



Plan Review Requirements

Where a building is partially damaged by a catastrophe (i.e., fire, water, or storm damage), then the repair will require conditionally approved plans to determine that the work will not make the building less complying than it was before the repair was undertaken. The owner has two options available to provide those plans.

1. Submit the conditionally approved and stamped plans from the time of original construction. It may be reconstructed exactly as it was originally approved. No additional plan review would be required.
2. Submit plans, in accordance with [SPS 361.30](#), that demonstrate compliance with the adopted code at the time of original construction. Documentation of the date of original approval or construction and verification of exact design will be required.

A supervising professional will be required when the total building volume exceeds 50,000 cu. ft. [\[SPS 361.40\]](#)

Note: The permit & development center will prioritize the review of plans for catastrophic losses when requested.

Repairs vs. Alterations

A **REPAIR** is defined as the reconstruction, replacement or renewal of any part of an existing building for the purpose of its maintenance or to correct damage.

Repairs are limited to work on the item(s) damaged and does not include complete or substantial replacement of undamaged areas or new work. If the building will include **ALTERATIONS**, **ADDITIONS**, or replacements such as use of pre-engineered components in lieu of former framing members, etc., plan submittal and design in accordance with the current code is required.

Note: Reference IEBC Chapter 2 for the definition of “alteration” and “addition”.

Exclusion for Minor Projects

If the repair is limited to minor damage, then plan review may be waived at the discretion of the Commissioner of Neighborhood Services. The permit application shall sufficiently describe the proposed construction.

Permit Requirements

Permits are required for repairs in most situations. The exception is limited to repair work deemed to be minor and ordinary and which does not adversely affect public health or safety. Where plan review is required, permits are required.

Catastrophic Loss

If the building or portion thereof is completely destroyed, condemned, and/or razed the proposed construction is a new building and must comply with the current code. This would be the situation where there is no enclosed building space left to repair. A floor deck on a basement would define enclosed space; a basement without a floor deck would not define enclosed space. Plan submittal and compliance with current code would be required.

Note: There must be some enclosed portion of the building remaining to be reconstructed per the original plans/code otherwise it is treated as a new building.

Source

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

Commercial Plan Submittal Information

Plan Review Submittal Documents

The following documents are required:

- A Plan Review Application
- A Permit Application

Note: If the contractor and cost of construction are unknown, this application can be deferred at the time of plan submittal to allow the review process to begin. This information will be required for the plan examiner to process the permit and assess permit fees.

- Building Plans (*i.e.*, *architectural, structural, HVAC*) - 4 prints, individually bound, signed & sealed)

Note: an additional set of plans will be required if the project requires Health Department review (such as a restaurant or tavern), or if the project is in a special district such as a redevelopment district, historic district, or an overlay district.

The following documents may be required based on the scope of work of the project:

- Statement of Special Inspections - Signed & Sealed - 1 printed or electronic copy
- Structural Calculations - Signed & Sealed - 1 printed or electronic copy
- Building Envelope Calculations (*i.e.*, COMcheck or equal) - Signed & Sealed - 1 printed or electronic copy
- Specifications and/or the Project Manual - Signed & Sealed - 1 printed or electronic copy

Building Plans - Minimum Requirements

The building plans submitted for review shall, at a minimum, meet the following requirements:

- Plans are dimensioned and drawn to a stated scale.
- Provide a code summary, including, but not limited to: the classification of work, type(s) of construction, occupancy classification(s), mixed-use and occupancy methods, and fire protection system(s) provided.
- Floor plan(s) are included that show the rooms and spaces on each floor. Floor plans shall be separated between demolition or existing floor plans and proposed floor plans.
- Elevations, sections, and details are included as required to describe the character of work.
- The materials to be used are described in detail, including, but not limited to wall assemblies, floor assemblies, thermal envelope properties, door schedules, and window schedules.

Note: A detailed scope of work shall not be submitted in lieu of fully developed and details building plans.

Signature Requirements

If a building, following construction of this project, contains more than 50,000 cubic feet in volume, construction documents submitted for plan review shall be prepared, signed, sealed and dated by a Wisconsin-registered engineer, architect, or designer in accordance with [SPS 361.31\(1\)](#), ch. 443, Stats., and s. [A-E 2.02](#).

Signatures and seals affixed to the plans shall be original. The design for registration seals shall be one of the approved in accordance with [A-E 2.02\(2\)](#).

Note: If more than one sheet is bound together in a volume, the credential holder who prepared or directed and controlled the preparation of the volume, may sign, seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound volume and if any other sheets which are prepared by or under the direction and control of another credential holder are signed, sealed and dated by the other credential holder.

Plan Review & Permit Fees

The fees for plan review are assessed on the affected area of the repair or alteration. The permit fees are based on the cost of construction.

For additional information, the fee schedules can be found online at: [All Plan Exam & Permit Fees](#)