Wisconsin Department of Safety and Professional Services
Application for Review – Buildings, HVAC,
Fire and Components – SBD-118

For on-line scheduling building, HVAC, and fire plans, use the web scheduler link under Plan
Review at dsps.wi.gov.

This form is to be used only for mailing or dropping off plans
without an appointment, scheduling a revision or stand-alone
HVAC or fire plan, or submitting structural component plans. If
scheduling Revision Reviews fax this form to 877-840-9172 or email to
dspssbplanschedule@wi.gov. Industry Services may redistribute
plans to another office if needed to reasonably balance turnaround
times. You may monitor the status of your plan under Plan
Review/Plan Status at dsps.wi.gov.

Desired Appointment Date:
Where should we send the appointment confirmation letter:  Email address:

☐ I wish to submit plans via SharePoint. SharePoint UserName:

Project Information – Fill in all known information
Site Number If Known:

Project/Site Name:
Tenant Name or Building Designation:
Previous Tenant Name:
Number and Street:
County: City  Village  Town of

Identical Buildings (NOTE: Complete a separate application for each non-identical building)

Building/Facility Name/Designation  Building/Facility Address

Designer’s Project Number (If Applicable)  Add Additional Sheets if Needed

1.a. Type of Submittal or Service Requested (check all that apply)

☐ New ☐ Alteration – Level ☐ 1 ☐ 2 ☐ 3 ☐ Addition/Alteration-Level: ☐ 1 ☐ 2 ☐ 3
☐ Approval Extension ☐ Revision ☐ Footing & Foundation Plans Only
☐ Permission to Start ☐ Follow Up of a Denial Within 8 Months ☐ Preliminary Consultation (contact reviewer before scheduling or submitting)
☐ Structural Framework Only ☐ Building Shell ☐ Multiple Identical Buildings (see box 5)

Number of Buildings:

b. Objects Submitted for This Current Review (check all that apply)

☐ Building  ☐ HVAC  ☐ Fire Suppression (see box 7)  ☐ Fire Detection/Alarm (see box 7)

Other Projects (Stand Alone from above)

☐ Bleacher ☐ Interior ☐ Exterior ☐ Canopy ☐ Kitchen Exhaust Hood ☐ Membrane Construction
☐ Rack Supported Storage Building ☐ Elevated Pedestrian Access

C. Structural Component Plan(s) which accompany this current plan submittal (check all that apply):

☐ Roof Truss ☐ Metal Bldg ☐ Floor Truss ☐ Precast Plank ☐ Steel Girder ☐ Precast Wall ☐ Laminated Wood

2. Occupancy Type – Major Use of Greatest Floor Area and Additional Non-Accessory Occupancies – Check all that Apply

☐ A Assembly ☐ A1 ☐ A2 ☐ A3 ☐ A4 ☐ A5  ☐ I Institutional/Daycare/CBRF ☐ I1 ☐ I2 ☐ I3 ☐ I4
☐ B Business/Office ☐ B  ☐ M Mercantile/Retail ☐ M
☐ E Educational ☐ E  ☐ R Residential ☐ R1 ☐ R2 ☐ R3 ☐ R4
☐ F Factory/Industrial ☐ F1 ☐ F2  ☐ S Storage ☐ S1 ☐ S2
☐ H Hazardous ☐ H1 ☐ H2 ☐ H3 ☐ H4 ☐ H5  ☐ U Utility.Misc. ☐ U

3. Construction Information – Construction Class – Check One

☐ IA ☐ IB ☐ IIA ☐ IIB ☐ IIA
☐ IIIA  ☐ IV ☐ VA ☐ VB

Area (project area, include all levels): ____________ sq ft

If different, Heated/Ventilated Area: ____________ sq ft

Sprinklered/Detector Protected Area: ____________ sq ft

Number of Floor Levels: ______

Total Building Volume < 50,000 Cu. Ft. ☐ Yes ☐ No
4. After plans are reviewed, please: (check all that apply)

- Call customer 1 2 3 4 (check number)*
- Mail plans to customer 1 2 3 4 (check number)*
- Hold plans for pickup by designated agent.

