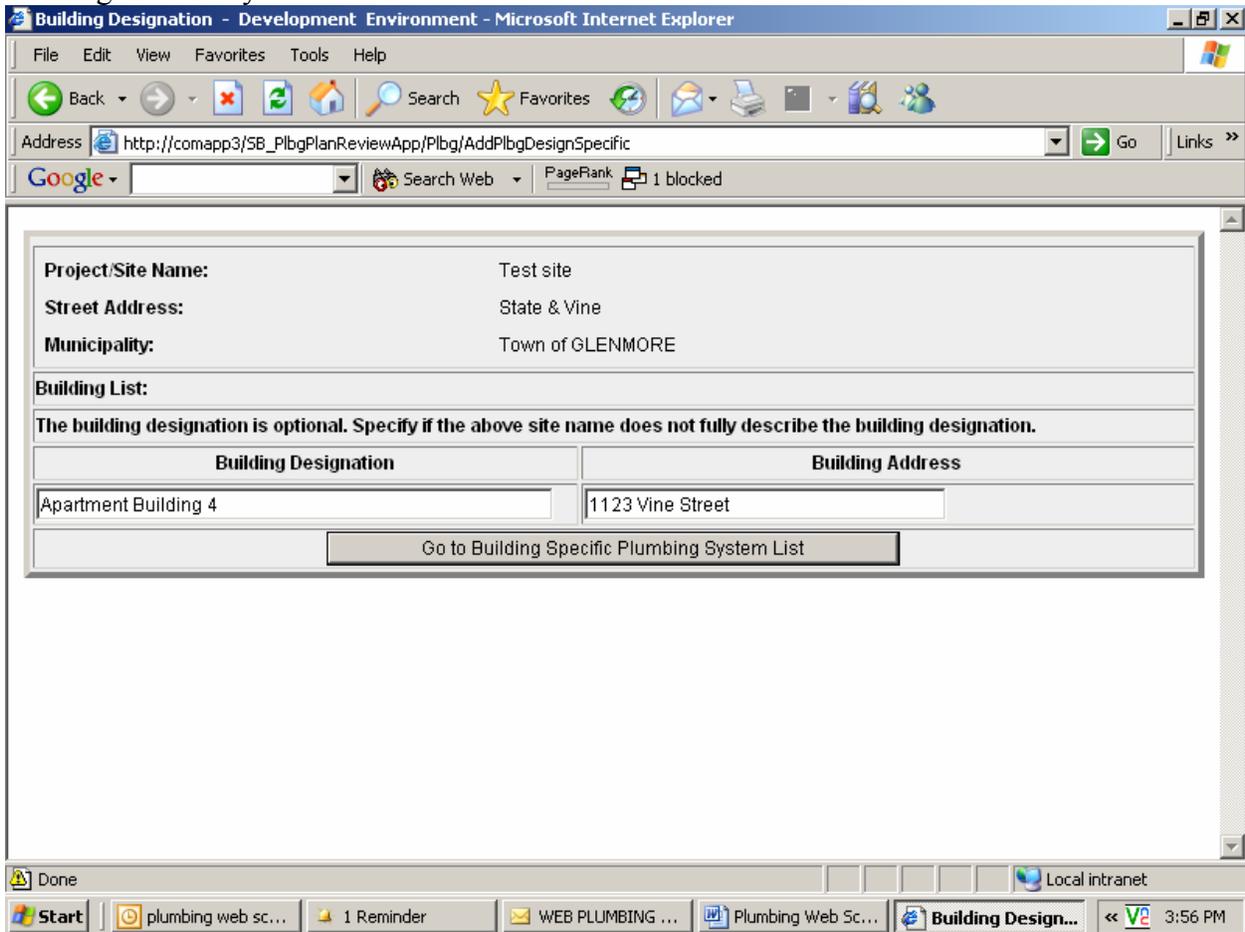
The "Building Specific Sanitary" section is active, with the dropdown menu set to "2. Interior SANITARY DRAIN & VENT System only". Below this, the label "Diameter of sanitary building sewer, in inches, required to serve the building \*:" is followed by a dropdown menu currently showing "<Select One>". A second dropdown menu is open, showing the following options: "<Select One>", "2\"", "3\"", "4\"", "5\"", "6\"", "7\"", "10\"", "12\"", and "15\"".

