The material contained in this appendix is for clarification purposes only and is numbered to correspond to the number of the rule as the rule appears in the text of this chapter.

A–314.01 (1) STATUTORY DEFINITIONS OF TERMS USED IN THIS CHAPTER. (a) Public buildings and places of employment. Section 101.01 (11), Stats., reads:

(11) “Place of employment” includes every place, whether indoors or out or underground and the premises appurtenant thereto where either temporarily or permanently any industry, trade, or business is carried on, or where any process or operation, directly or indirectly related to any industry, trade, or business, is carried on, and where any person is, directly or indirectly, employed by another for direct or indirect gain or profit, but does not include any place where persons are employed in private domestic service which does not involve the use of mechanical power or in farming. “Farming” includes those activities specified in s. 102.04 (3), and also includes the transportation of farm products, supplies, or equipment directly to the farm by the operator of the farm or employees for use thereon, if such activities are directly or indirectly for the purpose of producing commodities for market, or as an accessory to such production. When used with relation to building codes, “place of employment” does not include any of the following:

(a) An adult family home, as defined in s. 50.01 (1).

(b) Except for the purposes of s. 101.11, a previously constructed building used as a community-based residential facility, as defined in s. 50.01 (1g), which serves 20 or fewer residents who are not related to the operator or administrator.

(c) A home-based business, as defined by the department by rule.

Section 101.01 (12), Stats., reads:

(12) “Public building” means any structure, including exterior parts of such building, such as a porch, exterior platform, or steps providing means of ingress or egress, used in whole or in part as a place of resort, assemblage, lodging, trade, traffic, occupancy, or use by the public by or by 3 or more tenants. When used in relation to building codes, “public building” does not include any of the following:

(a) A previously constructed building used as a community-based residential facility as defined in s. 50.01 (1g) which serves 20 or fewer residents who are not related to the operator or administrator.

(b) An adult family home, as defined in s. 50.01 (1).

(c) A home-based business, as defined by the department by rule.

(b) Exclusions referenced in ss. 101.01 (11) and (12), Stats., and exemptions in s. 101.05, Stats. Section 102.04 (3), Stats., as referenced in s. 101.01 (11), Stats., reads:

(3) As used in this chapter “farming” means the operation of farm premises owned or rented by the operator. “Farm premises” means areas used for operations herein set forth, but does not include other areas, greenhouses or other similar structures unless used principally for the production of food and farm plants. “Farmer” means any person engaged in farming as defined. Operation of farm premises shall be deemed to be the planting and cultivating of the soil thereof; the raising and harvesting of agricultural, horticultural or arboricultural crops thereon; the raising, breeding, tending, training and management of livestock, bees, poultry, fur-bearing animals, wildlife or aquatic life, or their products, thereon; the processing, drying, packing, packaging, freezing, grading, storing, delivering to storage, to market or to a carrier for transportation to market, distributing directly to consumers or marketing any of the above-named commodities, substantially all of which have been planted or produced thereon; the clearing of such premises and the salvaging of timber and management and use of wood lots thereon, but not including logging, lumbering or wood cutting operations unless conducted as an accessory to other farming operations; the managing, conserving, improving and maintaining of such premises or the tools, equipment and improvements thereon and the exchange of labor, services or the exchange of use of equipment with other farmers in pursuing such activities. The operation for not to exceed 30 days during any calendar year, by any person deriving the person’s principal income from farming, of farm machinery in performing farming services for other farmers for a consideration other than exchange of labor shall be deemed farming. Operation of such premises shall be deemed to include also any other activities commonly considered to be farming whether conducted on or off such premises by the farm operator.

Section 50.01 (1), Stats., as referenced in s. 101.01 (12), Stats., reads:

(1) “Adult family home” means one of the following and does not include a place that is specified in sub. (1g) (a) to (d), (f), or (g):

(a) A private residence to which all of the following apply:

1. Care and maintenance above the level of room and board but not including nursing care are provided in the private residence by the care provider whose primary domicile is this residence for 3 or 4 adults, or more adults if all of the adults are siblings, each of whom has a developmental disability, as defined in s. 51.01 (5), or, if the residence is licensed as a foster home, care and maintenance are provided to children, the combined total of adults and children so served being no more than 4, or more adults or children if all of the adults or all of the children are siblings.

2. The private residence was licensed under s. 48.62 as a home for the care of the adults specified in subd. 1. at least 12 months before any of the adults attained 18 years of age.

(b) A place where 3 or 4 adults who are not related to the operator reside and receive care, treatment or services that are above the level of room and board and that may include up to 7 hours per week of nursing care per resident.

