

**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>	\$335.00
<u>New Building -Commercial/Industrial/Institutional (100,000 sq. ft. &amp; larger)</u>	\$555.00
<u>Additions/Alterations - Commercial/Industrial/Institutional Buildings</u>	
1 to 1,000 Sq. Ft.	\$280.00
1,001 to 2,500 Sq. Ft.	\$335.00
2,501 to 5,000 Sq. Ft.	\$390.00
5,001 to 10,000 Sq. Ft.	\$445.00
10,001 Sq. Ft. and over	\$555.00
<u>New - Multi-Family/CBRF/Institutional</u>	\$335.00 plus \$28/unit
<u>Additions/Alterations - Multi-Family/CBRF/Institutional</u>	\$225.00 plus \$28/unit
<u>Footing/Foundations – Apt/Condo/Row Houses/Muilt-Family/Inst.</u>	\$115.00 plus \$2.25/unit
<u>HVAC</u>	\$115.00

**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 <sup>st</sup> - 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.



**E-PLAN**  
EXAM



**COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION/PLUMBING**

1. New construction, additions, alterations and parking lots fees are computed per this table.
2. New construction and additions are calculated based on total gross floor area of the structure.
3. A separate plan review fee is charged for each type of plan review.

Area (Square Feet)	Building Plans	HVAC Plans
Less than 500 sf	\$100	\$100
501 - 2,500	\$300	\$180
2,500 - 5,000	\$350	\$250
5,001 - 10,000	\$600	\$350
10,001 - 20,000	\$800	\$450
20,001 - 30,000	\$1,200	\$600
30,001 - 40,000	\$1,600	\$900
40,001 - 50,000	\$2,100	\$1,200
50,001 - 75,000	\$2,900	\$1,600
75,001 - 100,000	\$3,600	\$2,200
100,001 - 200,000	\$6,000	\$2,900
200,001 - 300,000	\$10,500	\$6,700
300,001 - 400,000	\$15,500	\$9,800
400,001 - 500,000	\$18,500	\$12,000
Over 500,000	\$20,000	\$13,500
Note:	1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.	
	2. At the sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.	
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.	
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.	
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.	
Permission to Start	The plan review fee for permission to start construction shall be \$150.00 for all structures.	
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.	
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.	
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.	
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.	

<b>Plumbing Plan Review Fee Schedule</b>	
<b>Plumbing Site work - Stormwater Review</b>	
Acres (area of drained to a plumbing system)	Fee
up to 5	\$400.00
greater than 5 acres but less than 10 acres	\$600.00
10 acres up to 15 acres	\$750.00
Each acre beyond 15 (rounded up)	\$750.00 base plus \$50.00 per acre
<b>Plumbing Sanitary Drain and Water Supply Laterals</b>	
\$40.00 per combined inch of pipe size (diameter pipe rounded up to nearest inch)	
<b>Interior Plumbing Plan Review Fee</b>	
For all interior plumbing as well as miscellaneous fixtures that necessitate review per SPS 382	
Base Plumbing Plan Review fee	\$250.00 + \$3.50 per fixture
<b>Plumbing Plan Review Fee Schedule Notes</b>	
All individually submitted plumbing plan sets plan entry fee. (applies to site work and laterals if submitted separately as well)	\$100.00
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.
Early Start	The plan review fee for permission to start construction shall be \$150.00 for all structures.
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.
At the sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.	