



City Of Middleton

Building Plan Approval

Application

City of Middleton
 Building Inspection
 7426 Hubbard Ave
 Middleton, WI 53562
 P: (608) 821-8370
 F: (608) 827-1080
 E-mail: buildinginspection@cityofmiddleton.us

Instructions: Fill in all applicable data. Submittal of this Plan Approval Application form is required with each plan submittal. Submit a PDF of the set of plans. Submit plumbing plans separately, accompanied by an application form. **FEES must be paid prior to review.**

1. Occupancy type		2. Project information		3. Type of submittal		
Check all that apply <input type="checkbox"/> A. Assembly <input type="checkbox"/> B. Business <input type="checkbox"/> E. Education <input type="checkbox"/> F. Factory <input type="checkbox"/> H. Hazardous <input type="checkbox"/> I. Institutional <input type="checkbox"/> M. Mercantile <input type="checkbox"/> R. Residential <input type="checkbox"/> S. Storage <input type="checkbox"/> U. Utility	Circle sub use A1 A2 A3 A4 A5 school daycare F1 F2 H1 H2 H3 H4 H5 I1 I2 I3 I4 R1 R2 R3 R4 S1 S2	Project Address Tenant or occupant name Main Contact for this Project Name: _____ Phone: _____ E-mail: _____		Project type <input type="checkbox"/> New <input type="checkbox"/> Alteration level 1 2 3 <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Revision to previously approved plan <input type="checkbox"/> Capacity only	Review type <input type="checkbox"/> Foundation only <input type="checkbox"/> Building <input type="checkbox"/> HVAC <input type="checkbox"/> Truss <input type="checkbox"/> Precast <input type="checkbox"/> Metal building <input type="checkbox"/> Antenna / Tower	
	Brief project description					
	4. Project designer		5. HVAC designer		6. Building owner	
Designer	Reg. #	Designer	Reg. #	Company name		
Design Firm		Design Firm		Name		
Address		Address		Address		
City/state/zip code		City/state/zip code		City/state/zip code		
Contact person		Contact person		Contact person		
Telephone Number ()		Telephone Number ()		Telephone Number ()		
email		email		email		
7. Class Of Construction		8. Building information				
<input type="checkbox"/> IA <input type="checkbox"/> IB <input type="checkbox"/> IIA <input type="checkbox"/> IIB <input type="checkbox"/> IIIA <input type="checkbox"/> IIIB <input type="checkbox"/> IV <input type="checkbox"/> VA <input type="checkbox"/> VB		Total stories of building above grade _____		<input type="checkbox"/> Complete Sprinkler ()13 ()13R <input type="checkbox"/> Partial Sprinkler explain:		
		Total floor area for each floor work is done on:		<input type="checkbox"/> Fire Alarm		
		Floor: _____ Area: _____ sq. ft.		<input type="checkbox"/> Unlimited Area		
		Floor: _____ Area: _____ sq. ft.		If areas are separated by fire barriers or firewalls give the reason for the separation.		
		Floor: _____ Area: _____ sq. ft.				
		Floor: _____ Area: _____ sq. ft.				
Floor: _____ Area: _____ sq. ft.						
Floor: _____ Area: _____ sq. ft.						
Floor: _____ Area: _____ sq. ft.						
9. Building permit information						
Building contractor (for building plans)			HVAC Contractor (for HVAC plans)			
Estimated Cost:						
New/addition: (total) \$		Alteration: \$		New Parking Lot: \$		

10. Fees: The area of a new building or addition is the floor area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. The area includes all floor levels such as basements, ground floors, mezzanines, balconies, lofts, garages, all stories, and all roofed over area including porches.

The area of alterations includes all areas affected by the alteration on both sides of any new or moved walls.

New Buildings and Additions.

Building Area _____ \$ _____
 HVAC Area _____ \$ _____

Alterations to Existing Buildings

Building Area _____ \$ _____
 HVAC (Separate Submittal only) Area _____ \$ _____

FEES MUST BE PAID PRIOR TO REVIEW Total \$ _____

Building and HVAC Plan Review Fees for Buildings Other than One- or Two-Family Dwellings

Area (Square Feet)	Building Plans	HVAC Plans
1. Less than 2,500	\$350	\$250
2. 2,500-5,000	400	300
3. 5,001-10,000	600	400
4. 10,001-20,000	800	500
5. 20,001-30,000	1,200	600
6. 30,001-40,000	1,500	900
7. 40,001-50,000	2,000	1,200
8. 50,001-75,000	2,700	1,500
9. 75,001-100,000	3,400	2,100
10. 100,001-200,000	5,500	2,700
11. 200,001-300,000	9,600	6,200
12. 300,001-400,000	14,100	8,900
13. 400,001-500,000	16,800	10,900
14. Over 500,000	18,100	12,200

11. Plan Revision Fees: Minor revisions submitted within 30 days of plan approval, or within 30 days after an additional information /hold action are \$175. Revisions that are substantially large in composition will be charged an additional rate of \$100 per hour for the review of the revision.