Note if you selected this option: In this case you may have several sanitary building sewers coming into the building for various reasons. The diameter requested in this case (to give you a fee break) is not necessarily the sum of all the diameters entering the building. It is the **required** diameter size as if your design only had 1 sanitary building sewer serving the building.

Ditto for Water Distribution---select the option you want and complete the next information on the next screen that appears



When done click on “Enter Building Designation”. Then type in the name and address of the building that this system serves.



IF you indicated that you wanted to register cross connections or are submitting cross connections in a health care facility for review you will get the screen below to fill out.

Device Type	Size	Manufacturer	Device Model	Specific Location of Assembly
RP	<Select One>			
<Select One>	1/4"			
<Select One>	3/8"			
	1/2"			
	3/4"			
	1"			
	1-1/4"			
	1-1/2"			
	2"			
	2-1/2"			
	3"			

Go To Building Specific Plumbing System List

Note that **cross connection assemblies are required to be tagged with the regulated object number** that you will receive with your approval letter.

- Tags may be obtained by emailing [Materialorders@commerce.state.wi.us](mailto:Materialorders@commerce.state.wi.us) or mailing your request to **Inspection Support P.O. Box 7302 Madison WI 53707**
- When you receive registration approval letter be sure to pass the regulated object numbers, cross connection control device information and location on property to the cross connection control tester for inclusion in submittal of test reports.

When done click on the “Go to Building Specific Plumbing System List.

This screen gives a summary of what you entered so far. If incorrect or incomplete, click on the ID number to go back to Task 3 to change the information

commerce.wi.gov  
**Wisconsin**  
Department of Commerce

**Plumbing and Related Objects**

**Project/Site Name:** Test site  
**Street Address:** State & Vine  
**Municipality:** Town of GLENMORE

To Request a Building Specific Plumbing System Review click the "Add Building Specific Plumbing System" button.  
To modify information: Click on the ID for the record you want to change.

**Building List:**

ID	Building Designations	Identical Buildings	Building Specific Systems Selected
<a href="#">1</a>	Apartment Building 4	0	20 Interior Fixtures 3 Cross Connection Assemblies in Non-Health Care An Interior <b>Sanitary Drain and Vent</b> System only with a Diameter in inches of 4

Add Building Specific Plumbing System

Click Here When Done Adding Building Specific Plumbing System(s)

If you wish to submit plumbing systems for multiple buildings on the same submittal you have two options, depending on the situation: Both options may be used on the same submittal transaction.

- for **identical multiple buildings**, just indicate the number of additional identical buildings on this screen.( Note that if you have 3 identical buildings you would enter **2** as the **additional** identical buildings)
- for **non-identical buildings--** After you have completed all the information for the first building, click on the "Save Building and Go to List", then click on the "Add Building" button again and proceed to indicate the information for the next building. Repeat as necessary.

When done click to go to Task 4 if you wish to submit a Site Specific Plumbing System or 5 to proof read your submittal.

## Retrieve Information TASK 4

This task is the same as **New TASK 4**.

**This is the SITE SPECIFIC PLUMBING SYSTEM INFORMATION containing all elements that serve no buildings, serve 2 or more buildings, and all storm system elements.**

If you have exterior cross connections such as on a golf course you can register them using these fields.

**Task 4) Enter Site Specific Plumbing Objects (Starred (\*) entries indicate must be filled in)**

Project/Site Name: Test site  
Street Address: State & Vine  
Municipality: Town of GLENMORE

Indicate total number of exterior fixtures such as storm drain inlets:

Exterior Cross Connection Assemblies (not within or attached to a building)

Register Exterior Cross Connection Assemblies with this plan?

**STORM - ALL STORM PIPING IS CONSIDERED SITE SPECIFIC** If the plan includes subsurface infiltration, submit only to Green Bay, La Crosse, or Hayward. If the submittal is **only subsurface infiltration**, you may also submit to Madison.

**Check all that apply for the site that is being submitted at this time:**

- Interior Storm Drain System with a Clearwater Drain System ?  
(If submitting Interior Storm Drain System only, enter the roof area for drained area below)
- Interior Storm Drain System without a clearwater drain system ?
- Storm Building Sewer
- Storm Private Interceptor Main Sewer ?

