



July 24, 2023

Wisconsin Department of Safety and Professional Services Welcome Packet for Delegated Municipalities

Congratulations on your certification for plan review and/or inspections of Commercial Buildings, HVAC, and/or Fire Sprinkler/Fire Alarm within your municipality. For a seamless transition from state plan review and inspections to municipal review/inspections, we have compiled and enclosed a list of Department forms and resources utilized in building projects. Also included are some best practices you may find helpful in ensuring consistency and efficiency. Each of the enclosed documents, with exception of the ICC codes and secondary references, is also available via our website. These documents are for your use and should be utilized for uniform enforcement of codes for builders and owners doing business statewide.

Adopted Codes (ICC codes must be purchased by municipality through Iccsafe.org)

- Wisconsin Administrative Code SPS 361 to 366
https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/361_366
- International Code Council Documents (2015 Editions) International Building Code
International Mechanical Code
International Energy Conservation Code
International Existing building Code
International Fire Code
- Secondary References
NFPA 54 Fuel Gas Code (2015)
ANSI/ICC A117.1 Accessible and Useable Buildings and Facilities (2009)
ASCE – 7 Minimum Design Loads for Buildings and Other Structures (2010)
ACI 318 Building Code Requirements for Structural Concrete (2014)
AISC 360 Specification for Structural Steel Buildings (2010)
ANSI/AWC NDS National Design Specification (NDS) for Wood Construction with 2012 Supplement (2015)

Commercial vs. Residential Code (a document to post at your permit counter)

<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/SBD10715.pdf>

Plan Review

- Plan Review Application
 - As of April 12, 2021, the Department now utilizes an electronic submittal system (eSLA) for plan review submission. Prior to April 12, 2021, the Department required the following form to be submitted with the plans, required calculations (structural, building envelope, and heat loss, depending on submittal type), and appropriate review fees. Please note that the Supervising Professional's signature is required prior to submittal for buildings > 50,000 cubic feet in volume.
<https://dsps.wi.gov/Documents/Programs/SBD118.docx>
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/ThirdPartySignatures.pdf>
- Plan Review Submittal Checklist
 - These checklists give information to submitters on what is required to complete a plan submittal (when required) and addresses necessary information to help limit the need to hold plans for additional information.
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/BuildingChecklist2015ICC.pdf>
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/BleachersChecklist2015IBC.pdf>
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/HVACChecklist2015ICC.pdf>
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/KitchenHoodChecklist2015ICC.pdf>
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/RoofTrussChecklist.pdf>
- Plan Review "What to Look For" Checklist
 - This checklist provides code references for items needing to be checked on plans. This should not be considered as complete or comprehensive, but rather a guidance document. The plan reviewer is responsible for compliance with all requirements of applicable codes.
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/SamplePlanReviewChecklist.pdf>

- Optional Plan Submittal Worksheets for Design Professionals/Submitters
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/IBCPlanChecklists.pdf>
- Sample Approval Letter
 - This template may be used to correctly identify the project contacts, project location, code requirements, and the limitations of the approval. This letter needs to be attached to the approved plans to complete the “Approved Plans Document” and needs to be kept at the jobsite for inspection purposes.
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/Linked/SampleConditionalApproval.pdf>
- Sample Additional Information letter
 - In situations where you do not have complete information or you have identified code violations requiring revisions to the plans, this template can be used to request the additional information or revisions to the plans. This document is sent to the building designer when the building volume will exceed 50,000 cubic feet.
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/Linked/SampleRequestAdditionalInfo.pdf>

Inspection

- Utilize the following checklists when performing inspections, this provides not only a complete and comprehensive inspection but also documents your findings should you need to provide this information at a later date.
 - Grading Checklist
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/GradingChecklist.pdf>
 - Footing and Foundation Inspection Checklist
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/FootingChecklist.pdf>
 - Rough Inspection Checklist <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/RoughChecklist.pdf>
 - Finish Inspection Checklist <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/FinishingChecklist.pdf>

FAQs

Lighting plan submittals are no longer required.

- The Division of Industry Services no longer requires the submittal of emergency egress lighting plans or lighting energy conservation plans to our agency. See the revised expectations below.
 - Emergency Egress Lighting - Building designers shall provide, at the project site, an egress plan showing where exit lights and emergency egress lighting will be required for new buildings, additions, and alterations that create new egress paths. Effective July 1, 2012, this egress plan shall be included with the building plan submittal to our agency. In addition to the egress plan at the jobsite, there shall be emergency lighting cut-sheets, calculations, or other means to show compliance of the installed fixtures. Local inspectors may request additional information.
 - Energy Conservation - Building designers, electrical designers, or electrical contractors shall provide fixture layouts, fixture cut-sheet, energy calculations, or other documentation at the project site.
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/SBD10115P.pdf>

Documents

FAQs Numeric Order - Searchable ("Ctrl" + "F")

[Act 270](#)

[Administrative & Submittal Requirements](#)

[Building Occupancies](#)

[Building Height and Area](#)

[Fire Rated Assemblies](#)

[Fire Suppression](#)

[Fire Alarm](#)

[Egress](#)

[Accessibility](#)

[Interior Environment](#)

[Structural Loading](#)

[Toilet Facilities](#)

[Foam Plastics](#)

[Energy - Building Envelope](#)

[Existing Building - Level 1, 2 & 3 Alterations](#)

[Changes in Occupancy](#)

[HVAC - Equipment Locations](#)

[Ventilation](#)

[Exhausts](#)

[Kitchen Hoods](#)

[Fire Code](#)

[Hospitals, Nursing Homes and Attached Building](#)

[Areas with Other Uses](#)

[Fire Detection, Prevention and Suppression Inspector](#)

[Credential](#)

Petition for Variance

- The Petition for Variance process may be used where compliance with the code cannot be achieved. The variance requires the owner to identify the code section that cannot be complied with, as well as establish equivalent level of safety to what the code provides. The more detail that is provided, the easier it is for the decision maker to render an informed decision. This is not a waiver and should not be used as such. As of April 12, 2021, the Department only accepts petition for variances submitted via the electronic submittal system, eSLA.
<https://dsps.wi.gov/Documents/Programs/SBD9890X.pdf>

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