



Attached Hospitals and Nursing Homes FAQs

1. Where are building and HVAC plans submitted?

A: All building and HVAC plans with buildings that contain hospital and/or nursing home functions shall be submitted to the Department of Health Services (DHS), Bureau of Quality Assurance, Phone 608-267-1442.

Plans for plumbing systems, private onsite waste water treatment, elevators, boilers, mechanical refrigeration systems, etc., still are required to be submitted to DSPS, Division of Industry Services (DIS) at esla.wi.gov.

2. When does the Division of Industry Services review the building and HVAC plans?

A: DIS will only be involved in the building and HVAC review of a health care facility with or without attached non-healthcare uses if the plan indicates a 4-hour unpierced firewall or a pedestrian access way separates the non-healthcare portions from the health care portion.

If that situation occurs, DHS will review the healthcare portion and DIS will review the non-healthcare portion including the 4-hour fire wall or pedestrian access way.

3. What happens when a joint review occurs?

A: Upon DHS determination that a joint review will occur, DHS will contact DIS to schedule a plan review time for the non-healthcare portion. DHS will coordinate with the submitter and forward one copy of the properly signed and sealed plans along with the appropriate DIS fees.

DIS will review the plan and email the plan review action letter to DHS for inclusion or as an attachment to the DHS letter of review.

If the plan is held for additional information by either agency, plan revisions or additional information will again be submitted to DHS. DHS will forward one copy of the revised plan submittal to DIS. DIS will review the re-submittal within five working days of receipt by the DIS staff email will be used to send the letter to DHS to include with their approval correspondence to the submitter.

4. How are the fees determined?

A: Fees for that part of the building determined to be reviewed by DHS shall be calculated utilizing the fee tables and instructions found on the DHS Plan Approval Application [F-2333](#).

Fees for that part of the building determined to be reviewed by DIS shall be calculated utilizing the fee tables and instructions found on the Department of Safety and Professional Services Buildings, HVAC, and Components Application For Review [Form SBD-118](#).

5. What happens in a preliminary review?

A: Since DHS will be the primary contact for initial submittal, DHS will conduct the preliminary* reviews and respond to written questions.

In cases where DHS determines that an unpierced building division wall separates the nonhealthcare portion from the healthcare portion, DHS will forward those plans to DIS for preliminary review. The agency reviewing the portion of the building will respond to the written questions for the respective part of the building that they will be reviewing and share with the other agency.

* The term "preliminary review" is used differently by the two agencies. DHS preliminary is true preliminary review and is usually mandated. DIS preliminary is a written response to specific questions, not a cursory review of the project.

6. Can footing/foundation plans be submitted for review so construction work can begin before the complete building plans are finished?

A: In lieu of complete plans, a designer may submit footing and foundation plans for review and approval, then submit the full building plans at a later date. These plans should also be submitted directly to DHS and the procedures mentioned above will be followed.

7. How is a Petition for Variance filed?

A: All petitions for buildings that contain health care facilities shall be submitted to DHS who will follow procedures similar to those for plan review. Contact DHS for required forms.