*Refers to customer number from below.

<table>
<thead>
<tr>
<th>(Customer 1) Designer Information</th>
<th>(Customer 2) Designer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company Name:
Address:
City: State: Zip+4 (9 digits)

Phone Number (area code)
Email:

Check all applicable:
- [ ] Professional of Bldg
- [ ] Professional of HVAC
- [ ] Professional of Fire Alarm
- [ ] Professional of Fire Suppression

<table>
<thead>
<tr>
<th>WI Designer Registration #</th>
<th>Exp. Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>(Customer 3) Building Owner Information (not lessee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Company Name:
Address:
City: State: Zip+4

Phone Number (area code)
Email:

Check all applicable:
- [ ] Professional of Bldg
- [ ] Professional of HVAC

<table>
<thead>
<tr>
<th>WI Designer Registration #</th>
<th>Exp. Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Customer 4) Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail to</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Company Name:
Address:
City: State: Zip+4

Phone Number (area code)
Email:

5. Fire Protection

Provide the following information on any fire alarm or fire suppression system. If not part of this submittal, they will generally need to be submitted for review to the office that reviewed any building plans for the project, except that our Hayward and Onalaska/La Crosse offices do not review fire protection plans. Submit plans for multi-purpose piping (MPP) systems as part of your plumbing plan submittal using the plumbing plan application, SBD-6154.

Check system type as applicable. **Building plans must also include this information to determine allowable building area / heights**

<table>
<thead>
<tr>
<th>FIRE ALARM</th>
<th>FIRE SUPPRESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Complete</td>
</tr>
<tr>
<td>Partial</td>
<td>Partial</td>
</tr>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Type: Automatic Detection
- [ ] Manual Alarm

Monitoring Type:
- [ ] Central Station
- [ ] Remote Supervision
- [ ] Proprietary Supervision
- [ ] Protected Premises

NFPA Fire Suppression Standards used

- [ ] 11
- [ ] 11A
- [ ] 12
- [ ] 13
- [ ] 13R
- [ ] 13D
- [ ] 13D – MPP
- [ ] 14
- [ ] 15
- [ ] 16
- [ ] 17
- [ ] 17R
- [ ] 17A
- [ ] 20
- [ ] 22
- [ ] 24
- [ ] 750
- [ ] 2001
- [ ] Other

Submitter Comments or Requests (Optional)

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6. Other Potential Plan Submittals Required For A Project?

- Contact Industry Services for individual submittal requirements for all of the following:
  - Petition for Variance – Submit form SBD-9890
  - Plumbing and Private Sewage Systems under SPS 381-385
  - Elevators or Escalators under SPS 318
  - Swimming Pools or other Aquatic Centers within a Commercial/Public Facility under SPS 390

- **Department of Health Services enforces building code requirements**, including plan review, for **hospitals and nursing homes**. Daycare facilities must meet building codes prior to their licensing.

- For licensing of hotels, motels, restaurants, pools, campgrounds, and bed and breakfast establishments contact the Environmental Sanitation Section, 608-266-2835.

- The Wisconsin Permit Center, 1-800-435-7287, may be able to help you with other state permit requirements.

Note: Be aware that state plan review and approval is separate from local permits. **Check with the local municipality and county for their requirements.**
7. Required Signatures

a) Supervising Professionals: If building will be 50,000 cu ft or greater (SPS 361.40) I have been retained by the owner as the supervising professional per SPS 361.40 for the performance of the supervision of reasonable on-the-site observations to determine if the construction is in substantial compliance with the approved plans and specifications. Upon completion of construction, I will file a written statement with the department and municipality certifying that, to the best of my knowledge and belief, construction has or has not been performed in substantial compliance with the approved plans and specifications. In the event that I am no longer associated with this project I will file a compliance statement (SBD-9720) notifying the department as such and indicating the current status of compliance.

