

Instructions for completing SBD-118 – Application For Review

For BUILDINGS, HVAC, FIRE AND COMPONENTS which you don't wish to schedule. THESE WILL BE ASSIGNED FOR THE NEXT AVAILABLE PROCESSING UPON RECEIPT OF PLANS, FEE, AND COMPLETED APPLICATION.

Effective July 1, 2005, do **NOT** use this form to pre-schedule initial Building, HVAC or Fire plan submittals for plan review. Instead, for that, use our on-line webscheduler at <http://dsps.wi.gov/Plan-Review/Web-Schedule> (click for details), which enables you to pre-schedule your plan review now for when you expect your plans to be drawn and ready for submittal.

Use this form for only (see section 13 for details):

- Accompanying **unscheduled** mail-in or drop-off **initial** Building, HVAC or Fire plan submittals – note that your plans will be scheduled for the next available plan review date available at that time, usually in that receiving office only.
- **Scheduling** review of **revisions** to previously approved initial Building, HVAC or Fire plans **by faxing** the form to (877) 840-9172 or e-mailing to DspsSbPlanSchedule@wi.gov

The information you are asked to provide is essential to the processing of your application and performing the plan review and inspection. If items are left blank, then delays will likely occur in processing the material and issuing approval to proceed with your project. Information is entered into our database that allows for proper scheduling of all plan reviews and inspections for this project.

Note that, for revisions only, this form may be faxed in to our toll free fax appointment number (877) 840-9172 and a confirmation fax will be sent returned within 2 working days. However, a copy of the application form, with original signatures [if SPS 361.50 is applicable] must be included with the plan submission.

Please complete all 4 form pages and utilize these instructions to refer to the appropriate box &/or line.

FORM PAGE 1:

For revisions indicate the date the plans will be in that office. Note that the plans must be received by that office at least 2 working days ahead of the scheduled review date. The box in the upper right hand corner (**Transaction I.D., Reviewer, Office, Review Start Date**) contains information that will be sent back to you after you have faxed your request for appointment into our office. One key item to coordinate your plans with all previously submitted transactions is the "**Previous Related Trans ID**". This number is available to you from building plan review letter; if you are submitting revisions, HVAC, fire or component plans. Whole box is left blank for submittals without prior scheduling an appointment.

Box 1. Type of Submittal or Service Requested.

A. Check what type of submission this is: (a totally) New building? Addition to an existing building, Alteration to existing building (or both Addition and Alteration may be checked). If there are Multiple Identical Buildings as part of the same project (if, for example, the submission includes 3 identical apartment buildings on the same site), then indicate the number of the identical buildings in the space.

B. Check the box for the type of review you will be requesting – Building only, both Building & HVAC, Building with Permission to Start, etc. Note: Building & HVAC will only be reviewed together if the appropriate fees are submitted and both boxes are checked [similar applies for Permission to Start].

C. Check if any of the Structural Component Plans listed are included in with present submittal.

Box 2. Occupancy Type. Check the proper box for the major occupancy type (for example, a school is "E" Educational use). Check all of the sub-uses in this project (for example: a school may also contain "A1" & "A2" & "A3" Assembly areas, "B" Business offices, and even "S1" Storage areas).

Box 3. Construction Information.

A. Circle the proper construction class. Note that these construction classes are similar but not exactly comparable to the former Wisconsin construction types. This is especially important in additions and alterations to existing buildings, where the existing construction will have to be carefully examined to determine what construction class it now fits as defined by the IBC classifications.

B. What is the total project area? For additions with alterations, include the total area of both the added area and the altered areas. For alteration projects, do not include areas not being altered.

C. Number of floor levels? This is another key IBC determinant for structural & egress issues.

D. Is the total building volume less than 50,000 cubic feet. This will determine whether this project must be designed by a registered professional and must have a supervising professional. See the plan submittal manual on basic information for a definition of how to calculate the building volume. Since this is a state of Wisconsin statutory requirement, we must carefully check the building volume.

E. Seismic review threshold: Buildings in seismic design categories B through F and greater than one story tall will be reviewed by our staff with specialized training & knowledge in seismic design.

Box 4. Project Information.

A. Complete project site name, number & street. Fill in same site name as any previous plans.

B. If the site is a complex of buildings or a building with tenants, include the tenant and building name, or other building designation. [For example: Fred's Shoe Store located in Westwood Mall.]

C. Address to locate building must be complete, including street number. If the street number is not known, then either the block number or reference to the nearest intersecting streets should be listed. [For example: 1600 block Main Street or southwest corner of Main Street and Elm Avenue.]

D. County and city, village or town information is also critical. This line does not refer to the building's mailing address, but its legal location. This information is used to determine the fees paid, which local unit of governmental receives a copy of the plan review letters, and to determine if our state inspector will inspect the project or if it is within a certified municipality as our agent. [For example, a project might have a La Crosse mailing address, but be actually located in the Town of Shelby.]

Box 5. Identical Buildings. If this review is for multiple identical buildings, complete this section. Attach additional sheet as necessary. Note that this box relates to the "Multiple Identical Buildings" check box in area 1. If the buildings are not identical, complete a separate application form for each building, even if they are all going to be reviewed as one transaction on one plan set.

Box 6. After Plans Are Reviewed. Check and/or circle the appropriate items for your intent. In the absence of any item checked in this box, default is that the plans will be returned to the designer listed as customer 1 below.