12. Permission to Review Minor Alteration Plans: Per Wisconsin State Statute 101.12 the City of Middleton Building Inspector may determine the nature of the work to be a minor alteration which would not require a plan review by the State of Wisconsin. However, the City of Middleton General Ordinance 11.03(3) permits the Building Inspector to determine if plans are required to be submitted for the project. If plans are submitted per the Building Inspector's request, the plans must bear the name of the Architect, Engineer or Person(s) responsible for the preparation of the plans. The designer indicated on page 1 of this form is responsible preparing or supervising the preparation of the plans to the best of his or her knowledge to comply with the applicable codes of the State of Wisconsin for this application submittal.

13. Supervising Professional's Statement: I have been retained by the owner as the supervising professional for the performance or 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 City of Middleton Building Inspection Division 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.

Supervising Professional Signature _____	<input type="checkbox"/> Building	<input type="checkbox"/> HVAC	Registration # _____
Print Name _____			
Supervising Professional Signature _____	<input type="checkbox"/> Building	<input type="checkbox"/> HVAC	Registration # _____
Print Name _____			

14. Designer of record to complete this section only for component submittals such as trusses, precast, and manufactured metal buildings. Please submit only one set of plans and calculations for components.

The State of Wisconsin expects and 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. Components include such things as trusses, precast, and manufactured metal buildings.	
Signature of Building Designer of Record _____	Date Signed _____



Checklist for Commercial Building Plan Review Summary Sheet

Section 1. Paper plan submittals are no longer accepted by the Department.

This form is to be included as a summary sheet for building plan submittals

Date of Application: _____	Complete set of plans and full payment are required with submitted applications.
Check all that is applicable: Plan Type: <input type="checkbox"/> New <input type="checkbox"/> Permission to Start <input type="checkbox"/> Addition/Alteration <input type="checkbox"/> Revision to Previously Approved plan where approved construction has not been completed. <input type="checkbox"/> Extension to an approved plan.	
Requesting plan review for: (Please check the requested building reviews below)	

- | | | |
|--|--|---|
| <input type="checkbox"/> Building Review | <input type="checkbox"/> Bleacher Review | <input type="checkbox"/> Component Review (List Components Submitted _____) |
| <input type="checkbox"/> HVAC Review | <input type="checkbox"/> Kitchen Hood Review | |

Section 2. PLAN SUBMITTAL REQUIREMENTS.

PLAN SUBMITTAL SHALL INCLUDE THE FOLLOWING IN ACCORD WITH CODE SECTION SPS 361.31.

A complete set of building plans and supporting documents. Incomplete submittals will be rejected. **Please check the boxes below to ensure your plan submittal is complete. (If line item does not pertain to your submittal indicate by writing NA next to the item)**

Plans shall be legible and to scale. Plans are required to be submitted in accordance with the submitter instructions requirements.

1. Title Sheet including plan Index
2. Plot/site plan
3. Occupancies are clearly called out.
4. Compliance with any Chapter 4 special requirements based on use
5. Building complies with Chapter 5 Heights and Areas. Plans shall detail how compliances is shown. (EX: separated vs unseparated use, unlimited area, frontage increase calculation included if applicable).
6. Construction type(s) identified and building meets construction type requirements of Chapter 6.
7. All required fire rated construction is detailed on the plans with rated assemblies called out.
8. Building is either protected with sprinklers or does not exceed a fire area limitation established in IBC 903 which would require one.
9. Building meets all the egress requirements of Chapter 10. Max egress/common path distances and path of travel shown, occupant load shall be shown on plans.
10. The Building complies with the accessibility requirements of Chapter 11 and ICC A117.1-2009.
11. Structural calculations and structural drawings show compliance with Chapter 16 and ASCE 7. Loads and loading conditions included on plans and structural calculations.
12. The required bathroom fixtures are provided per Chapter 29. Include calculations used to determine quantities.
13. Energy compliance is shown with (Check compliance path)
 - 13a. COMcheck or REScheck calculation
 - 13b. Building plans detail compliance with the prescriptive requirements.
 - 13c. Building is unheated, submittal is an interior alteration with no envelope changes, submittal is an HVAC only submittal
14. Heat loss calculations submitted (HVAC submittals)
15. Complete equipment schedules submitted (HVAC and Kitchen Hood submittals)
16. Date of building plans that HVAC plans were designed to _____
17. Required signatures are submitted (supervising professional if building is over 50,000 cubic feet and owner's signature if a permission to start has been requested)
18. Plans and calculations have been signed and sealed by a WI registered Engineer, Architect or Designer if building is over 50,000 cubic feet in size.
19. Summary sheet (this form).

- Submitter acknowledges that the submittal is complete.
- Submitter acknowledges that any additional information requested to complete review will be received by the Department within five (5) business days or the plan is subject to denial and a \$60.00 fee.

Submitter's signature:

Date: