



**E-PLAN**  
EXAM

SPS 361

Understanding the  
nature of plan  
review in Wisconsin



# About E-Plan Exam

- Founded in 2019
- Wisconsin owned and operated
- 24 employees currently
- 960k Population Served
- 60.5 Million Sf Reviewed
- **Average 7-10 calendar days review time**



**DA Mattox, P.E.**  
President  
414-736-4721  
[damattox@eplanexam.com](mailto:damattox@eplanexam.com)













**John Cunningham**  
Director of Operations  
414-336-4470  
[johncunningham@eplanexam.com](mailto:johncunningham@eplanexam.com)

The only 55 communities who are truly the AHJ and can-do full-scale unlimited size plan review and inspections of all trades:

- **Building**
- **HVAC**
- **Plumbing**
- **Fire Alarm**
- **Fire Suppression**

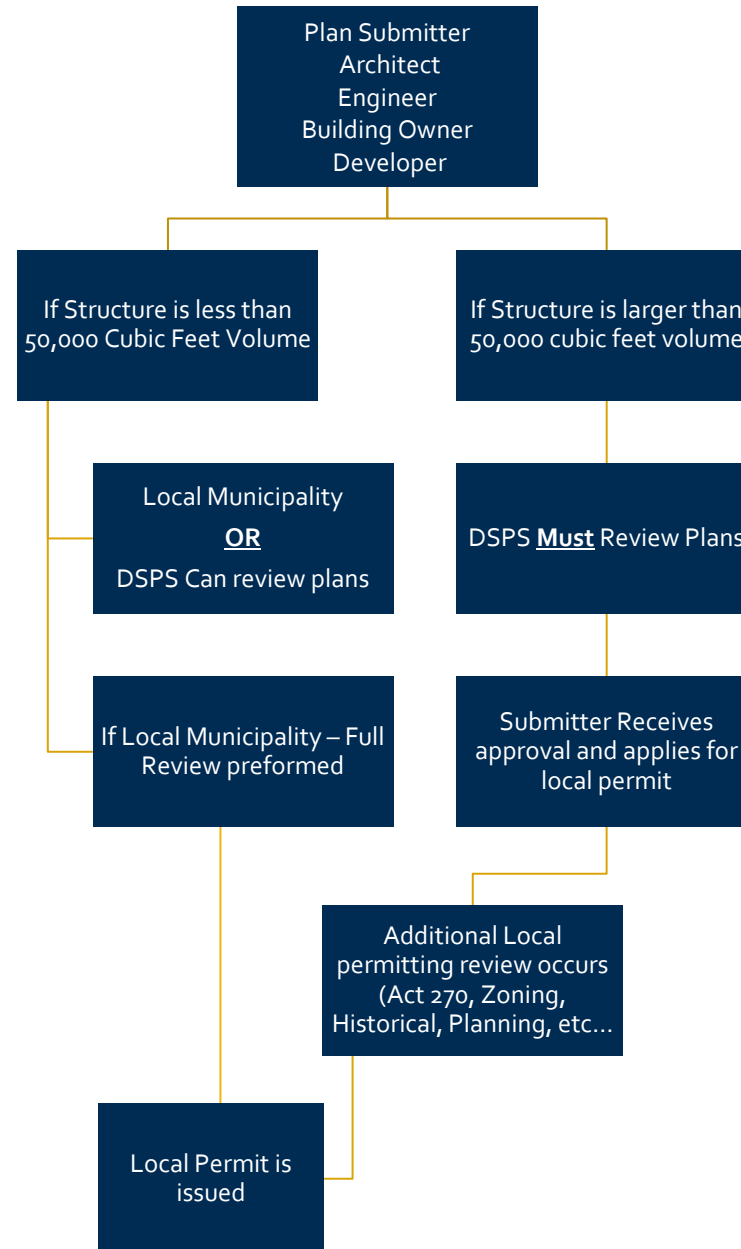
There is no electrical plan review in Wisconsin – we are the only State in the Union to not do electrical plan reviews.

