

COMMERCIAL BUILDING & HVAC PLAN SUBMITTAL GUIDE

Plan Submission Procedures

All commercial buildings, structures and alterations require plan submission as follows:

1. Completed building permit application
2. Completed application for review - SBD-118 and fee
 - a. Fees per Table 2.31-2 (See Pages 3 and 4 of SBD-118)
 - b. Fees apply to all commercial projects
3. Four (4) sets of plans
 - a. Signed and sealed per COMM 61.31
 - b. (1) set of specifications
 - c. Component and systems plan
 - d. Calculations showing code compliance
 - e. Refer to the **Wisconsin Commercial Building Code Submittal Guide** for required submittal information.
4. Municipal building inspector to review for proper submittals and fees.
5. Building inspector to forward to IIL for plan review.
6. After plan review and approval, plans are returned to municipal building inspector for issuance of building permit.

NOTE: The following links to the Commerce web site are provided for more information:

SBD – 118 Forms, Word 97 File

www.commerce.state.wi.us/SB/docs/SB-Form118App.doc

SBD – 118 Forms, PDF File

www.commerce.state.wi.us/SB/docs/SB-Form118App.pdf

Instructions for SBD-118 Form PDF File

www.commerce.state.wi.us/SB/SB-Form118AppInstructs.pdf

Worksheets, Checklists and Submittal Guides

www.commerce.state.wi.us/SB/SB-CommBldgPlanRevInfo.html