



February 20, 2018

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

Congratulations on your certification for plan review and/or inspections of (Commercial Buildings, HVAC, Fire Sprinkler, Fire Alarm) within your municipality. In order to allow for a seamless transition from state plan review and inspections to municipal review and inspections, we have compiled and enclosed a list of our forms utilized in the review and inspection of building projects, as well as some department 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](http://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](https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/361_366)
- International Code Council Documents (2009 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 (2009)
  - ANSI/ICC A117.1 Accessible and Useable Buildings and Facilities (2003)
  - ASCE – 7 Minimum Design Loads for Buildings and Other Structures (2005)
  - ACI 318 Building Code Requirements for Structural Concrete (2008)
  - AISC 360 Specification for Structural Steel Buildings (2005)
  - AF&PA National Design Specification for Wood Construction with Supplement (2005)

### Plan Review

- Plan Review Application Form
  - This form is required to be submitted with the plans, required calculations (structural, building envelope, and heat loss depending on submittal type) and appropriate review fees. Please be aware that the Supervising Professional is required to sign this form prior to submittal for buildings > 50,000 cubic feet in volume.  
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/SBD118.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/BuildingChecklist2009ICC.pdf>  
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/BleachersChecklist2009IBC.pdf>  
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/HVACChecklist2009ICC.pdf>

<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/KitchenHoodChecklist2009ICC.pdf>

<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/LightingChecklist2009ICC.pdf>

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

- Optional Plan Submittal Worksheets for design professionals/submitters  
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/IBCPlanChecklists.pdf>
- Plan Review What to Look For Checklist
  - This checklist is a guide that provides code references for items needing to be checked on plans. This should not be considered as complete and comprehensive, rather a guide document. The plan reviewer is responsible for compliance with all requirements of the above listed codes.  
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/SamplePlanReviewChecklist.pdf>
- Sample Approval Letter
  - This template document may be used to correctly identify the project contacts, project location, all code requirements as well as the limitations of the approval. This 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/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/SAMPLERequestforAdditionalInformation.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 No Longer Required**

Effective immediately, the Division of Industry Services Commercial Building Program will no longer require the submittal of either emergency egress lighting plans or lighting energy conservation plans to our agency. Instead, the following are the revised expectations:

**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.

## Document

[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](#)

### Additional Resources

<https://dps.wi.gov/Documents/Programs/UDC/SBD10715.pdf>

<https://dps.wi.gov/Documents/Programs/CommercialBuildings/SBD10115P.pdf>



RPRT.DOC



ORDR.DOC

### Triage and Incomplete Plan Submittals SOPs



Triage SOP.docx



Incomplete plans  
SOP.docx

### 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.

- Petition for Variance Application Packet  
<https://dps.wi.gov/Documents/Programs/SBD9890X.pdf>

## Department Contacts

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