



## PERMIT SUBMITTALS FOR NEW CONSTRUCTION, ADDITIONS AND ALTERATIONS FOR COMMERCIAL, INDUSTRIAL, & MULTI-FAMILY BUILDINGS

The City of Franklin Inspection Department may do the plan review in lieu of the Department of Commerce for buildings meeting the requirements of the scoping section below. The City of Franklin is a Certified City as required to do these plan reviews.

**Scope:** Drawings, specifications, and calculations for all the types of buildings and structures specified in s. Comm 61.30, except state-owned buildings and structures, to be constructed within the limits of a municipality or county that is not included in pars. (a) and (b) shall be submitted to either the department or to that municipality or county if the municipality or county has assumed the responsibilities of plan examination and building inspection in accordance with sub. (2) and if the plans are for any of the following:

1. A new building or structure containing less than 50,000 cubic feet of total volume.
2. 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.
3. 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.
4. An alteration of a space involving less than 100,000 cubic feet of total volume.

### **Applications submitted for Building Permits shall include all of the following information:**

- Five (5) copies of architect signed and sealed plans, two (2) of the copies shall be sets approved by the Department of Commerce when Department of Commerce does plan review. (New Construction, Additions, Alterations)
- One (1) copy of the SBD-118 form. (New Construction, Additions, Alterations)
- One (1) copy of structural calculations, signed and sealed. (New Construction, Additions, Structural Alterations)
- One (1) copy of the Wisconsin Energy Efficiency plan check worksheets or computer calculations signed and sealed. (New Construction, Additions, Alterations)
- One (1) copy of the Wisconsin Lighting calculations signed and sealed. Calculations may be submitted on or before rough framing if plans are not for alterations. (New Construction, Additions, Alterations)
- One (1) copy of the Building specifications (IF NOT ON PLANS). (New Construction, Additions)  
**(PDF format preferred)**
- Five (5) copies of the building stake out survey, done by a Wisconsin registered land surveyor. (New Buildings & Additions only)  
**Do not attach surveys to plans.**
- One (1) completed copy of the Milwaukee Metropolitan Sewerage District's Notice of Intent form. Applicant must mail or fax a copy to the MMSD. (When Discharge is New, Changed or Altered)
- The size of the domestic water service (not sprinkler lateral) (New Commercial or Industrial Buildings)
- Water Impact Fee form (Submit for all Commercial, Industrial & Institutional)
- Estimated cost of construction without plumbing, electrical, and mechanical costs.

**Plan exam fees:**

- New Building - Commercial/Industrial/Institutional (under 100,000 sq. ft.) \$300.00
- New Building -Commercial/Industrial/Institutional (100,000 sq. ft. & larger) \$500.00
  
- Additions/Alterations - Commercial/Industrial/Institutional Buildings
  - 1 to 1,000 Sq. Ft. \$220.00
  - 1,001 to 2,500 Sq. Ft. \$300.00
  - 2,501 to 5,000 Sq. Ft. \$350.00
  - 5,001 to 10,000 Sq. Ft. \$400.00
  - 10,001 Sq. Ft. and over \$500.00
  
- New - Multi-Family/CBRF/Institutional \$300.00 plus \$25/unit
- Additions/Alterations - Multi-Family/CBRF/Institutional \$200.00 plus \$25/unit

**Plan and Permit Review Process**

- Plans are reviewed and permits are issued on a first in, first out basis. Please feel free to call on the status of your permit review.
  
- Projects shall have **completed** Planning, Economic Development, and Engineering Department project approval processes prior to application for a permit.
  
- Plans submitted for Building Permits are distributed to the Engineering, Planning and Zoning, and Fire Departments as well as the Inspection Department for technical plan and code review and approvals.
  
- Reviewing Departments will contact the submitter regarding additional information, questions, or plan revisions required. Permits remain in a “pending” condition until any questions, plan corrections or changes, requests for information, or other items are resolved or submitted.
  
- Departments complete their review and return approvals or conditional approvals to the Inspection Department.
  
- The Inspection Department completes the review processes, calculates fees, and issues a permit when all City Departments have approved the plans. The following fees (when applicable) are due at the time of permit pickup: building permit fee, occupancy fee, impact fees (including water impact), technology fee, and sewer connection fees.