



# City of West Allis

## Legislation Text

**File #:** O-2011-0023, **Version:** 2

Ordinance to amend Sections 13.06(1), 13.06(11) and 13.255(3)(k) of the Revised Municipal Code relative to commercial building and heating, ventilation and air conditioning construction application for permit, permit issuance and plan review fees.

By Safety and Development Committee

PART I. Subsection 13.06(1) of the City of West Allis Revised Municipal Code is hereby repealed and recreated to read as follows:

### 13.06 PERMIT APPLICATION AND ISSUANCE

(1) Application for Permit.

(a) Any owner of a premises, or person desiring a permit as required by this code shall file with the Inspector an application in writing on a form furnished for such purpose. Every application shall describe the land on which the proposed work is to be done by legal description, street address, or similar, that will readily identify the proposed building or work. Every application shall describe the use of the property, the construction to be done, the use or occupancy for which the proposed work is intended, the estimated cost of the construction, and any other reasonable information as may be required by the Inspector. The application shall be accompanied by plans, drawings, specifications, engineering details, and other information as required to provide sufficient detail for review in the issuance of a building permit. Application materials shall include, but not be limited to, when applicable: detailed and to scale footing, foundation, wall, floor, and roof plans; exterior elevation plans; floor plans indicating exits, windows, and room uses; section details of construction; itemized structural loads and calculations; equipment information; and other information as may be necessary to review an application and issue a permit.

(b) An application for Commercial (non-1 or 2-family use property) building construction or HVAC construction shall include an application for plan review fee in accordance with the fee schedule as stated in subsection 13.255. The City of West Allis is classified as a Second Class City by the State of Wisconsin and, as such, is authorized to provide plan review and inspections for all commercial building projects, regardless of size, except State-owned buildings.

(c) An application for commercial (non-1 or 2-family use property) building or HVAC construction shall include two (2) complete sets of paper plans and an acceptable readable electronic base copy (i.e., jpg, tif, pdf). Plan submittal shall include, but not be limited to, specifications for all components of the project, trusses, pre-cast concrete & laminated wood.

(d) For commercial building and HVAC construction projects, the following State of Wisconsin Department of Commerce (COMM) Codes are specifically referenced:

1. Construction documents submitted for review shall be designed and sealed by a State of Wisconsin Designer, such as an architect, engineer or other authorized licensed person in accordance with COMM 61.31 and ch. 443, State Statutes.
2. See COMM 61.30(4) and 61.40 for designer exception allowance for stated smaller construction projects.
3. See COMM 61.40 for supervision requirements by project designer regarding plan submittal, project construction supervision and supervision to submittal of completion statement of substantial compliance at project completion.

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PART II. Subsection 13.06(11) of the City of West Allis Revised Municipal Code is hereby repealed and recreated

to read as follows:

13.06 Permit Application and Issuance.  
\* \* \*

(11) Approval of Construction Documents.

(a) When the inspector approves an application for permit issuance, the construction documents shall be approved in writing or by stamp as "conditionally approved". One set of construction documents so reviewed shall be retained by the Building Inspection Department. One set shall be returned to the applicant at the issuance of the permit and it shall be kept at the site of work and open to inspection by the inspector or his authorized representative.

(b) An application for plan review for commercial (non-1 or 2-family use property) construction or heating, ventilation, air conditioning (HVAC) when determined to be substantially conforming to the code, regulations and ordinances, shall be processed with a written notice to the submitter and building owner stating all conditions of approval. Additionally, plans shall be stamped "CONDITIONALLY APPROVED" and signed and dated by the certified commercial building inspector.

1. All non-code complying and other conditions stated in the conditional approval notice shall be corrected or met before or during construction and before occupancy of the building.

2. A complete set of conditionally approved plans shall be kept at the project work-site and available to the inspector at all times.

3. A conditional approval of a plan may not be construed as an assumption of any responsibility on the part of the City or the certified commercial building inspector for design or construction of the building.

4. If plan submittal does not substantially conform to the code, regulations or ordinances, a denial of plan approval shall be issued by the issuance of a notice in writing to the submitter and the building owner stating the reasons for denial. Plans shall be stamped "NOT APPROVED" and signed and dated by the certified commercial building inspector.

PART III. Subsection 13.255(3)(k) of the City of West Allis Revised Municipal Code is hereby repealed and recreated to read as follows:

13.255 Permit Fees  
\* \* \*

(3) Building permits for multi-family (3 units or more), condominiums, commercial, manufacturing/industrial, and institutional use properties:

\* \* \*

(k) Plan Review

1. Plan review of construction or HVAC Plans for new construction, additions, alterations, HVAC, or other plans. (A portion of plan review fee shall be returned to the State of Wisconsin as indicated in the table for review performed as a Second Class City.)

Area (Square Feet)	Plan Review Fees		Fees Returned to State(if applicable)	
	Building	HVAC	Building	HVAC
1. Less than 2,500 *	\$100	\$100	\$30	\$18
2. 2,500 - 5,000	\$150	\$150	\$35	\$25
3. 5,001 - 10,000	\$500	\$300	\$60	\$30
4. 10,001 - 20,000	\$700	\$400	\$80	\$45
5. 20,001 - 30,000	\$1,100	\$500	\$120	\$60
6. 30,001 - 40,000	\$1,400	\$800	\$160	\$90
7. 40,001 - 50,000	\$1,900	\$1,100	\$210	\$120
8. 50,001 - 75,000	\$2,600	\$1,400	\$290	\$160
9. 75,001 - 100,000	\$3,300	\$2,000	\$360	\$220
10. 100,001 - 200,000	\$5,400	\$2,600	\$600	\$290
11. 200,001 - 300,000	\$9,500	\$6,100	\$1,050	\$670

12. 300,001 - 400,000	\$14,000	\$8,800	\$1,550	\$980
13. 400,001 - 500,000	\$16,700	\$10,800	\$1,850	\$1,200
14. Over 500,000	\$18,000	\$12,100	\$2,000	\$1,350

\* minor review when determined by reviewer - \$60.00

- 2. Accessory Building less than 500 sq. ft. ----- \$125.00
- 3. Lighting Plans (when not included in the original plan review)
  - 10,000 sq. ft. or less ----- \$ 75.00
  - Greater than 10,000 sq. ft. ----- \$150.00
- 4. Revisions to an Approved Plan
  - minor ----- \$ 75.00
  - all other ----- \$150.00
- 5. Footing/Foundation Early Start
  - 2,500 sq. ft. or less ----- \$ 75.00
  - greater than 2,500 sq. ft. ----- \$150.00
- 6. Plan Reviewer may waive review fee.

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PART IV. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART V. This ordinance shall take effect and be in force from and after its passage and publication.

(Scrivener corrections to this resolution made by Monica Schultz per Mayor Devine, 7/27/11.)