Section 50.01 (1g), Stats., as referenced in s. 101.01 (12), Stats., reads:

(1g) “Community-based residential facility” means a place where 5 or more adults who are not related to the operator or administrator and who do not require care above intermediate level nursing care reside and receive care, treatment or services that are above the level of room and board but that include no more than 3 hours of nursing care per week per resident. “Community-based residential facility” does not include any of the following:
(a) A convent or facility owned or operated by members of a religious order exclusively for the reception and care or treatment of members of that order.

(b) A facility or private home that provides care, treatment, and services only for victims of domestic abuse, as defined in s. 49.165 (1) (a), and their children.

(c) A shelter facility as defined under s. 16.308 (1) (d).

(d) A place that provides lodging for individuals and in which all of the following conditions are met:
   1. Each lodged individual is able to exit the place under emergency conditions without the assistance of another individual.
   2. No lodged individual receives from the owner, manager or operator of the place or the owner’s, manager’s or operator’s agent or employee any of the following:
      a. Personal care, supervision or treatment, or management, control or supervision of prescription medications.
      b. Care or services other than board, information, referral, advocacy or job guidance; location and coordination of social services by an agency that is not affiliated with the owner, manager or operator, for which arrangements were made for an individual before he or she lodged in the place; or, in the case of an emergency, arrangement for the provision of health care or social services by an agency that is not affiliated with the owner, manager or operator.
      c. An adult family home.
      d. A residential care apartment complex.
      e. A residential facility in the village of Union Grove that was authorized to operate without a license under a final judgment entered by a court before January 1, 1982, and that continues to comply with the judgment notwithstanding the expiration of the judgment.
      h. A private residence that is the home to adults who independently arrange for and receive care, treatment, or services for themselves from a person or agency that has no authority to exercise direction or control over the residence.

Section 97.01 (1g), Stats., as referenced in s. 101.05, Stats., reads:

97.01 (1g) Provides 8 or fewer rooms for rent to no more than a total of 20 tourists or transients.

(b) Provides no meals other than breakfast and provides the breakfast only to renters of the place.

(c) Is the owner’s personal residence.

(d) Is occupied by the owner at the time of rental.

(e) Was originally built and occupied as a single-family residence, or, prior to use as a place of lodging.

A–314.01 (1) (g) The following tanks, containers, tank systems and facilities are not regulated by ch. ATCP 93:

(a) Underground storage tanks that have a capacity of less than 60 gallons.

(b) Aboveground storage tanks and intermediate bulk containers that have a capacity of less than 110 gallons.

(c) Tanks storing products regulated under ch. ATCP 33 that are located either at facilities which are also regulated under ch. ATCP 33 or on farm premises.

Note: Chapter ATCP 33 addresses bulk storage of pesticides and fertilizers.

(d) Aboveground storage tanks storing liquids that are used in processes covered in any of the following standards:
   1. NFPA 33 Spray Application Using Flammable or Combustible Materials.
   2. NFPA 34 Dipping & Coating Processes Using Flammable or Combustible Liquids.

(e) Dedicated breakout tanks that are located at pipeline facilities.

(f) Odorant or other additive injection tanks that are directly connected to a pipeline.

(g) Contractor tanks that are mounted on pickup trucks.

(h) Oil-filled electrical equipment and transformers.

(i) Accumulator tanks.

(j) Process tanks.

(k) Product recovery tanks.

(L) Service tanks.

(m) Marine fueling facilities where fuel is stored and dispensed into the fuel tanks of marine craft of 300 gross tons or more.

(n) Aboveground or underground tank systems that store nonflammable and noncombustible hazardous liquids in concentrations of less than 1 percent by volume.

Note: Material Safety Data Sheets (MSDS) should be consulted for flash point and concentration.

(o) Aboveground tank systems which have a capacity of less than 5,000 gallons and which store nonflammable and noncombustible hazardous liquids in concentrations of 1 percent or more by volume.

Note: Material Safety Data Sheets (MSDS) should be consulted for flash point and concentration.

(p) Tank systems that store a hazardous waste which is listed or identified under subtitle C of the federal Solid Waste Disposal Act, or a mixture of such hazardous waste and other regulated substances that is nonflammable and noncombustible.

(q) Any wastewater treatment tank system that is part of a wastewater treatment facility regulated under section 307 (b) or 402 of the federal Clean Water Act.
(r) Underground storage tank systems that contain radioactive material which is regulated under the federal Atomic Energy Act of 1954.  

Note: The Atomic Energy Act of 1954 is contained in 42 USC 2011 et seq.  

