

**Amendment to Professional Services Agreement
Plan Review**

This Agreement is by and between the City of Manitowoc, 900 Quay Street, Manitowoc, WI 54220, referred to as the City; and EPLEX, LLC, 12605 W North Ave., PMB 189, Brookfield, WI 53005, referred to as Consultant. Together the City and Consultant are referred to as the Parties.

Recitals

On March 12, 2024 the Parties entered into a Professional Services Agreement, referred to herein as the Agreement, for Consultant to provide commercial plan review services to the City. The Parties now wish to add and/or modify the following provisions to the services outlined in that Agreement. Specifically, with regard to the plumbing plan review fee schedule. The provisions of the Agreement with the remainder of Building, HVAC, Fire Alarm and Fire Sprinkler services, including their associated fee schedules remaining unchanged.

Now, therefore, in consideration of the mutual promises of the Parties herein, the City and Consultant agree to amend the Agreement as follows:

- **Exhibit A – Plan Review Services.** Exhibit A Section 2 of the Agreement, shall be repealed and replaced with the following:
 1. **PLAN REVIEW FEE:**
 - Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler Plan Review Fees shall be based upon the fee schedule adopted by City.
 - Plan Review Fees will be split with City.
 - 95% of plan review fees are retained by Consultant and 5% are retained by City.
 - Out of Consultant's retained fees, Consultant shall be responsible for fees due to the State of Wisconsin as applicable for plan reviews Consultant perform as specified in Wisconsin Administrative Code.

Approved
according to the
E-Plan Professional
Service Agreement.

COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION

1. New construction, additions, relocated buildings, repairs & alteration plan review fees are computed per this table. Fees for Projects are calculated based on the total gross floor area of the structure.

2. A separate plan review fee is charged for each type of plan review.

Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$250.00	\$150.00	\$100.00	\$100.00
2,500 - 5,000	\$300.00	\$200.00	\$100.00	\$100.00
5,001 - 10,000	\$500.00	\$300.00	\$100.00	\$100.00
10,001 - 20,000	\$700.00	\$400.00	\$150.00	\$150.00
20,001 - 30,000	\$1,100.00	\$500.00	\$200.00	\$200.00
30,001 - 40,000	\$1,400.00	\$800.00	\$350.00	\$350.00
40,001 - 50,000	\$1,900.00	\$1,100.00	\$500.00	\$500.00
50,001 - 75,000	\$2,600.00	\$1,400.00	\$700.00	\$700.00
75,001 - 100,000	\$3,300.00	\$2,000.00	\$1,000.00	\$1,000.00
100,001 - 200,000	\$5,400.00	\$2,600.00	\$1,200.00	\$1,200.00
200,001 - 300,000	\$9,500.00	\$6,100.00	\$3,000.00	\$3,000.00
300,001 - 400,000	\$14,000.00	\$8,800.00	\$4,400.00	\$4,400.00
400,001 - 500,000	\$16,700.00	\$10,800.00	\$5,600.00	\$5,600.00
Over 500,000	\$18,000.00	\$12,100.00	\$6,400.00	\$6,400.00

Note:

1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.

2. At the sole discretion of the City of Manitowoc and Plans Examiner, fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.

Determination of 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, balconies, lofts, 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.

Structural Plans and other Component Submittals

When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.

Accessory Buildings

The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.

Early Start

The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure.

Plan Examination Extensions

The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.

Resubmittals & revisions to approved plans

When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Community Development Department may result in additional charges as appropriate.

Submittal of plans after construction

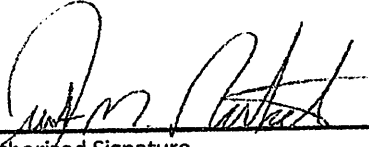
Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.

Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.
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Plumbing Plan Review Fee Schedule	
Plumbing Site work - Stormwater Review	
Acres (area of drained to a plumbing system)	Fee
up to 5	\$400.00
greater than 5 less than 10	\$600.00
greater than 10 up to 15	\$750.00
Each acre beyond 15 (rounded up)	\$750.00 base plus \$50.00 per acre
Plumbing Sanitary Drain and Water Supply Laterals	
\$40.00 per combined inch of pipe size (diameter pipe rounded up to nearest inch)	
Interior Plumbing Plan Review Fee	
For all interior plumbing as well as miscellaneous fixtures that necessitate review per SPS 382	
Base Plumbing Plan Review fee	\$250.00 + \$3.50 per fixture
Plumbing Plan Review Fee Schedule Notes	
All individually submitted plumbing plan sets plan entry fee. (applies to site work and laterals if submitted separately as well)	\$100.00
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Early Start	The plan review fee for permission to start construction shall be \$150.00 for all structures.
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.
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At the sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.	

- **Remainder Unchanged.** All other terms and conditions of the Agreement remain unchanged and in effect.

This Amendment shall be effective seven (7) calendar days after full execution by both parties, but no earlier than September 1, 2025.



Authorized Signature

By: Justin M. Nickels

City: City of Manitowoc

Date: 10/27/25



Authorized Signature

By: David Adam Mattox, President

Consultant: E-Plan Exam

Date: 10-27-25


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EXAM



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