- Village of Deerfield – Pop. 629
- Village of Salem Lakes - Pop. 783
- Village of Kekoskee – Pop. 887
- Village of Necedah – Pop. 931
- Village of Dane – Pop. 1,109
-  Village of Sister Bay - Pop. 1,160
- Village of Fontana-on-Geneva — Pop. 1,518
- Village of Windsor – Pop. 1,723
- City of Mineral Point - Pop. 2,565
-  City of Wisconsin Dells — Pop. 3,198
-  Village of Lake Delton - Pop. 3,459
-  Village of Sauk City - Pop. 3,490
- Village of West Milwaukee — Pop. 4,146
- Village of Bayside — Pop. 4,558
- Village of West Salem – Pop. 5,227
- Village of Waterford — Pop. 5,452
- City of Milton – Pop. 5,708
- Town of Onalaska – Pop. 5,792
- Town of Madison — Pop. 6,279
- Town of Sheboygan — Pop. 7,703
-  Village of Pewaukee — Pop. 8,164
- Town of Delafield — Pop. 8,798
-  City of Sturgeon Bay — Pop. 8,885
- Village of Brown Deer — Pop. 11,965
-  Village of Greenville - Pop. 12,264
- City of Glendale — Pop. 12,943
- City of Verona — Pop. 13,004

-  City of Pewaukee — Pop. 14,431
- City of Beaver Dam – Pop. 16,214
- Village of Ashwaubenon - Pop. 16,913
- City of Kaukauna — Pop. 16,070
- City of Cudahy – Pop. 17,946
- City of Wisconsin Rapids - Pop. 18,367
- City of Marshfield - Pop. 18,815
- City of Onalaska — Pop. 18,824
- City of Middleton — Pop. 19,487
- Village of Germantown — Pop. 20,166
-  City of Mequon - Pop. 23,132
- Village of Caledonia — Pop. 24,705
-  City of Neenah - Pop. 25,501
- City of Fitchburg - Pop. 30,674
- City of West Bend - Pop. 31,727
- City of Sun Prairie — Pop. 36,189
- City of Beloit - Pop. 36,609
- City of Greenfield - Pop. 37,352
- Village of Menomonee Falls — Pop. 38,906
- City of Wausau - Pop. 39,575
- City of West Allis — Pop. 60,411
- City of Janesville - Pop. 65,942
- City of Oshkosh – Pop. 66,083
- City of Waukesha — Pop. 71,256
- City of Appleton - Pop. 74,854
- City of Madison - Pop. 254,977
- City of Milwaukee - Pop. 594,548

## Certified Municipality Plan Review

This is not full delegation  
but is what many  
communities have today  
to review the **small stuff**  
**not exceeding 50,000**  
**cubic feet in volume**