(s) Underground storage tank systems that are part of an emergency generator system at nuclear power generation facilities regulated by the Nuclear Regulatory Commission under 10 CFR 50 Appendix A.  

(t) Asphalt−plant AC tanks which are used as burner or material−supply tanks in the process of making asphalt and which comply with all of the following:  

1. Tank configurations are single−wall or double−wall, with or without heating coils.  
2. The products stored in the tank are Class II or III liquids ranging from heating oil to used oil, to #4 or #5 heavy oils.  
3. The asphalt process equipment and the tank are typically located at an isolated location, such as a quarry, and are generally relocated from year to year or every couple of years.  

(u) 1. Facilities located on Indian reservation land that are held either in trust by the United States, or in fee by the tribe or a tribal member.  
2. Facilities which are located on off−reservation Indian land that is held in trust by the United States − and which are held either in trust by the United States, or in fee by the tribe or a tribal member.  

A−314.01 (9) Section 101.02 (7) (c) of the Statutes reads:  

(c) Upon receipt of such petition the department shall order a hearing thereon, to consider and determine the issues raised by such appeal, such hearing to be held in the village, city or municipality where the local order appealed from was made. Notice of the time and place of such hearing shall be given to the petitioner and such other persons as the department may find directly interested in such decision, including the clerk of the municipality or town from which such appeal comes. If upon such investigation it shall be found that the local order appealed from is unreasonable and in conflict with the order of the department, the department may modify its order and shall substitute for the local order appealed from such order as shall be reasonable and legal in the premises, and thereafter the said local order shall, in such particulars, be void and of no effect.  

Section 101.01 (8) of the statutes defines “local order” and reads:  

(8) “Local order” means any ordinance, order, rule or determination of any common council, board of alderpersons, board of trustees or the village board, of any village or city, a regulation or order of the local board of health, as defined in s. 250.01 (3), or an order or direction of any official of a municipality, upon any matter over which the department has jurisdiction.  

A−314.01 (13) The pages after the following page contain the forms the Department has developed for use with this chapter, which are primarily intended for use by local fire departments. More−current versions of these forms may be available at the Department’s Web site at http://dsps.wi.gov through links to Division of Industry Services forms.  

SPS A−314.10 (4) (intro.) The dimensions in the following figure are compiled from NFPA 1 sections 10.16.1, 10.16.2, 10.16.5, 18.2.3.4.1.1 and 31.3.3.3.5. NFPA 1 contains additional requirements for outside storage, such as in chapter 33 for tires, and in section 34.10 for idle pallets.
A−314.10 (4) OUTSIDE STORAGE SCHEMATIC.

<3′ — No Storage
<10′ — Storage Height Max. = 6′
>10′ — Storage Height Max. = 20′
FIRE DEPARTMENT BUILDING RECORD

STATION: __________________ CLASSIFICATION: __________________ FIRE LIMITS: __________________ CARD NUMBER: __________________

OWNER: __________________ ADDRESS: __________________ TEL: __________________

AGENT: __________________ ADDRESS: __________________ TEL: __________________

OCCUPANT: __________________ BUSINESS: __________________ TEL: __________________

CONSTRUCTION-WALLS: __________________ ROOF: __________________ NO. STORIES: __________________

HEATING-TYPE: __________________ LOCATION: __________________ FIRE ALARM: __________________

EXTINGUISHERS: __________________

SPRINKLERS: COMPLETE: ______ PARTIAL: ______ WET: ______ DRY: ______ OTHER: ______

STANDPIPES: YES: ______ NO: ______ HOSE CABINETS: YES: ______ NO: ______ HOSE SIZE: ______

GAS SHUT OFF LOCATION: __________________ ELEC. SHUT OFF: __________________

AIR CONDITIONING SHUT OFF: __________________

Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

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<th>CONDITIONS FOUND</th>
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SBD-2113 (R.12/04)
**SPS 314 Appendix**

**INSURANCE CARRIER:**

- OWNER: ______________________________________
- OCCUPANT: ______________________________________

**ADDITIONAL OCCUPANTS:**

1. ______________________________________
2. ______________________________________
3. ______________________________________

**SPECIAL HAZARDS:**


**LOCATION OF HAZARDS:** ______________________________________

**FLAMMABLES STORED:** ______________________________________

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Published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau.
FIRE DEPARTMENT
FIRE PREVENTION INSPECTION
Correction Order

Section 101.14 of the Wisconsin Statutes designates every fire chief as being a deputy of the Wisconsin Department of Safety and Professional Services and authorizes fire chiefs or their inspectors to conduct inspections for the purpose of ascertaining and causing to be corrected any condition liable to cause fire, or any violation of any law or order relating to the fire hazard or to the prevention of fire.

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Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m)].

Date Inspected | Date of Order if Different From Inspection Date

Compliance date (Mo/Day/Yr)

Appeal. An appeal to any of the orders must be submitted in writing within 10 days of the date of the order to:

Violations Explained to

Inspector’s Name (Print) Inspector’s Signature

Telephone Number
FIRE PREVENTION PROGRAM
SUPPLIES FORM

If you have questions please contact us via FAX (908) 283-7412 or e-mail at: DSPSSBFireForms@wisconsin.gov

The following documents are made available to Fire Departments as tools to assist in providing fire protection and fire prevention services under ss 101.14, 101.575, Stats. There is no charge to Fire Departments for REASONABLE quantities of the supplies listed. We reserve the right to limit quantities.

Many forms and codes can be found on-line at http://dps.wi.gov/Default.aspx?Page=013fb6c0-c34c-4ab1-9e34-84e995a32d8d

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<td>Inspection Correction Order Pads (50 forms/pad)</td>
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<td>SBD-6396</td>
<td>Fire Inspector ID Card Sheet (6 cards/sheet)</td>
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<td>Fire Door Adhesive Signs (25/pkg)</td>
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<td>SBD-9144</td>
<td>Interfering With Fire Fighting And False Alarm Warning Adhesive Signs (25/pkg)</td>
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<td>Flammable &amp; Combustible Liquids</td>
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<td>Mechanical Refrigeration</td>
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<tr>
<td>SPS 375-379</td>
<td>Existing Buildings</td>
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Please complete ALL of the fields below so they are LEGIBLE: This will be the shipping label.

Order Date:

First & Last Name: 
Fire Department Name: 
Mailing or Shipping Address: 
City & Zip Code: WI

Daytime Phone Number: 
Or E-mail address: 
FAX Number: 
Number of Fire Inspectors: 
FDID Number: 

Published under s. 35.93, Stats. Updated on the first day of each month. Entire code is always current. The Register date on each page is the date the chapter was last published.
Application for Review, Petition for Variance

Industry Services Division

NOTICE: Personal information you provide may be used for secondary purposes [Privacy Law s. 15.04(1) m., Stats.]

Use this page for fax appointments (fax 877-840-9172)

Indicate date plans will be in Industry Services office

Complete for confirmed appointments*:

Transaction ID:

Preceding Related Trans. ID:

Assign Reviewer:

Assigned Office:

Review Start Date*:

*Submittal must be received in the office of the appointment no later than two working days before the confirmed appointment.

1. Facility Information

Facility (Building) Name:

Number and Street _____ Zip:

SPS Site Number (if known):

Legal Description:

County of:

☐ City ☐ Village ☐ Town of:

2. Owner Information

Customer #

Name

Company Name

Number and Street

City, State, Zip Code

Contact Person

Telephone Number

Fax Number

3. Designer Information

Customer #

Name

Design Firm

Number and Street

City, State, Zip Code

Contact Person

Telephone Number

Fax Number

4. Plan Review Status

Plan previously review by (please enclose a copy of review letter)

☐ State ☐ Municipality ☐ Approved ☐ Heid ☐ Denied

Code Being Petitioned

☐ Commercial Building ☐ HVAC ☐ Plumbing

☐ Private Sewage System ☐ Swimming Pool ☐ Electrical ☐ Flammable Liquids

☐ Amusement Rides ☐ Uniform Dwelling Code ☐ Boilers ☐ Elevators

☐ Gas Systems ☐ Refrigeration ☐ Rental Weatherization ☐ Other:

5. State the code section being petitioned AND the specific condition or issue you are requesting be covered under this petition for variance.

6. Reason why compliance with the code cannot be attained without the variance (Attach additional sheets, if necessary)

7. State your proposed means and rationale of providing equivalent degree of health, safety, or welfare as addressed by the code section petitioned.

8. List attachments to be considered as part of the petitioner's statements (i.e., model code sections, test reports, research articles, expert opinion, previously approved variances, pictures, plans, sketches, etc.).

Verification by Owner - Petition is Valid Only If Notarized with Affixed Seal and Accompanied by Review Fee

Note: Petitioner must be the owner of the building or system or certificate applicant for a SPS 305 petition. Tenants, agents, designers, contractors, attorneys, etc., shall not sign petition unless Power of Attorney is submitted with the Petition for Variance Application.

