



**POLICIES AND PROCEDURES**

<b>SUBJECT</b> Building Permits: <del>New</del> Apartments (3 or More Units), Commercial, Industrial, <u>Institutional</u> <u>&amp;and</u> Public Buildings; <del>Over 5,000 sq. ft. of Gross Area</del>	<b>DEPARTMENT</b> Building Inspections and <u>Zoning</u> <u>Neighborhood Services</u>		<b>DEPARTMENT IDENTIFICATION</b> 2000	
	<b>SECTION</b> 2006	<b>PAGES</b> 1- <del>32</del>	<b>EFFECTIVE DATE</b> 1/1/82	<b>REVISION DATE</b> <del>4/1/98</del> <u>X/X/18</u>

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1.0 PURPOSE:

To describe the procedures to be followed by the Department of Building Inspections and ZoningNeighborhood Services (BINS) for filing for a building permit for ~~new~~ apartments (three family or more), ~~or~~ commercial, industrial, institutional and public buildings, ~~for new buildings over 5,000 gross square feet in area.~~

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions and the general public.

3.0 POLICY:

It is the policy of ~~the Department of Building Inspections and Zoning~~BINS to be governed by a uniform policy on building permits.

4.0 REFERENCES:

Chapter 13, City of West Allis Revised Municipal Code  
 Wisconsin Administrative Code  
~~State Building Code~~  
~~GOM-69~~Wisconsin Commercial Building Code, SPS 361-366

5.0 PROCEDURES:

5.1 GENERAL POLICIES

5.1.1 Site and landscape/screening plan approval by the City of West Allis ~~Planning~~ Commission and Development Department is required prior to issuing any building permit for a new building or for work affecting the exterior of a building or the site. ~~See the Planning Department.~~

5.1.2 A West Allis building permit application and plan review application shall be submitted to BINS. The following information or plans shall be submitted with the building permit application.

5.1.2.1 Five (5) original drawings of a Plat of Survey prepared by a registered land surveyor shall be filed by the applicant submitted for all new buildings or additions. The survey must shall accurately show the furthest outer dimensions and location(s) of the proposed building(s), existing building(s) and any proposed addition(s), grade elevations, and the legal description of the property.

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5.1.2.23 Four (4) sets of building plans shall be filed with the Department submitted, of which at least two sets shall have been stamped and approved by the State of Wisconsin Department of Commerce and sealed by the architect or engineer of record. One set of plans is stamped as conditionally approved and returned to the applicant and must to be kept at the building site during construction. One set of plans is filed with the Assessor's Office. One set is stamped as conditionally approved and kept on file in the Office of the Building Inspector with BINS. The fourth One set of plans is forwarded to the City of West Allis Fire Department. One set of plans is forwarded to the City Assessor.

5.1.2.3 One (1) copy of soil erosion control plans shall be submitted for all new buildings and additions which will disturb the ground.

5.1.2.4 One (1) set of structural calculations and plans shall be submitted for all new buildings, all additions, and any alterations which affect the structural system of a building or change the loading of a floor.

5.1.2.5 Any other or additional information required to show compliance with building codes shall be submitted.

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5.1.4 A copy of the correspondence from the State of Wisconsin Department of Commerce relating to their plan examination and approval is required to be submitted.

5.1.35 The applicant shall file an application with the Engineering Department for a driveway curb cut if it is needed. The applicant shall submit a site plan with the application to show location of the proposed driveway. If a driveway is proposed, an application for a driveway permit shall be filed by the applicant with the Engineering Department, along with required information and/or plans.

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~~5.1.46~~ The applicant shall determine, at the West Allis Fire Prevention Bureau, 2040 S. 67<sup>th</sup> Place, whether automatic sprinkler systems, outside water hydrants or other fire suppression systems may be required. If a sprinkler system or fire alarm system is required to be installed or modified, contact the West Allis Fire Department to determine permit and submittal requirements.

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~~5.1.57~~ Plumbing plans for all buildings in this category, where seven or more additional plumbing fixtures including storm sewer drains are proposed, must be submitted by a State licensed Master Plumber, first to the State of Wisconsin Department of Commerce and then to the City of West Allis Plumbing Inspection Department for approval before a permit can be issued. A plumbing permit shall be required for plumbing work and may only be issued to State licensed plumbing contractors. Plumbing plan review and calculations stamped and sealed by an architect, engineer or master plumber may be required prior to issuing a plumbing permit.

~~5.1.8~~ Restaurants will require "Special Use" permits to be granted by the West Allis Common Council prior to filing an application for either site plan approval or a building permit. The application for "Special Use" shall be filed with the office of the City Clerk/Treasurer.

~~5.1.9~~ All plans for proposed kitchens, other than those for private dwellings, shall be submitted to the Department of Building Inspections and Zoning and referred to the City of West Allis Health Department for review and approval.

~~5.1.10~~ A soil erosion control plan must be submitted and a permit for same issued before a building permit will be issued for new construction.

~~5.1.611~~ A State and City licensed Electrical Contractor is required to apply for and secure an electrical permit for electrical work. An electrical permit shall be required for electrical work and may only be issued to State licensed electrical contractors. Lighting, switching and emergency egress lighting systems plan review and power calculations stamped and sealed by an architect, engineer or master electrician may be required prior to issuing an electrical permit.

~~5.1.712~~ Heating and Air Conditioning plans shall be prepared by a State of Wisconsin Licensed architect, engineer, or HVAC designer and first submitted to the State of Wisconsin Department of Commerce. Two (2) sets of State approved plans shall be submitted to the City for issuance of a permit. A heating and air conditioning permit shall be required for HVAC work and may only be issued to the contractor, the owner or the owner's agent, per SPS 305. HVAC plan review and heat/loss calculations stamped and signed by an architect, engineer or HVAC designer may be required prior to issuing an HVAC permit.

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