

# Wisconsin DSPS

## COMMERCIAL BUILDING PLAN REVIEW CHECKLIST

TRANSACTION ID: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 REVIEW BY: \_\_\_\_\_

DESIGNER NAME: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 REGULATED OBJECT: \_\_\_\_\_

**PROJECT OCCUPANCY/CONSTRUCTION:**  
 MAJOR OCCUPANCY: \_\_\_\_\_  
 NON-ACCESSORY: \_\_\_\_\_  
 CLASS OF CONSTRUCTION: \_\_\_\_\_

**COMMUNITY INFORMATION:**  
 LOCATION: \_\_\_\_\_  
 DELEGATED MUNICIPALITY: 

Y	N
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City	Village	Town
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PROJECT AREA/TYPE:	√	AREA S.F.
NEW CONSTRUCTION		
ADDITION		
ALTERATION		
ALTERATION LEVEL	I	II
<b>TOTAL BUILDING AREA</b>		0.00

**PLAN REVIEW FEE:**  
 BUILDING: \_\_\_\_\_  
 HVAC: \_\_\_\_\_  
 PERMISSION TO START: (\$75): \_\_\_\_\_  
 IDENTICAL BUILDINGS  
 (No. of Buildings x Minimum Review Fee): \_\_\_\_\_  
 EXTRA PLANS (\$25 per Set over 5): \_\_\_\_\_  
 PLAN REVIEW FEE: \$100.00  
**TOTAL FEE:** \$100.00

**BUILDING INFORMATION:**  
 No. of FLOORS: \_\_\_\_\_ Y N  
 PEDESTAL BLDG 

Y	N
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 SPRINKLERED: 

Y	N
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 ⇒ NFPA DESIGN: \_\_\_\_\_  
 FIRE ALARM: \_\_\_\_\_ ← OCCUPANT LOAD: \_\_\_\_\_  
 FIRE WALLS: \_\_\_\_\_ OWNER LETTER FOR  
 FIRE BARRIER: \_\_\_\_\_ OCC./FIXTURE COUNT 

Y	N
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 No. OF AREAS SEPARATED BY FIRE WALLS/BARRIERS: \_\_\_\_\_  

HVAC	BOILER	<input type="checkbox"/>	UNLIMITED AREA:	<input type="checkbox"/>
	VAV SYSTEM	<input type="checkbox"/>	SEPARATED USE:	<input type="checkbox"/>
	SEASONAL USE	<input type="checkbox"/>	UNSEPARATED USE:	<input type="checkbox"/>

SUBMITTAL TYPE:		Y	N
ROLL	<input type="checkbox"/>		
SHEET	<input type="checkbox"/>		
ELECTRONIC	<input type="checkbox"/>		
INVOICE DESIGNER			
MAIL PLANS			
DESIGNER PICK-UP			

PLAN SUBMITTAL TRIAGE:	Y	N
FOUR OR FIVE DRAWING SETS SUBMITTED		
PLANS/APPLICATION - <i>Stamped/Signed/Dated</i> :		
CALCULATIONS - <i>Structural/HVAC/ComCheck</i> :		
NO PLAN NOTES - <i>"NOT FOR CONSTRUCTION"</i> etc.		

**COMPONENT SUBMITTALS:**

<input type="checkbox"/>	HVAC	<input type="checkbox"/>	ELEVATOR
<input type="checkbox"/>	KITCHEN HOOD	<input type="checkbox"/>	PRE-ENGINEER BUILDING
<input type="checkbox"/>	FIRE SUPPRESSION	<input type="checkbox"/>	WD ROOF/FLOOR TRUSS
<input type="checkbox"/>	BLEACHERS	<input type="checkbox"/>	PRECAST WALL/PLANK

**COMMENTS/NOTES:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## IBC PLAN REVIEW

CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
SITE - GENERAL	Fire Separation Distance	Table 602				
	Accessible Route - Site Arrival Point	1104.1				
	Accessible Route - Within Site	1104.2				
	Accessible Entrance	1105.1				
	Parking/Loading Zone	1106.1				
	Accessible Ramps	ANSI 405				
	Curb Ramps	ANSI 406				