## Site Specific screen continued

Site Specific Plumbing System Object Information - Development Environment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://comapp3/58\\_PlbgPlanReviewApp/Plbg/SiteSpec?ptid=1296035&wprid=17138&webRegObj=0](http://comapp3/58_PlbgPlanReviewApp/Plbg/SiteSpec?ptid=1296035&wprid=17138&webRegObj=0) Go Links >>

Google Search Web PageRank 1 blocked

(If submitting Interior Storm Drain System only, enter the roof area for drained area below)

Interior Storm Drain System without a clearwater drain system ?

Storm Building Sewer

Storm Private Interceptor Main Sewer ?

Storm Water and/or Clear Water Subsurface Infiltration for Public Building submitted with or without a storm piping system.

Storm Water Infiltration Volume in Gallons

Clear Water Drain System without Interior Storm Drain System ?

Diameter in inches of Clear Water Drain System without Interior Storm Drain

---

**DRAINAGE AREAS - served by the Storm Plumbing System. Answer ONE question below that pertains to this site:**

If less than or equal to 1 acre of drainage to the plumbing system with a **single discharge point**:

Diameter in inches at discharge point

If less than or equal to 1 acre of drainage to the plumbing system with **multiple discharge points**:

Total gallons per minute discharge

If greater than 1 acre of drainage to the plumbing system:

Total Acres Drained

Done Local intranet

Start plumbing web schedule ... WEB PLUMBING PLAN R... Plumbing Web Schedule... Site Specific Plumbin... 12:10 PM

Note that fees for storm are calculated in one of three ways, depending on the acreage and design. Complete the pertinent field here.

## Site Specific screen continued

**SANITARY (Check and complete diameter information if included in this submittal):**

Submittal of **Sanitary Private Interceptor Main Sewer** ?

Indicate number of independent connections to the main sewer or POWTS

The diameter (or sum of the diameters if multiple connections) in inches of the private interceptor main sewer(s) which connect to either the municipal sewer, POWTS or to an existing private interceptor main sewer/building sewer.

**WATER (Check and complete diameter information if included in this submittal):**

**Private Water Main** ?

Indicate number of independent connections to the main water or well pressured tank

The diameter (or sum of the diameters if multiple connections) in inches of the private water main(s) which connect to either the municipal water main, well pressure tank or to an existing private water main/water service.

**Mobile/Manufactured Home Park and/or Campground/Recreation Vehicle Park (indicate number of site and plumbing being done)**

Number of Sites:  1-25 Sites  26-50 Sites  51-125 Sites  126 or more Sites

Sanitary Dump Station  Exterior Sanitary Sewer  Sanitary Private Interceptor Main Sewer

Exterior Water Service  Private Water Main

If the submittal is only for Manufactured Home Park you can just submit using this box.

If the submittal for the park also includes the storm system or a plumbing system for a building, you would also have to complete the web form and submit the appropriate building and site specific plumbing systems

## TASK 5 PROOF READ & SUBMIT

### **NEW** and **Retrieve Information**

As previously mentioned, it is **very important to proof read** this since the data indicated affects the estimated review time and thus may necessitate a reschedule to the next available appointment if the submitted plans differ from the requested appointment. Also fees are calculated based on what is indicated.

**When the correct information is ready, click Submit.** You will immediately be given a transaction number.

Shortly after Submittal you will be emailed a confirmation letter/ completed application form which includes the fee, appointment date, and assigned reviewer. If you are in a hurry and want to calculate the fees yourself you may print out the form created after submission, that has the assigned transaction number, and send in the plans immediately. There may be cases, however, where your requested office cannot be honored and there will be a time delay in getting the plans to the correct office.

Note that Comm 2.31(2M) allows the department to charge a \$50 fee for a missed appointment. If for any reason you can not make your appointment be sure to call the assigned office to re-schedule to a date you can make.

If corrections are required to the confirmation letter/application form, please email the transaction number and corrections to [planschedule@commerce.state.wi.us](mailto:planschedule@commerce.state.wi.us) as soon as you know of the change needed.

General questions on the plan scheduling can also be emailed to that address. For technical plumbing questions, email to [plbgtech@commerce.state.wi.us](mailto:plbgtech@commerce.state.wi.us)

Hopefully you will find Web Scheduling very efficient and user friendly.

## APPENDIX---? Help Buttons

The following indicates all the ? Help Button verbage at this time.

### Safety and Buildings - Plan Review Help Information

#### Intro Information Help

You, the submitting designer or delegated person, will enter the required information into this web-based application and electronically submit it to the Safety and Buildings Division. Upon completion of entering, you will be given a transaction number. This transaction number will allow you to check the status of your request on our plan review status check page.