# A Path of Choice

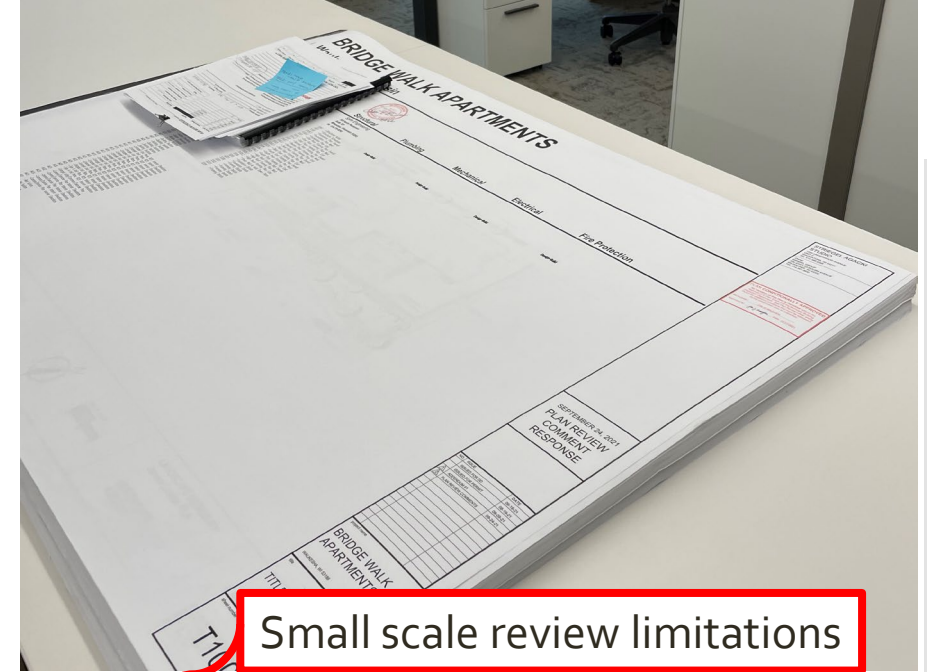
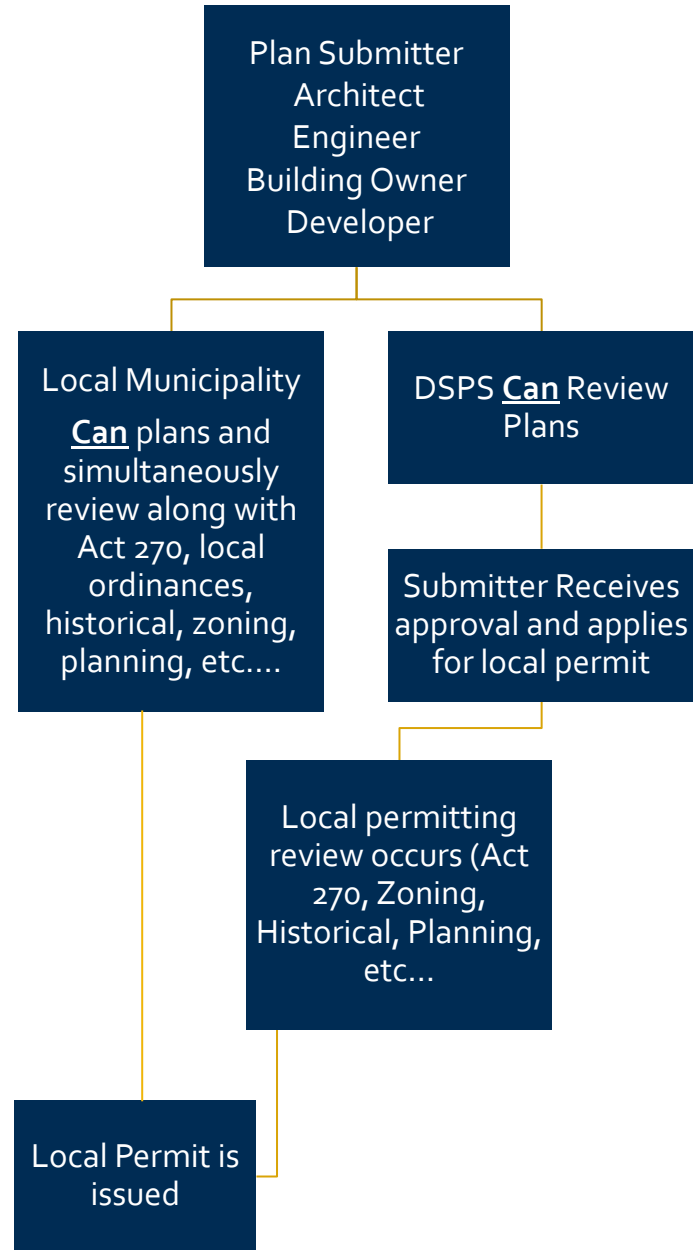
Delegated Plan Review for unlimited size buildings

Achieved by hiring:

An Architect or Engineer for Building & HVAC

Master Plumber for Plumbing

Architect or engineer for Fire

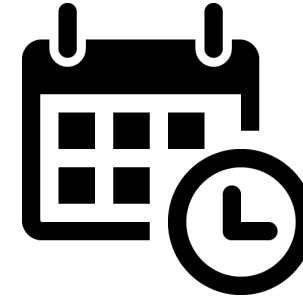


Area (SF)	Building	HVAC	Fire Alarm System	Fire Suppression System
Less than 2,500	\$250	\$150	\$30	\$30
2,500 - 5,000	\$300	\$200	\$60	\$60
5,001 - 10,000	\$500	\$300	\$100	\$100
10,001 - 20,000	\$700	\$400	\$150	\$150
20,001 - 30,000	\$1,100	\$500	\$200	\$200
30,001 - 40,000	\$1,400	\$800	\$350	\$350
40,001 - 50,000	\$1,900	\$1,100	\$500	\$500
50,001 - 75,000	\$2,600	\$1,400	\$700	\$700
75,001 - 100,000	\$3,300	\$2,000	\$1,000	\$1,000
100,001 - 200,000	\$5,400	\$2,600	\$1,200	\$1,200
200,001 - 300,000	\$9,500	\$6,100	\$3,000	\$3,000
300,001 - 400,000	\$14,000	\$8,800	\$4,400	\$4,400
400,001 - 500,000	\$16,700	\$10,800	\$5,600	\$5,600
Over 500,000	\$18,000	\$12,100	\$6,400	\$6,400

Time is everything!