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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
3	<b>Occupancies</b>	<b>Chapter 3</b>				
CHAPTER 4	High Piled Storage	413.1				
	Hazardous Material	414.1.3				
	Hazardous Groups: H-1, H-2, H-3, H-4 and H-5	Table 414.5.1				
	Groups I-1, R-1, R-2, R-3 and R-4	420.1				
CHAPTER 5	<b>Allowable Building Height in Feet</b>	<b>Table 504.3</b>				
	<b>Allowable Number of Stories</b>	<b>Table 504.4</b>				
	<b>Allowable Building Area</b>	<b>Table 506.2</b>				
	Mezzanines	505.2				
	Mezzanines Means of Egress	506.2.2				
	Equipment Platform	505.3				
	Unlimited Area Buildings	507				
	Accessory Occupancies	507.1.1				
	Nonsprinklered One Story Buildings	507.3				
	Mixed Used Occupancy	508.1				
	Accessory Occupancies	508.2				
	Required Separation of Occupancies	Table 508.4				
	Incidental Uses	Table 509				
	Horizontal Building Separation Allowance	510.2				
CHAP. 6	<b>Construction Classification</b>	<b>602.1</b>				
	Building Elements - Fire Resistance Ratings	Table 601				
	Exterior Wall - Fire Separation Distance	Table 602				
	Combustible Materials in Type I and II	603.1				
CHAPTER 7	<b>Projections - Exterior Walls</b>	<b>Table 705.2</b>				
	Buildings on the Same Lot	705.3				
	Allowable Area of Openings - Exterior Walls	705.8				
	Parapet Required	705.11				
	Parapet Construction	705.11.1				
	<b>Fire Walls</b>	<b>706</b>				
	Structural Stability	706.2				
	Fire Ratings	Table 706.4				
	Horizontal Continuity	706.5				
	Fire Wall Intersects Exterior Wall	706.5.1				
	Horizontal Projection	706.5.2				
	Vertical Continuity	706.6				
	Stepped Buildings	706.6.1				
	Openings	706.8				
Fire Wall Identifications	SPS 362.0706					

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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
CHAPTER 7	<b>Fire Barriers</b>	<b>707</b>				
	Shaft Enclosure	713.4				
	Interior Stair and Ramp Enclosure	1023.1				
	Enclosures for Exit Access Stairways	713.4				
	Exit Passageway	1024.3				
	Horizontal Exit	1026.1				
	Atriums	404.6				
	Incidental Uses	Table 509				
	Control Areas	414.2.4				
	Separated Occupancies	Table 508.4				
	Fire Resistance Rating for Fire Area	Table 707.3.10				
	Continuity	707.5				
	Supporting Construction	707.5.1				
	Openings	707.6				
	Penetrations	707.7				
	<b>Fire Partitions</b>	<b>708</b>				
	Fire Resistance Ratings	708.3				
	Continuity	708.4				
	Openings	708.6				
	Penetrations	708.7				
	<b>Smoke Barrier</b>	<b>709</b>				
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	Smoke Barrier Continuity	709.4				
	<b>Horizontal Assembly</b>	<b>711</b>				
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	Fire Resistance Rating	711.2.4				
	<b>Vertical Openings</b>	<b>712</b>				
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	<b>Shaft Enclosure</b>	<b>713</b>				
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	Continuity	713.5				
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	<b>Concealed Spaces - Fireblocking</b>	<b>718</b>				
Fireblocking Materials	718.2.1					
Concealed Walls	718.2.2					
Draftstopping in Floors	718.3					
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Prescriptive Fire Resistance	721.1					
CHAP. 8	<b>Interior Finishes</b>	<b>803.1</b>				
	Interior Wall/Ceiling Finish Requirements	Table 803.11				
	Finished in Type I and II Construction	805.1				

