

COMMERCIAL BUILDING PERMIT CHECKLIST

The Commercial Building Code does not apply to the following:

1. A temporary building or structure used exclusively for construction purposes, not exceeding 2 stories in height, and not used as living quarters.
2. A building or structure located on Indian reservation land held in trust by the United States.
3. Buildings and portions of buildings that are exempted by federal statutes or treaties.
4. Portions of buildings leased to the federal government that meet certain conditions.
5. Buildings and structures that are on a farm premises and used exclusively for farming purposes, provided any use of the building or structure by the public consists only of consumers directly receiving farm commodities, substantially all of which have been planted or produced on the farm premises. In this application, "substantially all" means at least 90% of the commodities were planted or produced on the farm premises.
6. A one- or two-family dwelling used as a foster home, treatment foster home, or group home, or as a child caring institution having a capacity for 8 or fewer children, all as defined in Sec. 48.02 Stats.
7. A one- or two-family dwelling in which a public or private day care center for 8 or fewer children is located.
8. That portion of space within a one- or two-family dwelling in which a home occupation is located.

Buildings exempt from State Plan Reviews (must contain less than 25,000 cubic feet and be in one of the following groups):

Assembly Group A-2	Business Group B	Factory Group F
Mercantile Group M	Storage Group S	Utility Group U

1. Exemption from Plan Review does not waive these projects from having to submit plans and calculations to the local municipality before a permit is issued.
2. Submittals and building construction must meet all requirements of the code (See Comm.61.31).
3. A municipality can require plans of any size building to be submitted for review and approval.

Buildings exempt from State Plan Review if Registered:

1. Plans for the types of buildings (Table 61.30-2) do not need to be submitted and approved by the department or authorized representative provided all of the following conditions are met:
 - a. The building or the component thereof is designed by a registered individual under ch. 443, Stats.
 - b. The project is supervised by an individual in accordance with s. Comm 61.50.
- 2a. Where the exemption is elected, a notice shall be filed with the department or its authorized representative prior to commencement of the project, that identifies the building location, the name and address of the building owner, and the name and Wisconsin registration number for the designer and supervising professional.
- b. Where the exemption is elected, the architect, engineer, designer, or owner shall keep at the building site one set of construction documents for the project. The construction documents shall be open to inspection by the department, its authorized representative or the municipality.

Certified Municipality Plan Reviews:

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

All Plans that meet the requirements for review by Certified Municipalities are to be forwarded to Corporate for review. Contact Terry Knapp before forwarding plans to verify submittal requirements and fees.