

Commercial Plan Review Application Checklist

City of Wausau – Inspections & Zoning | 407 Grant St Wausau WI 54403 715-261-6780 | inspections@ci.wausau.wi.us

The following checklist details all information required by state statutes and City of Wausau ordinances such that a commercial plan review application can be considered and processed for review. Applications will not be accepted and forwarded for review unless submitted in complete form. Once applicants have submitted and have had their plans approved, permits may then be issued by our inspections department.

Section 1. (Check all that apply)	
□ Signed and Completed Application for Plan Review.	SPS 361.31(3)
\circ State of Wisconsin SBD-118 form.	
OR	
 E-Plan Exam/Municipal Plan Review Application Form. 	
□ Construction Documents, Dimensioned and Drawn to Scale. ^{a,b}	SPS 361.31(1)
 At least four (4) complete sets of construction documents shall be submitted to the municipality for review. of the sets will be a digital plan sent to inspections@ci.wausau.wi.us. OR 	1
 A minimum of 2 complete set must be provided for review provided it is accompanied by 3 copies of the cover sheet for the complete set shall be submitted to the municipality for review. 1 of the sets will be a digital plan sent to inspections@ci.wausau.wi.us. 	(Preferred)
□ Structural calculations, specifications, energy conservation compliance calculations and/or any other information to indicate compliance with applicable codes.	SPS 361.31(2)
□ Additional information such as disproportionality worksheet, Conditional approval of local planning review board, historical review, or Zoning/planning review (if applicable).	SPS 361.03(5)(a)
Plan Review Fees per the Municipal Fee Schedule – Payable/Invoiced after review	
 Footnotes: a) Construction plans shall bear the seal of a Registered Architect or Professional Engineer in accordance with chapter 443 of Wisconsin State 2.02. For Sprinkler construction documents, construction plans shall comply with one of the following: 	ed by the
b) Drawings must include the following information:	

- i. Scale at which plans are drawn at
- ii. Floor Plans
- iii. Elevations
- iv. Wall Sections

 Site plan or survey showing location all structures, land-disturbing activity, location of erosion control measures, and name of initial downstream receiving water

• Survey required only if Project is new construction or addition onto existing structure.

Additionally, Drawings must have at a minimum the following on plan:

Floorplans for each floor:

- i. Architectural Information:
 - Size and location of all rooms and openings in walls
- Proposed use of each room
- ii. Structural Information:
 - Size and location of all structural features
 - Location, method, and construction details of lateral
 - wall bracing
 - Foundation and framing plans
- iii. Plumbing Information:
 - Location of plumbing fixtures including all piping and vent locations
 - Isometric layout
- iv. HVAC Information:
 - Heating distribution layout and location of all HVAC appliances and chimneys

- Proposed Building Materials
- Applicable Construction details
- Connection Details

Details

Survey

Site Plan

V.

vi.

vii.

- Structural loading diagrams
- Riser Diagrams
- Typical fixture and connection details
- Equipment locations, specifications, and schedules