

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

The City of Franklin Inspection Services may do the plan review in lieu of the Department of Safety and Professional Services (DSPS) for buildings meeting the requirements of the scoping section below. The City of Franklin is a Delegated Agent for DSPS.

Scope: Drawings, specifications, and calculations for all the types of buildings and structures specified in SPS 361.30, 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 (NOTE: Incomplete submittals will delay the review process):

- Three (3) sets of plans signed and sealed by the Design Professional. Two (2) sets shall be approved by DSPS **when** DSPS plan review is required (*same size/scale as submitted to DSPS*), with **original State approval and wet stamps required on the plan set**, and State approval letter bound to plans **per SPS 361.30 & SPS 361.31**. **NOTE: One (1) set of structural calculations is required if not included on plans.** Two (2) sets of plans are required for HVAC Plan submittals.

(New Construction, Additions, Alterations **including** "first-in" Occupant in a space of a single/multi-unit building regardless of space size)

For DSPS Approved electronic submittals, complete plan sets shall be downloaded from DSPS SharePoint. In lieu of downloading/printing the entire plan sets, copies of the complete and identical plan set submitted to DSPS may be submitted provided, at least, the plan cover or index sheet with the DSPS stamp of conditional approval along with the Design Professional's seal/signature is affixed to the (copied) plan sets.

- **One (1) copy of the above submittal documents in (including revision drawings) must be submitted in PDF format as well as all other items listed below.** Email to: generalinspection@franklinwi.gov.

(New Construction, Additions, Alterations **including** "first-in" Occupant in a space of a single/multi-tenant building regardless of space size)

- One (1) completed City of Franklin Permit application.
- Plan Exam Fee (see second page for amount(s)).

(New Construction, Additions, Alterations)

(New Construction, Additions, Alterations)

- ❑ One (1) copy of the SBD-118 form. (New Construction, Additions, Alterations, HVAC)
- ❑ One (1) copy of the Wisconsin Energy Efficiency plan check worksheets or computer calculations signed and sealed if not on plans. (New Construction, Additions, Alterations)
- ❑ One (1) copy of the Wisconsin Lighting calculations signed and sealed if not on plans. Calculations may be submitted on or before rough framing if plans are not for alterations. (New Construction, Additions, Alterations including "first-in" Occupant in a space of a single/multi-unit building regardless of space size)
- ❑ One (1) copy of building specifications *(if not on plans)*. (New Construction, Additions)
- ❑ One (1) paper copy and one (1) PDF copy of the building stake-out survey done by a Wisconsin registered land **surveyor. Do not attach surveys to plans.** (New Buildings & Additions only)
- ❑ One (1) completed copy of the Milwaukee Metropolitan Sewerage District's Notice of Intent form. Applicant must submit completed form to the City of Franklin with application. (New Buildings/Additions/New Tenants)
- ❑ 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)

PLAN EXAM FEES

<u>New Building - Commercial/Industrial/Institutional (under 100,000 sq. ft.)</u>	\$300.00
<u>New Building -Commercial/Industrial/Institutional (100,000 sq. ft. & larger)</u>	\$500.00
<u>Additions/Alterations - Commercial/Industrial/Institutional Buildings</u>	
1 to 1,000 Sq. Ft.	\$250.00
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
<u>New - Multi-Family/CBRF/Institutional</u>	\$300.00 plus \$25/unit
<u>Additions/Alterations - Multi-Family/CBRF/Institutional</u>	\$200.00 plus \$25/unit
<u>Footing/Foundations – Apt/Condo/Row Houses/Muilt-Family/Inst.</u>	\$100.00 plus \$ 2/unit

BUILDING PERMIT FEES

<u>Building Permit Fee</u>	VARIES – SEE SCHEDULE OF BUILDING PERMIT FEES
<u>Erosion Control</u>	VARIES – SEE SCHEDULE OF BUILDING PERMIT FEES
<u>Occupancy</u>	VARIES – SEE SCHEDULE OF BUILDING PERMIT FEES
<u>Impact Fee</u>	VARIES – SEE IMPACT FEE HANDOUT
<u>Water Impact Fee</u>	VARIES – SEE WATER IMPACT FEE FORM
<u>Sewer Connection Fee</u>	\$600 for the 1 st - 1" - \$180 each additional ¼"

PLAN AND PERMIT REVIEW PROCESS

- Plans are reviewed and permits are issued on a first come, first served basis. Please feel free to call on the status of your permit review.
- Plans submitted prior to other Department approvals may be subject to additional review fees if changes are required.
- Plans submitted for Building Permits are distributed to the Engineering, Planning and Zoning, and Fire Departments as well as Inspection Services for review and approval.
- 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 Inspection Services.
- Inspection Services completes the review process, 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. A pre-construction meeting will be scheduled for larger projects prior to release of the Building Permit.