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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
CHAPTER 9	<b>Automatic Sprinkler Systems - Required</b>	<b>903.2</b>				
	Multiple Fire Areas	903.2.1.7				
	Woodworking Operations	903.2.4.1				
	Repair Garages ( <i>Comm. Vehicles &gt; 5,000 s.f.</i> )	903.2.9.1				
	Bulk Storage of Tires	903.2.9.2				
	Stories without Openings	903.2.11.1				
	Obstructed Locations	903.3.3				
	Sprinkler System Supervision and Alarms	903.4				
	Standpipe Systems	905.3				
	Portable Fire Extinguishers	906.1				
	Fire Alarm and Detection	907				
	Fire Command Centers	911.1				
	Fire Department Connection	912.2				
	CHAPTER 10	<b>General Means of Egress</b>	<b>1003</b>			
Protruding Objects		1003.3				
Horizontal Projections ( <i>Under Stairs</i> )		1003.3.3				
<b>Occupant Load</b>		<b>1004</b>				
Floor Area per Occupant		Table 1004.1.2				
Cumulative Occupant Loads		1004.1				
<b>Means of Egress Sizing</b>		<b>1005</b>				
Stairways		1005.3.1				
Other Egress Components		1005.3.2				
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<b>Number of Exits and Exit Access Doorways</b>		<b>1006</b>				
Egress from Spaces		1006.2				
Egress Based on Use		1006.2.2.1				
Spaces with One Exit		Table 1006.2.1				
Egress from Occupied Roofs		1006.3				
Stories With One Exit or One Exit		Table 1006.3.2(2)				
<b>Exit and Exit Access/Doorway Configuration</b>		<b>1007</b>				
Two Exits or Exit Access Doorways		1007.1.1				
Remoteness of Exits Access Stair/Ramps		1007.1.3				
<b>Means of Egress Illumination</b>		<b>1008</b>				
Means of Egress Illumination		1008.1				
Emergency Power of Illumination		1008.3				
<b>Accessible Means of Egress</b>		<b>1009</b>				
Accessible Means of Egress Required	1009.1					
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Stairways	1009.3					
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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
CHAPTER 10	<b>Accessible Means of Egress - Continued</b>	<b>1009</b>				
	Area of Refuge	1009.6				
	Stairway or Elevator Access	1009.6.2				
	Separation	1009.6.4				
	Two-Way Communication	1009.6.5				
	Exterior Area of Assisted Rescue	1009.7				
	Two-Way Communication	1009.8				
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	<b>Doors and Gates</b>	<b>1010</b>				
	Size of Door	1010.1.1				
	Projections into Clear Width	1010.1.1.1				
	Door Swing	1010.1.2				
	Door Swing Direction	1010.1.2.1				
	Special Doors ( <i>Revolving, Power, Sliding</i> )	1010.1.4.1				
	Floor Elevation ( <i>Stoops</i> )	1010.1.5				
	Landings at Doors	1010.1.6				
	Door Arrangement	1010.1.8				
	Locks and Latches	1010.1.9.3				
	Bolt Locks	1010.1.9.4				
	Panic Hardware	1010.1.10				
	<b>Stairways</b>	<b>1011</b>				
	Width and Capacity	1011.2				
	Headroom	1011.3				
	Stairs Treads and Riser	1011.5				
	Nosing and Riser Profile	1011.5.5				
	Stairway Landings	1011.6				
	Stairway Construction	1011.7				
	Outdoor Stairs	1011.7.2				
	Handrails	1011.1				
	Guards	1011.3				
	Equipment of Roof ( <i>Higher than 16'</i> )	IMC 306.5				
	Stairway to Roof	1011.12				
	<b>Ramps</b>	<b>1012</b>				
	Slope	1012.2				
	Vertical Rise	1012.4				
	Landings	1012.6				
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	<b>Exit Signs</b>	<b>1013.1</b>				