Signature below:  
Print below:

☐ Building  ☐ HVAC  Date:  
Signature below:  
Print below:

☐ Building  ☐ HVAC  Date:  
Signature below:  
Print below:

NOTE: Building supervising professional or registered designer is responsible for supervision of the fire suppression/fire alarm installation (if applicable).

b) Component Submittal. The department requires that the project designer review individual component submittals for compliance with the general design concept. The project designer, and department, will rely on the seal of the component designers for compliance with the codes as they apply to their designs.

Original Signature of Building Designer  
Date Signed  
Name of Component Fabricator

c) Optional Service-of Permission to Start Requested – (Be sure to check box under Building Submittal Type on front page)

☐ As the owner, I request to begin footing and foundation work PRIOR to plan review approval. I agree to make any changes required after plans have been reviewed, and to remove or replace any non-code complying construction. I will not permit construction above the foundation until approved plans are at the site.

(Additional $75.00 fee per building) Request is for the following buildings:

Owner’s Signature:  
Date:

d) ☐ Invoice designer, who will be personally responsible for payment.

Designer’s Signature  

8. Statements of Owners and Designer

a) OWNERS Statement: The owner indicated on page one requests that plans be reviewed for compliance with the code requirements set forth in SPS 360 to 366 of the department. The owner recognizes responsibility for compliance with all the code requirements and any conditions of approval. If a building is 50,000 cubic feet in total volume or greater, plans are required to be prepared, signed, sealed and dated by a Wisconsin registered engineer or architect [SPS 361.31]. Signatures and seals affixed to the plans shall be original.

b) DESIGNERS Statement (SPS 361.20, 361.31(1), and 361.40): The designer indicated on page one of this form is responsible for preparing or supervising the preparation of the plans to the best of his/her knowledge to comply with the applicable codes of the Industry Services Division for this submittal. If a building, following construction of this project, contains more than 50,000 cubic feet in volume, plans are required to be prepared, signed, sealed and dated by a Wisconsin-registered engineer, architect, or designer [SPS 361.31(1)]. Signatures and seals affixed to the plans shall be original.
9. Fee Calculation Instructions
Fee Schedule Summary: Wisconsin Building Code
Calculate appropriate fee on page 4 and enter total on Page 5.

Building, heating and ventilation, fire alarm and suppression plans. Fees relating to the submittal of all building and heating and ventilation plans (new, addition, alteration) and fire alarm and fire suppression plans shall be computed on the basis of the total gross floor area of each building, area of addition or area of alteration and shall be determined in accordance with Table SPS 302.31-1 or Table 302.31-2.

Table 302.31-1
Plan Review Fees for Buildings Not Located in Municipalities That Perform Inspections as an agent of the Industry Services Division

<table>
<thead>
<tr>
<th>Area (Square Feet)</th>
<th>Building Plans</th>
<th>HVAC Plans</th>
<th>Fire Alarm System Plans</th>
<th>Fire Suppression System Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2,500</td>
<td>$300</td>
<td>$180</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>2,501 - 5,000</td>
<td>350</td>
<td>250</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>5,001 - 10,000</td>
<td>600</td>
<td>350</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>10,001 - 20,000</td>
<td>1,200</td>
<td>600</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>20,001 - 30,000</td>
<td>1,600</td>
<td>900</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>30,001 - 50,000</td>
<td>2,100</td>
<td>1,200</td>
<td>550</td>
<td>550</td>
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<tr>
<td>50,001 - 75,000</td>
<td>2,900</td>
<td>1,600</td>
<td>800</td>
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<tr>
<td>75,001 - 100,000</td>
<td>3,600</td>
<td>2,200</td>
<td>1,100</td>
<td>1,100</td>
</tr>
<tr>
<td>100,001 - 200,000</td>
<td>6,000</td>
<td>2,900</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>200,001 - 300,000</td>
<td>10,500</td>
<td>6,700</td>
<td>3,300</td>
<td>3,300</td>
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<tr>
<td>300,001 - 400,000</td>
<td>15,500</td>
<td>9,800</td>
<td>4,800</td>
<td>4,800</td>
</tr>
<tr>
<td>400,001 - 500,000</td>
<td>18,500</td>
<td>12,000</td>
<td>6,300</td>
<td>6,300</td>
</tr>
<tr>
<td>Over 500,000</td>
<td>20,000</td>
<td>13,500</td>
<td>7,100</td>
<td>7,100</td>
</tr>
</tbody>
</table>

