



BUILDING INSPECTION

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633
TELEPHONE 262-524-3530

COMMERCIAL NEW CONSTRUCTION AND ADDITIONS PERMIT APPLICATION

Return completed application and supporting documents to: buildingpermits@waukesha-wi.gov

Job Address: _____

Street Number

Street Name

Street Type

Suite No./Apt No.

All commercial plans require review prior to submitting a permit application. If you have not had your plans reviewed and approved, please contact E-Plan Exam for review

www.eplanexam.com:

Have you had your plans reviewed and approved: yes no

E-Plan Exam or Dept. of Safety and Professional Services (DSPS) reference number or Wisconsin Dept. of Health Services (DHS): _____

All commercial new construction or additions required Plan Commission Approval prior to submitting a permit application. If you have not received your Plan Commission Approval Letter, please contact the Planning Department at 262-524-3750.

If you have not received your Engineering Concurrence Letter (Post Plan Commission) please contact the Engineering Department at 262-524-3600

Have you received your Plan Commission Approval Letter and Engineering Concurrence Letter (Post Plan Commission) yes no

Project Description: _____

Who is submitting this application? *(Please check one)*

Contractor

Property Owner *(Note: Property Owners can only apply for projects under 50,000 cubic feet)*

Contracting Company Name _____

Contractor's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Job Site Business Name (if applicable): _____

Property Owner's Information

Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Design/Supervising Professional Company Name*: _____

Design Professional Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Design/Supervising Professional Registration Number: _____

**DESIGN/SUPERVISING PROFESSIONAL A supervisory professional is required (refer to SPS.361.40 of the Wisconsin Commercial Building Code) for projects involving repair, alteration, or additions to existing buildings where volume of the building is 50,000 cubic feet or more.*

Construction documents (plans, specifications, etc.) being submitted for permit approval must be prepared, signed, and sealed in accordance with Chapter 443. Stats and s. A-E 2.02 when the total volume of the building is 50,000 cubic feet or more.

Select a project type. Check one:

Muti-family

Commercial

Mixed Use

Accessory (ex: deck, garage, retaining walls over 4 feet in height, dumpster enclosure)

If Multi-family or Mixed Use, number of dwelling units: _____

Square Footage of area being Added, Altered, or Newly Constructed _____

Estimated Cost \$ _____

Cubic Feet of entire building: _____

Building type of Construction: _____

Occupancy Classification: _____

Occupant Load (if applicable): _____

Is there Well or Septic? Yes No

PLEASE READ

The undersigned hereby applies for a permit to do work herein described according to the plans and specifications filed herewith. The undersigned agrees that such work will be done in accordance with the said descriptions, plans and specifications in compliance with the building, zoning and health ordinances and all other ordinances of the City of Waukesha and with all laws and orders of the State of Wisconsin applicable to said premises.

The undersigned further applies for a permit to occupy the premises described herein for the uses and purposes as herein set forth and in strict accordance with all the provisions of the City of Waukesha zoning and health ordinances and all other ordinances of the City of Waukesha and State of Wisconsin applicable to said premises.

PLAN APPROVAL EXPIRATION: The undersigned acknowledges the following regarding SPS 361.36

Expiration of E-Plan Exam or DSPS plan approval and extension of plan approval.

(1) EXPIRATION OF PLAN APPROVAL.

(a) Building shell. Except as provided in par. (f) and sub. (2) (b), plan approval by the department or its authorized representative for new buildings and building additions shall expire 2 years after the approval date indicated on the approved building plans if the building shell is not closed in within those 2 years.

(c) Alterations. Except as provided in sub. (2), plan approval by the department or its authorized representative for interior building alterations shall expire one year after the approval date indicated on the approved building plans if the alteration work is not completed within that year.

NOTE: Permits that are still active at the time state plan approval expires, will be placed on HOLD until extended or new approved plans are received, or until the permit expiration time has lapsed. Construction and inspections must cease while permits are on hold.

PERMIT EXPIRATION: This permit is effect for 24 months after approval or the date indicated on the permit per City of Waukesha Building Code Section 16.03(4). Approved plans for Commercial Buildings shall expire as set forth in Wis. Admin. Code SPS §361.36. Double fees shall be charged if work starts before a permit is issued. Work covered before inspection will be required to be totally exposed for inspection. Once notified that your permit has been approved for issuance, payment must be received within 25 working days. After this period, the project will be marked null & void, and all submittals will be destroyed.

I HAVE READ AND UNDERSTAND THE TERMS STATED ABOVE.

Print Name

Email Address

Signature

Date

REQUIRED DOCUMENTS FOR COMMERCIAL NEW CONSTRUCTION AND ADDITIONS

- _____ E-Plan Exam or DSPS or DHS approved plans
- _____ E-Plan Exam or DSPS or DHS review application
- _____ E-Plan Exam or DSPS or DHS approval letter
- _____ Certificate of Supervision
- _____ Disproportionality statement
- _____ Supporting engineering (i.e. structural calculations)
- _____ Energy code calculations
- _____ Plan Commission Approval Letter
- _____ Engineering Concurrence Letter (Post Plan Commission)
- _____ Occupancy application – will be required prior to final occupancy