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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
CHAPTER 10	<b>Handrails</b>	<b>1014</b>				
	Height	1014.2				
	Continuity	1014.4				
	Extensions	1014.6				
	<b>Guards</b>	<b>1015</b>				
	Where Required	1015.2				
	Height	1015.3				
	Mechanical Equipment	1015.6				
	Roof Access	1015.7				
	Window Openings	1015.8				
	<b>Exit Access</b>	<b>1016</b>				
	Through Intervening Spaces	1016.2				
	Multiple Tenants	1016.2				
	<b>Exit Access Travel Distance</b>	<b>1017</b>				
	Exit Travel Distance	Table 1017.2				
	Measurement	1017.3				
	Aisles (A, B, M Occupancies)	1018.1				
	Aisles Accessways in Group M	1018.2				
	<b>Corridors</b>	<b>1020</b>				
	Construction	1020.1				
	Fire Rating	Table 1020.1				
	Width and Capacity	Table 1020.2				
	Corridor Dead Ends	1020.4				
	Corridor Continuity	1020.6				
	<b>Egress Balcony</b>	<b>1021</b>				
	Wall Separation	1021.2				
	Openness	1021.3				
	Location	1021.4				
	<b>Exits</b>	<b>1022</b>				
	<b>Interior Stairs and Ramps</b>	<b>1023</b>				
	Construction	1023.2				
	Termination	1023.3				
	Interior Stairs and Ramps Exterior Wall	1023.7				
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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
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	Separation	1026.2				
	Refuge Area	1026.4				
	Capacity	1026.4.1				
	Number of Exits	1026.4.2				
	<b>Exterior Exit Stairways and Ramps</b>	<b>1027</b>				
	Location	1027.5				
	Exterior Protection	1027.6				
	<b>Exit Discharge</b>	<b>1028</b>				
	Exit Discharge and Width and Capacity	1028.2				
	Egress Courts	1028.4				
	Access to Public Way	1028.5				
	<b>Assembly</b>	<b>1029</b>				
	Assembly Main Exit	1029.2				
	Other Exit	1029.3				
	Capacity of Aisle	1029.6				
	Without Smoke Protection	1029.6.1				
	With Smoke Protection	1029.6.2				
	Roof Height	1029.6.2.2				
	Travel Distance	1029.7				
	Common Path of Egress Travel	1029.8				
	Ramped Aisles	1029.13.1				
	Stepped Aisles	1029.13.2				
	Handrails	1029.15				
	Assembly Guards	1029.16				
	<b>Emergency Escape and Rescue</b>	<b>1030</b>				
Minimum Size	1030.2					
Maximum Height from Floor	1030.3					
Window Wells	1030.5					
CHAPTER 11	<b>Accessible Route</b>	<b>1104</b>				
	Within Site	1104.2				
	Connected Spaces	1104.3				
	Employee Work Areas	1104.3.1				
	Multistory Buildings	1104.4				
	<b>Dwelling and Sleeping Units</b>	<b>1107</b>				
	Accessible Route	1107.4				
	R-1 Accessible Units	1107.6.1				
	R-2 Accessible Units	1107.6.2				
	Structures without Elevators	1107.7.1				
Site Impracticality	1107.7.4					