## Time is everything

- Material procurement
- Labor / Equipment
- Taxes
- Rent / Mortgage
- Contracts
- Weather
- TIF financing
- The date when the first employee is hired



DSPS Estimated Review Response Time 10/1/2023		
	Building Plans	Plumbing
Business days before opening a new plan	~22 (Week of Thanksgiving)	~22 (Week of Thanksgiving)

**The entire program is a path of choice.  
You now have direct control over this process.**

# Pre-req's and what you need to know

Each trade must have an “office” and a “field” aspect.

- **Building / HVAC**

- Plan review – PE/Arch required
- Inspection – Commercial building inspector license required

- **Plumbing**

- Plan Review – Master Plumber required
- Inspection - Commercial plumbing inspector

- **Fire Alarm / Sprinkler**

- Plan Review & inspection - Commercial building inspector license required
- Or
- Fire Detection, Prevention, and Suppression Inspector

- Things to be aware of

- If you get delegated, approx. 10% of the fees collected need to, as of today, be sent into DSPS
- If you want to get delegated, you will need the associated building trade inspector credentials
- This does require an application to DSPS to allow for this to proceed

# Putting it all together – what is required to become delegated?

- DSPS has an application form that can be found here

<https://dsps.wi.gov/Documents/Programs/DelegatedAgent/DelegatedAgentApplication.pdf>

Focusing on suppression – there are 7 main things that get reviewed every time:

- Your application (including credentials for what you are looking for)
- Your ordinances – more specifically:
  - Adoption of the Wisconsin State Codes (make sure you are following what you have grandfathered under Act 270 or you are repealing items... not adding)
  - Authorization of the Municipal Code Official to Enforce
  - Duty of Owners to Submit for Permits (make sure to set minimum inspection requirements right away!!)
  - Your Fee Schedule (you can deviate from the state fee schedule)
  - Appeals Process
  - Fines/Penalties

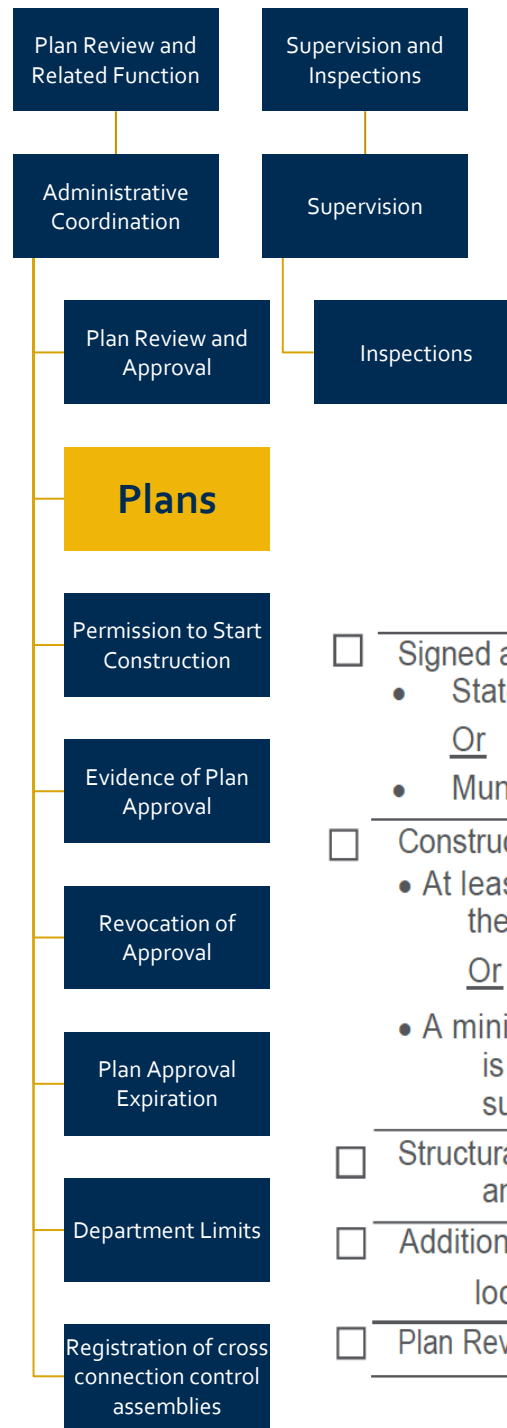
Easiest way to think about the ordinance review – your community is taking on the responsibilities from DSPS. When that happens, you need to have everything codified to enforce.



