

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

The City of Franklin is now a fully delegated municipality and can conduct **Commercial building, HVAC and Plumbing plan review** for buildings of unlimited size and is proud to announce a new partnership for Commercial Plan Review with E-Plan Exam. ALL commercial building, HVAC and plumbing plans that would be submitted to the State of Wisconsin for review can now be submitted through E-Plan Exam using the link below. Plan review(s) will be completed within 15 business days of when all required paperwork and fees are submitted. This new process will expedite the previous wait times and allow for your project to move along more efficiently.

<https://eplanexam.com/submit-a-project/>

Upon E-PLAN Exam/ DSPS approval, applications submitted for Building Permits shall include all of the following information (NOTE: *Incomplete submittals will delay the City's review process*):

- ☐ Planning and Engineering Department permits/approvals.
- ☐ One (1) E-PLAN EXAM or DSPS approved set of **bound** plans signed and sealed by the Design Professional. One (1) set of plans are required for HVAC Plan submittals.
**A second set of plans will be required for any Health Department related reviews (including but not limited to hotels and restaurants).*
- ☐ One (1) completed City of Franklin Permit application.
- ☐ City of Franklin Plan Review Fee (see second page for amount).
- ☐ Water Impact Fee form
- ☐ DSPS Disproportionality Form SBD-10219
- ☐ All plans shall include life-safety plan and code analysis Sheets.
- ☐ One (1) copy of building specifications **(if not on plans)**.
- ☐ One (1) copy of the Wisconsin Energy Efficiency plan check worksheets or computer calculations signed and sealed if not on plans.
- ☐ 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.
- ☐ 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/new tenants/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.**
- ☐ **Plans involving food-related retail sales shall also be filed separately and directly with the Franklin Health Department (414-425-9101) in addition to the above submittal requirements**

****THE FOLLOWING WILL ALSO NEED TO BE SUBMITTED IF PLANS ARE APPROVED BY THE STATE (DSPS)**

- ☐ One (1) copy of the SBD-118 form if approval is from the State (DSPS).

CITY OF FRANKLIN ADMINISTRATIVE (PLAN) REVIEW FEES FOR E-PLAN EXAM / DSPS APPROVED PLANS:

<u>New Building - Commercial/Industrial/Institutional (under 100,000 sq. ft.)</u>	\$365.00
<u>New Building -Commercial/Industrial/Institutional (100,000 sq. ft. & larger)</u>	\$585.00
<u>Additions/Alterations - Commercial/Industrial/Institutional Buildings</u>	
1 to 1,000 Sq. Ft.	\$305.00
1,001 to 2,500 Sq. Ft.	\$365.00
2,501 to 5,000 Sq. Ft.	\$420.00
5,001 to 10,000 Sq. Ft.	\$475.00
10,001 Sq. Ft. and over	\$585.00
<u>New - Multi-Family/CBRF/Institutional</u>	\$365.00 plus \$31/unit
<u>Additions/Alterations - Multi-Family/CBRF/Institutional</u>	\$245.00 plus \$31/unit
<u>Footings/Foundations – Apt/Condo/Row Houses/Muilt-Family/Inst.</u>	\$125.00 plus \$2.45/unit
<u>HVAC</u>	\$125.00

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 note there are other departments that also review the submitted plans. You will be notified via e-mail when all reviews are completed and the permit is ready for payment and pick up.
- 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, Health, 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.