

City of West Allis

APPLICATION FOR REVIEW BUILDINGS, HVAC, LIGHTING

[Personal information you provide may be used for secondary purposes [Privacy Law s. 15.04(1)(m), Stats.]



Address of Property
for Plan Review _____

1.a. Type of Submittal or Service Requested (check all that apply)

- New
- Alteration – Level: 1 2 3
- Addition/Alteration–Level: 1 2 3
- Approval Extension
- Revision
- Footing & Foundation Plans Only
- Follow Up of a Denial Within 8 Months

b. Objects Submitted for Review as Current Review (check all that apply)

- Building
- HVAC
- Emergency Egress Lighting
- Energy Conservation Lighting

Other Projects (Stand Alone from above)

- Bleacher
- Canopy
- Kitchen Exhaust Hood
- Membrane Construction
- Rack Supported Storage Building
- Elevated Pedestrian Access

c. Structural Component Plan(s) which accompany this current plan submittal (check all that apply):

- Roof Truss
- Floor Truss
- Steel Girder
- Laminated Wood
- Metal Bldg
- Fire Escape
- Precast Plank
- Precast Wall

2. Occupancy Type

Major Use – Check Use with the Greatest Floor Area

- A Assembly
- B Business/Office
- E Educational
- F Factory/Industrial
- H Hazardous
- I Institutional/Daycare/CBRF
- M Mercantile/Retail
- R Residential
- S Storage
- U Utility/Misc

Additional Non-Accessory Occupancies – Circle All that Apply)

- A1 A2 A3 A4 A5
- B
- E
- F1 F2
- H1 H2 H3 H4 H5
- I1 I2 I3 I4
- M
- R1 R2 R3 R4
- S1 S2
- U

3. Construction Information

Construction Class – Circle One

- IA IB IIA IIB IIIA IIIB IV VA VB

Area (project area, include all levels): _____ sq ft
If different, Heated/ventilated Area: _____ sq ft
Sprinklered/Detector Protected Area: _____ sq ft

Number of Floor Levels _____
Total Building Volume < 50,000 Cu. Ft. Yes No

Seismic Review Threshold (circle one)
1. B-F and greater than 1 story 2. A or 1 story
3. Non-Structural Alteration

Date Stamp

Receipt # _____ Accepted by _____

Digital Plans Submitted: Yes / No

4. Project Information – Fill in all known information

Project/Site Name _____
 Tenant name or building designation _____
 Previous Tenant Name _____
 Number & Street _____
 Estimated Cost of Construction \$ _____

5. After plans are reviewed, please call customer # :

1 2 3 4

(circle one #, refers to customer #'s listed below)

Designer Information (Customer 1)		
First Name	Last Name	Customer Number
Company Name _____		
Address _____		
City _____	State _____	Zip+4 (9 digits) _____
Phone Number (area code) _____	E-Mail _____	
Check all applicable		
<input type="checkbox"/> Designer of ___ Bldg ___ HVAC, ___ Lighting ___ Other _____		
<input type="checkbox"/> Supervising Professional of ___ Bldg ___ HVAC _____		
WI Designer Registration # _____	Exp Date _____	

Designer Information (Customer 2)		
First Name	Last Name	Customer Number
Company Name _____		
Address _____		
City _____	State _____	Zip+4 (9 digits) _____
Phone Number (area code) _____	E-Mail _____	
Check all applicable		
<input type="checkbox"/> Designer of ___ Bldg ___ HVAC, ___ Lighting ___ Other _____		
<input type="checkbox"/> Supervising Professional of ___ Bldg ___ HVAC _____		
WI Designer Registration # _____	Exp Date _____	

Property Owner (not lessee) Information (Customer 3)		
First Name	Last Name	Customer Number
Company Name _____		
Address _____		
City _____	State _____	Zip+4 (9 digits) _____
Phone Number (area code) _____	E-Mail _____	