Now that you are the AHJ  
because you are delegated,  
what else comes into play?

A: You enforce the code.  
SPS 361-366

Once you are up and running – what do you require?



Regardless of delegated status – certified, inspections only, full delegation you are now part of the process to ensure the code is followed. SPS 361.30-SPS 361.40 lays out the foundation for plan review.

Follow all of it to a T and your team will be fine!

### Plan Submission Criteria – SPS 361.31

	State of Wisconsin Administrative Code Reference
<input type="checkbox"/> Signed and Completed Application for Plan Review <ul style="list-style-type: none"> <li>State of Wisconsin SBD-118 form</li> </ul> <p style="text-align: center;"><u>Or</u></p> <ul style="list-style-type: none"> <li>Municipal Plan Review Application Form</li> </ul>	SPS 361.31(3)
<input type="checkbox"/> Construction Documents, Dimensioned and Drawn to Scale <sup>a,b</sup> <ul style="list-style-type: none"> <li>At least four (4) complete sets of construction documents shall be submitted to the municipality for review</li> </ul> <p style="text-align: center;"><u>Or</u></p> <ul style="list-style-type: none"> <li>A minimum of 1 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</li> </ul>	SPS 361.31(1)
<input type="checkbox"/> Structural calculations, specifications, energy conservation compliance calculations and/or any other information to indicate compliance with applicable codes	SPS 361.31(2)
<input type="checkbox"/> 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)
<input type="checkbox"/> Plan Review Fees per the Municipal Fee Schedule	

When are plans actually required??

SPS 361.30

**Table 361.30–1**  
**Buildings Exempt from Plan Review**

<b>Building Type or Occupancy</b>	<b>Building Description</b>
Assembly Group A–2, A–3 Business Group B Factory Group F Mercantile Group M Storage Group S Utility and Miscellaneous Group U	Total building volume of less than 25,000 cubic feet

**(2) TYPES OF STRUCTURES.** Plans for all of the following types of structures shall be submitted and approved by the department or authorized representative prior to commencement of the project:

- (a) An assembly seating facility to be located within a public building or place of employment.
- (b) An assembly seating facility more than 5 rows in height and not located within a public building or place of employment.
- (c) A mausoleum.
- (d) A crematory.

**(3) TYPES OF BUILDING COMPONENTS.** (a) Except as provided in sub. (4), building component or system plans shall be submitted to and approved by the department or authorized representative prior to installation of the component or system, for each of the following type components or systems:

1. Pre-manufactured and pre-engineered structural components.
2. Heating, ventilating and air conditioning systems.
3. Fire protection systems.

(b) Component or systems plans shall be submitted in one of the following manners:

