



### Permit & Development Center

809 N. Broadway, Milwaukee, WI 53202 | (414) 286-8211 | [milwaukee.gov/permits](http://milwaukee.gov/permits) | [DevelopmentCenterInfo@milwaukee.gov](mailto:DevelopmentCenterInfo@milwaukee.gov)

HVAC plan submittal is required for HVAC work in new construction, additions, and alterations, with the following exceptions:

1. Ductwork alterations to existing systems, where the job cost does not exceed \$10,000.
2. Installation of air-conditioning-only systems.
3. Equipment replacement only.

For jobs in which a plan submittal is not required, a permit is required. All work must comply with current code requirements. If the job is in a building of 50,000 cubic feet or more, a Wisconsin registered engineer or designer must undertake design and supervision.

#### Plan Submittal

HVAC plans may be submitted at the time that construction documents are submitted for review or separately. Plan submittal may be done by mail or in person.

#### The Permit

During the course of plan review, the plan examiner will produce a plan review letter citing the significant code issues that have not been adequately addressed on the construction documents. This letter will also indicate the amount of the permit fee. Unless the plans are an unusually large size, approved plans will be mailed to the applicant with the letter.

After receiving the review letter, the applicant completes the application for permit and submits it, along with the permit fee, to the Development Center for processing and permit issuance. If the review letter indicates the applicant should pick up the approved plans, he or she may do so during business normal hours.

#### Submittal Requirements

The following items must be submitted to the Development Center for review. If HVAC plans are submitted along with construction documents, the HVAC documents should be assembled in a separate submittal package.

- Four (4) sets of HVAC plans. Plans must be prepared and stamped by a registered design professional if the volume of the proposed or altered HVAC system is in a building of 50,000 cubic feet or more. The stamp must be an original "wet" stamp and signature of the design professional.
- One (1) set of architectural plans.
- The letter of supervision of the design professional if the volume of the building is 50,000 cubic feet or greater.
- One (1) copy of HVAC specifications.
- One (1) copy of HVAC calculations stamped and signed by the design professional who prepared them.
- [Plan examination fee](#). An incomplete submittal may delay plan review.