Designer, Owner and Other Customer information.

- **Customer 1 – Designer** of the project, usually the submitter of the plans & this application. This must be the same individual that signed and sealed the drawings. That is the designer of record for state purposes. If the designer is a previous submitter, that person will have a customer number. Please enter that number in the appropriate spot. Note that this is not the same as the architect's or professional engineer's license number issued by the Wisconsin Department of Safety and Professional Services. This is a number that Industry Services assigns for use in the IS database. The designer, although they may work for a company, is always an individual. If the designer is a new customer, a number will be assigned which will appear on a plan review letter and should be used for future submittals.
- **Customer 2 – Designer.** An auxiliary box that can be used, for example, if the HVAC designer is different than the building designer, or to identify a separate supervising professional. Again, in the case of HVAC or Fire Alarm or Fire Suppression systems, this person must be the same Individual that signed and sealed the drawings. That is the designer of record for state purposes.
- **Customer 3 – Property Owner** of the building in which the work is being performed. Use the owner's current mailing address and telephone number in this box. Note that the building owner,

(not the lessee, tenant, etc) is ultimately responsible to ensure that the project will be constructed in accordance with all applicable codes. Hence, it is important that the owner of the property receives a copy of the plan review letter and is properly identified in the Industry Services database.

- **Customer 4 – Other** may be used as a "mail to" party, if the plans are to be mailed to a party other than a designer or the owner when the review is completed. This box may also be used to list a separate supervising professional, a contractor, a lessee or tenant representative.

An example of the proper use of customer numbers 3 & 4: Joe Westwood, president of Westwood Mall, may be the property owner. Fred Blic may be the tenant, as owner of Fred's Shoe Store within the mall. Joe Westwood/Westwood Mall would be listed as customer # 3. Fred Blic/Fred's Shoe Store could be listed as customer #4 (& in box 4 above). Both would receive copies of the plan review letter.

FORM PAGE 2:

Box 7. Fire Protection. Complete all information as applicable. Since the fire alarm &/or suppression plans may be submitted separately, this section is almost the only way for the building plan reviewer to determine if the building has fire suppression (for determining correct allowable areas, etc).

Box 8. Other Potential Plan Submittals Required for A Project? This section is a handy checklist as a reminder to the designer of additional submittals that may be required, either to Industry Services, or to other state agencies. Nothing needs to be filled in. This is for the owner/designer's information only.

Box 9.a) Required Signatures. For building of 50,000 cubic feet or more, a supervising professional(s) for the Building or HVAC must sign the application form for those parts of the plans that are being submitted. Plan approval cannot proceed without these required signatures.

Box 9.b) Component Submittals. When components are submitted, either with the building plans or separately at a later date, the building designer of record must sign in this box to indicate that they have reviewed the component plans and that it is in substantial agreement with their building plans.

Box 9.c) Permission to Start. If owner is requesting permission to proceed with foundation & footing portions prior to full plan review, then the owner (or authorized representative) must sign at this location indicating their acceptance of all conditions of that permission. A \$50 fee is charged for this service.

Box 10. Owner & Designer Statements. By virtue of submission of the plans and application to Industry Services, the owner and designer understand and agree to the requirements per this section.

FORM PAGE 3:

Box 11. Fee Calculation Instructions. The fees are determined on the basis of the review services requested for this submittal, the total floor area (including all floor levels), and the location of the project. Follow the other directions given in this section. The two plan review fee tables listed are reprinted from administrative code Comm 2; use of the correct table is important. Determining whether a project is within the city or town limits of a certified municipality, or is located in a surrounding area is very important. Note that if a municipality is certified by Industry Services to do on-site inspections, the fees to IS are lower.

- **Reminder:** The fees paid to Industry Services are for the plan review and inspection services. All proper permits must still be obtained from the local municipality, after plans have been approved.
- **Multiple Identical Buildings** on the same site are eligible for a partial fee reduction as noted there.

FORM PAGE 4:

Box 12. Calculation of Fees.

A. Determine Area. The chart at the top of page 4 provides a simplified form to determine overall project area, including new construction, additions, and altered areas. For more complicated projects, a separate sheet may be submitted. The important item here is the bottom line: total area.

B. Determine Fee Table. Based on the location of the project [In certified municipality or not?], determine whether to use Table 2.31-1 or 2.31-2 on page 3. An updated list of certified municipalities is available on our website:

<http://dsps.wi.gov/Documents/Industry%20Services/Forms/Commercial%20Buildings/SB-CommBldgDeleMunis.pdf> or by calling 608-266-3151. Place the amount from the page 3 table on the appropriate line of part C below.

C. Compute Total Fee. Determine the appropriate fees from the fee tables [above item]. From total building area, number of additional identical buildings (if any), number of elements being submitted (Building, HVAC, Fire, Components, etc) and if the project is in a certified municipality; fill in column at far right. Add the total fees together, always including the \$100 submittal fee each time a plan submittal is made. You should enter total fee amount of above right-hand column in the total amount due box. For example, if the building and HVAC plans come in as one package, that is one \$100 submittal fee. If the building and HVAC plans come in separately, a separate \$100 submittal fee is required each time.

- Enter total amount due at bottom of page. Make checks payable to: Dept of Safety and Professional Services or DSPS.

13. Appointment, Scheduling Information & Plan Submittal Checklist. A handy guide to our web page for appointments, and other information is provided for reference.