- The information is stored in a suspense file accessed by plan entry staff in all six of our offices.
- Plan entry staff review your data and match to existing customers, sites, and facilities or create new ones. Plan entry then accepts it into the regulated objects database and assigns the review as close to the desired review date as possible. Note that plan entry will attempt to honor your choice of office; however, if the office workload is drastically unbalanced or reviewer is unavailable another office may be assigned.
- Plan entry will e-mail you a confirmation form specifying the review date, office, and reviewer.
- Your plans and a copy of the confirmation form must be received in the scheduled office by 2:30 p.m. two working days prior to the scheduled date. This allows fiscal processing and marrying with previous appropriate files prior to the review.
- Your plans will be reviewed on or shortly after the scheduled date.
- The designer will receive an emailed letter of approval upon review completion. Or, in cases where the plans are held for additional information, you will receive a phone call with follow-up letter if the hold cannot be resolved by phone/email/fax.

[Back to the top](#) | [Show this section only](#)

#### Petitions

A Petition for Variance may be scheduled prior to building submittal, with a building submittal, or by using the retrieve information button to schedule the petition after building submittal. A Petition for Variance requires submittal of Form SBD-9890X. The fees shown on your appointment confirmation letter DO NOT include Petition for Variance fees. Calculate those using form SBD-9890X.

[Back to the top](#) | [Show this section only](#)

#### Revisions

**Generally speaking, a revision to a previously approved plan needs to be submitted when 15 or less fixtures have been added or relocated to the project while still under construction.** Revisions to previously approved plans can **not** currently be processed by Web Scheduling. Revisions require the submittal of an up-to-date Form SBD-6154. Revisions to

previously approved plans may be scheduled by completing the form and faxing to 877-840-9172 or emailing it to [planschedule@commerce.state.wi.us](mailto:planschedule@commerce.state.wi.us)

[Back to the top](#) | [Show this section only](#)

## **Preliminary**

Contact the review office of your choice to make an preliminary review appointment with a plan reviewer.

[Back to the top](#) | [Show this section only](#)

## **Plan Review Starred Info**

The information you are asked to provide is essential to the processing of your application and performing the plan review and inspection. Certain items marked with an asterisk (\*) are mandatory at the time of scheduling. You will not be allowed to submit your scheduling request if these are not completed. Other information may be necessary at the time of plan submittal. Information is entered into a database that allows for scheduling of all Plan Reviews and Inspections for this Project.

[Back to the top](#) | [Show this section only](#)

## **Plan Review Available Date**

The table shown indicates our best estimate of the next available date by category and office at the end of the previous business day. Requests for appointments submitted today or plans received in the mail without an appointment may change this status.

Building Submitters Please Note: Normally the same reviewer is assigned to subsequent HVAC and other components after the initial approval. Also fire alarm and suppression reviews are done by a limited number of reviewers in Green Bay and Waukesha only. The next available date in the table may not be applicable in these situations.

[Back to the top](#) | [Show this section only](#)

## **Project Site**

Enter here the site name that will be used to coordinate submittals for all trades (bldg, HVAC, etc.) If the site is a complex of buildings or a building with tenants, you will be asked for specific information about the building in Task 3. It is especially important to give us a defining name for each building if there are or will be other buildings on the site.

[Back to the top](#) | [Show this section only](#)

## **Project Site Address**

Enter the street number and name if known. If you do not know the street number provide the street name, nearest street name, or legal description.

[Back to the top](#) | [Show this section only](#)

## **Project Site Municipal**

County and City, Village or Town information is critical. This refers to the project geographical location, not to the building mailing address. This information is used to determine which

Governmental Unit receives a copy of the Plan Review Letter and to determine if a State Inspector will inspect the Project or if it is within a Certified Municipality. For example, a Project might have a La Crosse Mailing Address, but be actually located in a surrounding Township. That will affect the fees paid for the State Plan Review & Inspection Service and also affect which Governmental Unit will issue the Building Permit. Incorrect Information at this point can lead to costly delays further down the Permitting Process

[Back to the top](#) | [Show this section only](#)

## **Plan Review Comments**

You can use this space to communicate unique project information regarding your plan scheduling. Example: You are requesting a specific reviewer because ....(indicate why).