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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
CHAPTER 11	<b>Special Occupancies</b>	<b>1108</b>				
	Assembly Wheelchair Spaces	Table 1108.2.2.1				
	Performance Areas	1108.2.8				
	Dinning and Drinking Areas	1108.2.9				
	Self-Service Storage Facilities	1108.3				
	<b>Other Features and Facilities</b>	<b>1109</b>				
	Toilet and Bathing Facilities	1109.2				
	Family or Assisted Use Rooms	1109.2.1				
	Water Closet Compartment	1109.2.2				
	Seating at Tables and Work Surfaces	1109.11				
	Dressing and Locker Rooms	1109.12				
	Check-Out Aisles	1109.12.2				
	Point of Sale Counters	1109.12.3				
Controls, Operating and Hardware	1109.13					
CHAPTER 12	<b>Interior Environment</b>	<b>1200</b>				
	Attic Ventilation	1203.2				
	Under Floor Ventilation	1203.4				
	Natural Ventilation	1203.5				
	Openings Below Grade	1203.5.1.2				
	Natural Light	1205.2				
	Stairway Illumination	1205.4				
	<b>Yards and Courts</b>	<b>1206.1</b>				
	Court Access	1206.3.1				
	Air Intake	1206.3.2				
	Court Drainage	1206.3.3				
	<b>Access to Unoccupied Spaces</b>	<b>1209</b>				
	Crawl Spaces	1209.1				
Attic Spaces	1209.2					
Toilet and Bathroom Floor Base	1210.2.1					
CHAPTER 13	<b>Energy Efficiency - 2015 IECC</b>					
	ComCheck - Commercial Building	SPS 363.0506				
	ResCheck - Low Rise Residential < 3 Stories	SPS 363.0405				
	<b>ASHRAE 90.1 - 2013</b>					
	Prescriptive Values - IECC	Table C402.1.3				
	Climate Zones	Table C301.1				
	Slab-on-Grade Insulation	IECC C402.2.5				
	Radiant Heating System Insulation	IECC 402.2.6				
	Loading Dock Seals	IECC C402.5.6				
	Vestibules	IECC C402.5.7				
Thermal Blocks	IECC C407.5.2					



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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
CHAPTER 14	Exterior Walls - Materials	1404.1				
	<b>Installation of Wall Coverings</b>	<b>1405</b>				
	Vapor Barriers	1405.3				
	Minimum Clear Airspaces	1405.3.4				
	Flashing	1405.4				
	Masonry ( <i>Flashing and Weepholes</i> )	1405.4.2				
	Wood Veneer	1405.5				
	Adhered Masonry	1405.1				
	Fiber-Cement Siding	1405.16				
	<b>Combustible Materials on Exterior Side</b>	<b>1406</b>				
	Type I, II, III and IV Construction	1406.2.1				
	Balconies and Similar Projections	1406.3				
	Bay and Oriel Windows	1406.4				
	Metal Composite Materials	1407.2				
	Thermal Barrier	1407.10.2				
	Installation Heights - 40', 50', 75'	1407.11.1 -2 -3				
EIFS Finish Systems	1408.1					
CHAPTER 15	<b>Roof Drainage</b>	<b>1503.4</b>				
	Secondary Drains or Scuppers	1503.4.1				
	Scuppers	1503.4.2				
	Fire Classifications	Table 1505.1				
	Requirements for Roof Coverings	1507.1				
	Asphalt Shingles	1507.2				
	Ice Barrier	1507.2.8.2				
	Metal Roof Panels	1507.4				
	Slope	1507.4.2				
	Ice Barrier	1507.4				
	Built-Up Roofs	1507.1 to 1597.15				
	Slope	SPS 363.1507				
	Vegetative Roofs	1507.16				
	Roof Structures	1510.1				
	Penthouses	1510.2				
	Cooling Tower	1510.4				
Mechanical Screens	1510.6					
CHAPTER 16	Structural Design	1600				
	Construction Drawing Requirements	1603.1				
	Risk Category	Table 1604.5				
	Dead Loads	1606.2				
	Live Loads	Table 1607.1				
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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
CHAPTER 16	Snow Loads	1608.1				
	Ground Loads	1608.2				
	Ponding Instability	1608.3				
	Wind Loads	1609.1				
	Exposure Category	1609.4.3				
	Rain Loads	1611.1				
	Ponding Instability	1611.2				
CHAPTER 18	<b>Soils and Foundations</b>	<b>1801.1</b>				
	Soil > 3,000 psf - Soils Report Required	1803.2				
	Dampproofing and Waterproofing	1805.1				
	Waterproofing Walls	1805.3.2				
	Foundation Drain	1805.4.3				
	Foundation Slope Clearances	1808.7				
	Shallow Foundations	1809.2				
	Stepped Footings	1809.3				
	Frost Protection	1809.5				
	Deep Foundations	1810.3				
	CHAPTER 24	<b>Sloped Glazing and Skylights</b>	<b>2405.1</b>			
Framing		2405.4				
<b>Safety Glazing</b>		<b>2406.1</b>				
Hazardous Locations		2406.4				
Glazing in Doors		2406.4.1				
Glazing in Windows		2406.4.3				
Glazing in Handrails and Guards		2407.1				
Glazing in Athletic Facilities	2408.1					
CHAPTER 29	<b>Minimum Required Plumbing Fixtures</b>	<b>Table 2902.1</b>				
	Separate Facilities	2902.2				
	Employee and Public Toilet Facilities	2902.3				
	<b>Toilet and Bathroom Requirements</b>	<b>1210</b>				
	Floors and Wall Base	1210.2.1				
	Walls and Partitions	1210.2.2				
	Water Closet Privacy Compartment	1210.3.1				
Urinal Partitions	1210.3.2					
CHAPTER 30	Elevator Car - Stretcher Requirements	3002.4				
	Standby Power	3003.1				
	Machine Rooms	3005.4				
	Elev. Lobby and Hoistway Opening Protection	3006.1				
	Fire Service Access Elevator	3007.1				

