

## Commercial Building Permit Application Requirements

1. *Copy of first page of State application for plan review.*
2. *Set of approved plans or submit for local plan approval.*
3. *State Plan Approval Letter or application for local plan review if the building meets one of the following requirements:*
  - a. A new building or structure containing less than 50,000 cubic feet of total volume.
  - b. An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
  - c. An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
  - d. An alteration of a space involving less than 100,000 cubic feet of total volume.
4. *State Plumbing plan approval for projects involving any of the following:*
  - a. Except for direct replacement, all plumbing, new installations, additions and alterations, regardless of the number of plumbing fixtures involved, to be installed in hospitals, nursing homes and ambulatory surgery centers.
  - b. Plumbing, new installations, additions and alterations involving 16 or more plumbing fixtures, to be installed in connection with buildings owned by a metropolitan or sanitary sewer district.
  - c. Plumbing, new installations, additions and alterations involving 16 or more plumbing fixtures, to be installed in connection with buildings owned by the state.
  - d. Alternate and experimental plumbing systems.
  - e. For installation in health care and related facilities, reduced pressure principle backflow preventers and reduced pressure detector backflow preventers.
  - f. For installation in health care and related facilities, pressure vacuum breaker assembly.
  - g. For installation in health care and related facilities, back siphonage backflow vacuum breaker.
  - h. Subsurface storm water or subsurface clearwater dispersal plumbing systems in connection with public buildings.
  - i. Plumbing water treatment systems, other than POWTS, designed to treat water for compliance with Table 82.70–1.c
5. *Completed lighting worksheet if applicable.*
6. *Meet all Wisconsin erosion control requirements.*

### **Provide the following information for local plan approval**

1. Two sets of plans. If building is over 50,000 cubic feet, plans must be stamped by a Wisconsin certified architect or engineer.
2. Documentation showing compliance with Wisconsin HVAC requirements.
3. Documentation showing compliance with Wisconsin structural requirements
4. Provide erosion control plan.

Work sheets are available at <http://commerce.wi.gov/sb/SB-CommBldgPlanRevInfo.html>

Mail or deliver application materials to municipal office. Permits may also be applied for online: [Online Permit Application](#)