Table 302.31-2
Plan Review Fees for Buildings Located in Municipalities that Perform Inspections as an Agent of the Industry Services Division

This table may be utilized for projects in municipalities that are delegated to perform inspections of the object type(s) that you are submitting as a certified municipality and/or agent of the department. Reduced fees do not apply to state owned buildings. Check the following list https://dsps.wi.gov/Documents/Programs/CommercialBuildings/DelegatedMunicipalities.pdf.

<table>
<thead>
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<td>300</td>
<td>200</td>
<td>60</td>
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<tr>
<td>5,001 - 10,000</td>
<td>500</td>
<td>300</td>
<td>100</td>
<td>100</td>
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<tr>
<td>10,001 - 20,000</td>
<td>700</td>
<td>400</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>20,001 - 30,000</td>
<td>1,100</td>
<td>500</td>
<td>200</td>
<td>200</td>
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<tr>
<td>30,001 - 40,000</td>
<td>1,400</td>
<td>800</td>
<td>350</td>
<td>350</td>
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<tr>
<td>40,001 - 50,000</td>
<td>1,900</td>
<td>1,100</td>
<td>500</td>
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</tr>
<tr>
<td>50,001 - 75,000</td>
<td>2,600</td>
<td>1,400</td>
<td>700</td>
<td>700</td>
</tr>
<tr>
<td>75,001 - 100,000</td>
<td>3,300</td>
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<td>1,000</td>
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<td>3,000</td>
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<td>300,001 - 400,000</td>
<td>14,000</td>
<td>8,800</td>
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<td>400,001 - 500,000</td>
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<td>Over 500,000</td>
<td>18,000</td>
<td>12,100</td>
<td>6,400</td>
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NOTES:
A. Plan entry fee of $100.00 shall be submitted with each submittal of plans to the department in addition to the plan review and inspection fees with the exception of structural component submittals.
B. A fee reduction may be taken for plans involving multiple identical buildings located on the same site and submitted at the same time: The fees for the submittal of building, heating and ventilation plans for the first building shall be determined in accordance with the appropriate Table 302.31-1 or 302.31-2 on the basis of the total gross area of one building. The fee for each of the remaining identical buildings shall be computed on the basis of an area of less than 2,500 square feet.
10. Calculation of Fees

A. Determine Project Area: The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, industrial equipment platforms, balconies, lobbies, decks, all stories and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies. Total project area is the summation of all floor areas that are part of this project. Attach a separate sheet if necessary for the calculations below:

<table>
<thead>
<tr>
<th>Floor Level (specify)</th>
<th>Length</th>
<th>Width</th>
<th>= Area</th>
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<tbody>
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<tr>
<td>Total Project Area</td>
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</tbody>
</table>

B. Determine Fee Table: Determine the appropriate fee table based on the project location.

C. Compute Total Fee

- Building Fee (from table) \[ \$ \text{.00} + \text{[No. of Add'l identical Bldgs]} \times \text{Min. Fee} = \$ \text{.00} \]
- HVAC Fee (from table) \[ \$ \text{.00} + \text{[No. of Add'l identical Bldgs]} \times \text{Min. Fee} = \$ \text{.00} \]
- Fire Alarm Fee (from table) \[ \$ \text{.00} + \text{[No. of Add'l identical Bldgs]} \times \text{Min. Fee} = \$ \text{.00} \]
- Fire Suppression Fee (from table) \[ \$ \text{.00} + \text{[No. of Add'l identical Bldgs]} \times \text{Min. Fee} = \$ \text{.00} \]
- Miscellaneous Fee \[ \$ \text{.00} \times \text{No. of Buildings} \times \$250.00 \]
   (plans submitted within 8 months of denial, separate footing/foundation, independent bleacher plans more than 10 feet apart, structural framework, kitchen exhaust hoods, etc)
- Permission to Start Construction \[ \text{[No. of Buildings]} \times \$75.00 \]
- Revision to previously reviewed, but not denied, plans \[ \text{[No. of Buildings]} \times \$75.00 \]
   (This includes submittal of revised plans, within 30 days, after an additional information/hold action)
- Additional number of plan sets \[ \text{[No. of Plan sets in excess of 5]} \times \$25.00 \]
- Components \[ \$ \text{.00} \]