[Back to the top](#) | [Show this section only](#)

## **Health Care Related Facility**

Means a hospital, nursing home, community-based residential facility, county home, infirmary, inpatient mental health center, inpatient hospice, ambulatory surgery center, adult daycare center, end stage renal facility, facility for the developmentally disabled, institute for mental disease, urgent care center, clinic or medical office, child caring institution, or school of medicine, surgery or dentistry.

[Back to the top](#) | [Show this section only](#)

## **Building Specific Plumbing System**

This is plumbing serving a single building. The types of plumbing that are included in the building specific plumbing system are:

- Sanitary Building Sewer
- Sanitary Drain and Vent System (located inside the building)
- Water Service
- Water Distribution System

**\*NOTE\*ALL STORM PIPING, INSIDE AND OUTSIDE OF BUILDINGS IS CONSIDERED “SITE SPECIFIC” AND YOU NEED TO COMPLETE TASK 4**

[Back to the top](#) | [Show this section only](#)

## **Site Specific Plumbing System**

This category includes all storm piping and sanitary and water plumbing that is serving two or more independent buildings. The types of plumbing that are included in the site specific plumbing system are:

- Storm Private Interceptor Main Sewers
- Storm Building Sewers
- Storm and clear water drain and vent system (located inside the building)
- Sanitary Private Interceptor Main Sewers

- Private Water Mains
- Exterior Cross Connection Assemblies not within or attached to a building

\*NOTE\*ALL STORM PIPING, INSIDE AND OUTSIDE OF BUILDINGS IS CONSIDERED “SITE SPECIFIC” AND YOU NEED TO COMPLETE TASK 4.

[Back to the top](#) | [Show this section only](#)

## **Plumbing Fixture**

Plumbing fixture means a receptacle or device which meets at least one of the following: Is either permanently or temporarily connected to the water supply system of the premises, and demands a supply of water from the system; discharges wastewater or waste materials either directly or indirectly to the drain system of the premises, or: requires both a water supply connection and a discharge to the drain system of the premises. Examples of plumbing fixtures are shown in Table 82.30-1 of the plumbing code.

<http://www.legis.state.wi.us/rsb/code/comm/comm082.pdf>

[Back to the top](#) | [Show this section only](#)

## **Health Care Related Facility**

Means a hospital, nursing home, community-based residential facility, county home, infirmary, inpatient mental health center, inpatient hospice, ambulatory surgery center, adult daycare center, end stage renal facility, facility for the developmentally disabled, institute for mental disease, urgent care center, clinic or medical office, child caring institution, or school of medicine, surgery or dentistry.

[Back to the top](#) | [Show this section only](#)

## **Chemical System**

A chemical system receives wastes that have a pH of less than 5.5 or more than 10.

[Back to the top](#) | [Show this section only](#)

## **Register Cross Connection Assemblies With This Plan**

All cross connection control assemblies shown in Table 82.21-1 and are not located in a health care facility need to be registered with the department prior to use. The department encourages getting the assembly registered with the plan submittal. All assemblies located in a health care facility must receive plan review and approval by the department prior to installation.

<http://www.legis.state.wi.us/rsb/code/comm/comm082.pdf>

[Back to the top](#) | [Show this section only](#)

## **Water Reuse System**

An example would be a device, or series of devices that collects previously used water from a blackwater or graywater source and treats the water so it can be recycled for use within a plumbing system rather than being discharged to drain.

[Back to the top](#) | [Show this section only](#)

## **Sanitary Private Interceptor Main Sewer**

Means a sanitary sewer serving two or more buildings and not part of the municipal sewer system.

[Back to the top](#) | [Show this section only](#)

## **Clearwater drain system**

Means a drain system which receives wastewater other than stormwater, having no impurities or where impurities are below a minimum concentration considered harmful by the department, including but not limited to noncontact cooling water and condensate drainage from refrigeration compressors and air conditioning equipment, drainage of water used for equipment chilling purposes and cooled condensate from steam heating systems or other equipment.

[Back to the top](#) | [Show this section only](#)

## **Storm Private Interceptor Main Sewer**

Means a storm sewer serving two or more buildings and not part of the municipal sewer system.

[Back to the top](#) | [Show this section only](#)

## **Private Water Main**

Means a water main serving 2 or more buildings and not part of the municipal water main.

[Back to the top](#) | [Show this section only](#)