



Wisconsin Department of Safety and Professional Services

Application for Review – Buildings, HVAC, Fire and Components – SBD-118

Personal information you provide may be used for secondary purposes [Privacy Law s. 15.04(1)(m), Stats.]

Trans ID:

Assigned Reviewer:

Assigned Office:

Reviewer Start Date*:

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

Enter Previous Related Trans ID if applicable:

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 dspsplanschedule@wi.gov.

If no previous related transaction is provided, plan review will be based on the current code, except for revisions. If a previous related transaction is entered and the parent building approval transaction has not expired, you may elect below to use the code in effect at the time of that approval for follow-up revision, HVAC, and fire protection submittals related to that building approval.

Please review under the code in effect at the time of the parent building approval. For scheduling revisions or stand-alone plans, enter date plan will be in our office:

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, Approval Extension, Revision, Permission to Start, Follow Up of a Denial Within 8 Months, Structural Framework Only, Addition/Alteration-Level: 1 2 3, Footing & Foundation Plans Only, Preliminary Consultation, Building Shell, Multiple Identical Buildings

Number of Buildings:

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

- Building, HVAC, Fire Suppression, Fire Detection/Alarm

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 IIIA, IIIB 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

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: _____

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.