Trusses, precast, metal bldg, joist girders, etc. If submitted with a current building project, the minimum $100 submittal fee has been met. If submitted as a follow up to a previously submitted plan there is no additional fee. If submitted as a stand-alone project or submitted following final inspection of the building, fee is $250.

- Other \[ \$ \text{.00} \]
- Submittal Fee (required for each and every separate submittal of choices above with the exception of structural building component submittal) \[ \$100.00 \]
- Additional sets of approved plan sets requested after plan approval \[ \text{[No. of plan sets]} \times \$25.00 \]
- Plan approval extension \[ \$120.00 \]

Make checks payable to Industry Services Division

<table>
<thead>
<tr>
<th>Total Amount Due</th>
<th>$______</th>
<th>Revenue Code 7648</th>
</tr>
</thead>
</table>

11. Appointment, Scheduling Information, and Plan Submittal Checklist.

To schedule for other than revisions – do not use this form. Instead you can use IS’s 24-hour web scheduling site: Plan Review Scheduling to request an appointment date while you are still working on the plans.

For revision reviews, stand-alone HVAC reviews, and stand-alone fire appointments, email this form to dspssbplanschedule@wi.gov or fax to 877-840-9172.

Web scheduling allows you to request an appointment time. You will receive via email an appointment confirmation with an appointment date, transaction ID number, assigned reviewer, and required fees based on what you entered. Scheduled plans must be received in the office of the appointment no later than two working days before the confirmed appointment. Check our Website: http://dspss.wi.gov/Plan-Review. You may email technical code questions to DspssBBuildingTech@wi.gov.

<table>
<thead>
<tr>
<th>Madison</th>
<th>Hayward</th>
<th>Onalaska/La Crosse</th>
<th>Green Bay</th>
<th>Waukesha</th>
</tr>
</thead>
<tbody>
<tr>
<td>4822 Madison Yards Way</td>
<td>10541 N. Ranch Road</td>
<td>2850 Midwest Dr, Ste 104</td>
<td>2331 San Luis Place</td>
<td>141 NW Barstow Street</td>
</tr>
<tr>
<td>53705</td>
<td>Hayward, WI 54843</td>
<td>Onalaska, WI 54650</td>
<td>Green Bay, WI 54304</td>
<td>Waukesha, WI 53188</td>
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<tr>
<td>PO Box 7302</td>
<td>715-634-4870</td>
<td>608-785-9334</td>
<td>920-492-5601</td>
<td>262-548-8600</td>
</tr>
<tr>
<td>Madison, WI 53707-7302</td>
<td>Fax (for sending questions or additional info to reviewers) 715-634-5150</td>
<td>Fax (for sending questions or additional info to reviewers) 608-785-9330</td>
<td>Fax (for sending questions or additional info to reviewers) 920-492-5604</td>
<td>Fax (for sending questions or additional info to reviewers) 262-548-8614</td>
</tr>
<tr>
<td>TYT Contact Through Relay</td>
<td>715-634-4870</td>
<td>608-785-9334</td>
<td>920-492-5601</td>
<td>262-548-8600</td>
</tr>
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<td>Fax (for sending questions or additional info to reviewers) 715-634-5150</td>
<td>Fax (for sending questions or additional info to reviewers) 608-785-9330</td>
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<td>Fax (for sending questions or additional info to reviewers) 262-548-8614</td>
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