

DATE

CUST ID No.

Supervising Professional Address Information

Fee Received \$

REQUEST FOR ADDITIONAL INFORMATION

SITE: SITE INFORMATION

FOR: PROJECT INFORMATION

Identification Numbers
Transaction ID No.
Site ID No.
Please refer to both identification numbers, above, in all correspondence with the agency.

The submittal described above has been placed on **HOLD** and the review and approval is pending subject to receipt of the **ADDITIONAL INFORMATION** and/or revised plans requested by this letter. Upon receipt of the additional information and/or revised plans, the plans will be reviewed for compliance to applicable Wisconsin Administrative Codes and Wisconsin Statutes.

The following must be corrected/revised and accompany the resubmittal:

CODE VIOLATIONS ENTER HERE

Our agency offers a number of worksheets and checklists for the Commercial Building Code at <http://dps.wi.gov/Plan-Review> that may assist you in preparing your submittal.

Send your re-submittal into the address listed above, unless otherwise noted, and the department will review the resubmittal within 5 working days of receipt date. Please include a copy of this letter with your resubmittal. **Designer shall identify plan revisions by a readily discernible means such as shading, highlighting, hatching or clouding the changed areas prior to plan re-submittal. Failure to do so may delay review.**

If the above requested information and/or plans are not received within 30 business days of the date of this correspondence, this submittal will be returned denied. No fees will be refunded, and a new fee, application form, and submittal of plans/specifications will be required should you desire to continue with this project. The code in effect at the time of new submittal would apply.

If you have any questions, after reading the above comments and related code sections cited, please call me at the telephone number below.

Sincerely,

Plan Reviewer Signature and Address Block

cc: OWNER