Contact Person (Customer 4)		
First Name	Last Name	Customer Number
Company Name _____		
Address _____		
City _____	State _____	Zip+4 (9 digits) _____
Phone Number (area code) _____	E-Mail _____	

**Table 2.31-2
Plan Review Fees for**

Buildings Located in Municipalities That Perform Inspections as an agent of the Division of Safety & Buildings

Area (Square Feet)	Building Plans	HVAC Plans
Less than 2,500	\$200	\$150
2,501 - 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

NOTES:

- A. Minor plan review as determined by Building Inspector or Plan Reviewer - \$50.00.
- B. Lighting Plans and Calculations will be reviewed at no additional cost if submitted with the building plans.

10. CALCULATION OF FEES

Determine Project 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, industrial equipment platforms, balconies, lofts, decks, 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. Total project area is the summation of all floor areas that are part of this project. Attach a separate sheet if necessary for the calculations below:

Floor Level (specify)	Length	X	Width	=	Area
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
Total Project Area				=	_____

Compute Total Fee

- 1. **Building Fee** (from table) \$_____ .00
- 2. **HVAC Fee** (from table) \$_____ .00
- 3. **Lighting plan separate from building plans:** \$_____ .00

Area (Square feet)	Lighting Plans
Less than 10,000	\$75
10,000 – 50,000	\$150
50,000 – 100,000	\$300
Over 100,000	\$500

- 4. **Revision to an approved Plan (Minor Revisions \$75; Major Revisions \$150)** \$_____ .00
- 5. **Footings/Foundation Early Start (10,000 sq. ft. or less \$100; Greater than 10,000 s.f. \$250)** \$_____ .00
- 6. **Subtotal** (Enter this amount as the "Total Amount Due" (line 10) if you are not requesting a "Priority Plan Review".) \$_____ .00
- 7. **Priority Plan Review – 3 times standard plan review fee; \$500 minimum** Subtotal X 3; or
Min. \$500.00
(Review within 3 business days instead of the typical 8-10 business days)
For priority review, check the box to the right and multiply line 8 (Subtotal) by 3 – enter total in "Total Amount Due" field

- 8. **Total Amount Due** - Make check payable to the "City of West Allis" & attach check to page 1

Total Amount Due
\$ _____

Commercial Plan Review Checklist

Building Plan Submittal (new or addition):

- Completed plan review application
- Appropriate fees from page 3 of the plan review application
- (4) full sets of stamped and signed plans
- (3) copies of stamped and signed surveys showing the building or addition
- (1) electronic copy of plans on CD or email in .pdf format
- (2) copies of structural calculations
- (2) copies of envelope calculations
- (1) copy of disproportionality form (for additions only)
- (2) copies of erosion control plan
- Any other supporting documentation

Building Plan Submittal (interior alterations):

- Completed plan review application
- Appropriate fees from page 3 of the plan review application
- (4) full sets of stamped and signed plans
- (1) electronic copy of plans on CD or email in .pdf format
- (1) copy of disproportionality form
- Any other supporting documentation

HVAC Plan Submittal (new, additions or alterations):

- Completed plan review application
- Appropriate fees from page 3 of the plan review application
- (2) full sets of stamped and signed plans
- Any other supporting documentation (equipment sizing, outside air calculations, etc.)

Lighting plan submittal (any alterations that include adding lights)

- Completed plan review application
- Appropriate fees from page 3 of the plan review application
- (2) full sets of stamped and signed plans (lighting layout, switching & control plan, emergency illumination plan, photometric plan, etc.)
- Any other supporting documentation (interior power calculations, emergency lighting cut sheets, etc.)

Note: On projects where no lights are added, if lights are rearranged or relocated, all of the above may still be required with the exception of the interior lighting power calculations.

***** For HVAC and lighting plans listed above, if you are submitting them with the building plan review submittal, you do not need a separate plan review application; however the proper fees for the HVAC plan review are required at the time of submittal.**