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IMC PLAN REVIEW						
CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
CHAPTER 3	Labeling ( <i>Specifications, Weights, etc.</i> )	301.9				
	Prohibited Locations	303.3				
	Appliances in Attics	306.3				
	Appliances under Floors	306.4				
	Condensate Disposal	307.1				
	Heating and Cooling Load Calculations	312.1				
CHAPTER 4	Ventilation - Required	401.3				
	Intake Opening Location	401.4				
	Natural Ventilation	402.1				
	Ventilation Required	402.2				
	Adjoining Spaces	402.3				
	Mechanical Ventilation - Outdoor Air Req'd.	403.2				
	Recirculation of Air	403.2.1				
	Air Transfer	403.2.2				
	Outdoor Air and Local Exhaust Air Flow Rates	403.3				
	Minimum Ventilation Rates	Table 403.1.1				
	Exhaust Ventilation	403.3.1.2				
	Group R-2, R-3 and R-4 - < Three Stories	403.2				
	Enclosed Parking Garages	404.2				
	CHAPTER 5	Location of Exhaust Outlets	501.3.1			
<b>Required Systems</b>		<b>502.1</b>				
Aircraft Fueling		502.2				
Stationary Battery Systems		502.4				
Enclosed Spray Booths or Rooms		502.7.3.3.2				
Hazardous Material		502.9				
Public Garages		502.13				
Repair Garages		502.15				
Repair Garages - Natural Gas		502.16				
Manicure and Pedicure Stations		502.2				
Domestic Clothes Dyers		504.8				
Commercial Clothes Dryers		504.9				
Domestic Kitchen Exhaust		505.1				
Markup Air Required		505.2				
Other than Group R		505.4				
<b>Ducts Serving Type I Hoods</b>		<b>506.3</b>				
Duct Material		506.3.1				
Joints, Seams and Penetrations		506.3.2				
Grease Duct Clearances	506.3.6					

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CHAPTER	ITEM TO CONFIRM	CODE SECTION	NOTES	COMPLIANT	NON-COMPLIANT	NOT REQUIRED
CHAPTER 5	<b>Ducts Serving Type I Hoods (Continued)</b>					
	Cleanouts	506.3.8.2				
	Shaft Enclosures	506.11.1				
	Ducts Serving Type II Hoods	506.4.1				
	Type I Hoods - Commercial Kitchen Hood	507.2				
	Clearances for Type I Hoods	507.2.6				
	Type II Hoods - Commercial Kitchen Hood	507.3				
	Canopy Size and Location	507.4.1				
	Commercial Kitchen Makeup Air	508.1				
	Hazardous Exhaust Systems - Where Required	510.2				
	Dust, Stock and Reuse Conveying Systems	511.1				
	Exhaust Outlets	511.1				
	Smoke Control Systems	513.1				
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