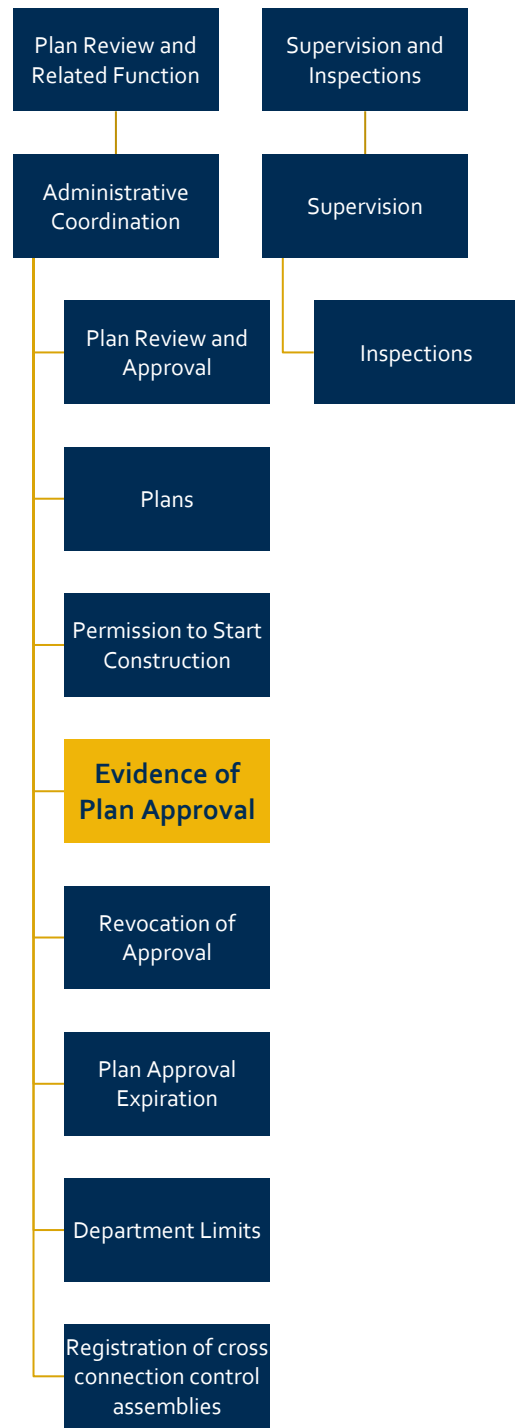
1. Included with the plans under sub. (1) (a).
2. Submitted as a separate plan for the component or system.

**(4) EXCLUSION FOR MINOR ALTERATIONS.** (a) This section does not apply to minor alterations where the building official agrees the nature of the work is such that review and approval of construction documents is not necessary to achieve compliance with chs. [SPS 361](#) to [366](#).

(b) The submission and approval of fire protection system plans is not required for a project involving the alteration or addition of the following components:

1. Twenty or fewer sprinkler heads to an existing automatic fire sprinkler system.
2. Twenty or fewer alarm devices to an existing fire alarm system.

Once you are up and running – what do you require?



### PLAN CONDITIONALLY APPROVED

No Variation of this Plan is Permitted without the Approval of E-Plan Exam and the Municipal Building Inspection Department. See Plan Review Letter and/or Permit for additional conditions that must be addressed during construction prior to inspection.

Municipality: City of Waukesha

Approved By: [Signature] Date: 03/09/2022



### Plan Approval – 361.33

Comes in two parts:

1. A detailed conditional approval letter
2. Stamped plans

\*Tip on the letter – call out the specific conditions that need to be addressed, lacking information or are potentially wrong. Putting boiler plate information like “all work in accordance with IBC” does nothing to really achieve compliance.

\*Tip on the plans – stamp every sheet you review. Its really easy to do if you are doing electronic plan reviews in blue beam.

# Application Expanded

## PLAN CONDITIONALLY APPROVED

No Variation of this Plan is Permitted without the Approval of E-Plan Exam and the Municipal Building Inspection Department. See Plan Review Letter and/or Permit for additional conditions that must be addressed during construction prior to inspection.

Municipality: City of Waukesha

Approved By: *[Signature]* Date: 03/09/2022

- To secure large scale delegation for plan reviews of unlimited size (over the 50,000 cubic feet volume threshold) you must have and maintain a licensed Architect or Engineer supervising plan review operations. This is true for any size community.
- This is largely derived from in the old days Wisconsin State Statue 443.
- Without a licensed design professional – you will be limited to a max size for new construction of approx:



- Either way once delegated or certified – you need to follow SPS 361.31 as part of your operation.
- To the exceptional credit of DSPS – these applications have been turned around exceptionally quick under the current administration.
  - Last delegation we received was under 48 hours for full delegation.

What do  
developers,  
contractors,  
engineers, and  
architects  
really want

- They **really** just want someone to talk to.
- They want to ask a question and get an answer.
- If they need to fix something, they want to know about it while it's pen on paper.
- They want some reassurance from a risk standpoint that someone who knows what they are doing double checked their work and validated their concerns or their design.





**E-PLAN**  
**EXAM**

Thank you!  
[eplanexam.com](http://eplanexam.com) - 414-736-4721