Petitioner's Name (type or print)

Signature

Notary Public

My commission expires on

Make Checks Payable to: State of WI - DSPS or ☐ Invoice Designer, who will be personally responsible for payment.

Total Amount Due $________

Attach check here.

Complete other side for variance from SPS 320-325 and SPS 361-366

Owner's Name

Project Location

Plan Number

(R07-14)
Fire Department Position Statement

To be completed for fire or life-safety related variances requested from SPS 361–66, SPS 316, and other fire-related requirements.

I have read the application for variance and recommend: (check appropriate box)

☐ Approval ☐ Conditional Approval ☐ Denial ☐ No Comment

Explanation for recommendation including any conflicts with local rules and regulations and suggested conditions:

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Fire Department Name and Address

Name of Fire Chief or Designee (type or print) Telephone Number

Signature of Fire Chief or Designee Date Signed

Municipal Buildings Inspection Recommendation

To be completed for variances requested from SPS 320–323. Also to be used for SPS 316 electrical petitions, if SPS 361–366 plan review is by municipality or orders are written on the building under construction; optional in other cases.

Please submit a copy of the orders.

I have read the application for variance and recommend: (check appropriate box)

☐ Approval ☐ Conditional Approval ☐ Denial ☐ No Comment

Explanation for recommendation including any conflicts with local rules and regulations and suggested conditions:

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Municipality Exercising Jurisdiction

Name and Address of Municipal Official (type or print) Telephone Number of Enforcement Official

Signature of Municipal Enforcement Official Date Signed
Industry Services Division

Petition for Variance
Information and Instructions SPS 303

In instances where exact compliance with a particular code requirement cannot be met or alternative designs are desired, the division has a petition for variance process in which it reviews and considers acceptance of alternatives which are not in strict conformance with the letter of the code, but which meet the intent of the code. **A variance is not a waiver from a code requirement.** The petitioner must **provide an equivalency which meets the intent** of the code section petitioned to obtain a variance. Documentation of the rationale for the equivalency is required. Failure to provide adequate information may delay a decision on the petition. Pictures, sketches, and plans may be submitted to support equivalency. If the proposed equivalency does not adequately safeguard the health, safety, and welfare of building occupants, frequenters, firefighters, etc., the variance request will be denied. **NOTE: A SEPARATE PETITION IS REQUIRED FOR EACH BUILDING AND EACH CODE ISSUE PETITIONED** (i.e., window issue cannot be processed on the same petition as stair issue). It should be noted that **a petition for variance does not take the place of any required plan review submittal.**

The division is unable to process petitions for variance that are not properly completed. Before submitting the application, the following items should be checked for completeness in order to avoid delays:

- Petitioner’s name (typed or printed)
- Petitioner’s signature
- The application must be signed by the owner of the building or system unless a Power of Attorney is submitted.
- Notary Public signature with affixed seal
- Analysis to establish equivalency, including any pictures, illustrations or sketches of the existing and proposed conditions to clearly convey your proposal to the reviewer.
- Proper fee
- Any required position statements by fire chief or municipal official

A position statement from the chief of the local fire department is required for fire or life−safety issues. No fire department position statement is required for topics such as plumbing, private onsite sewage systems, or energy conservation. Submit a municipal building inspection department position for SPS 316 electrical petitions, or if SPS 361−366 commercial building plan review is by the municipality or orders are written on the building under construction. (Submit a copy of the orders.) For rules relating to one− and two−family dwellings, only a position statement is required only if the local municipality is the enforcing body. Position statements must be completed and signed by the appropriate fire chief or municipal enforcement official. Signatures or seals on all documents must be originals. Photocopies are not acceptable.
Contact numbers and fees for the division's review of the petition for variance are as follows:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>(circle appropriate category)</th>
<th>Revenue Code</th>
<th>Review Office</th>
<th>Contact Number</th>
<th>Fee</th>
<th>*Revision Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPS 318, Electrical</td>
<td>7631</td>
<td>Waukesha</td>
<td>(262) 546-8606</td>
<td>$300</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>SPS 318, Elevators</td>
<td>8260</td>
<td>Waukesha</td>
<td>(262) 521-5444</td>
<td>$300</td>
<td>$100</td>
<td></td>
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<tr>
<td>SPS 320-325 Uniform Dwelling Code</td>
<td>7655</td>
<td>Madison</td>
<td>(608) 267-5113</td>
<td>$175</td>
<td>$50</td>
<td></td>
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<tr>
<td>SPS 334, Amusement Rides</td>
<td>8266</td>
<td>Madison</td>
<td>(608) 267-4434</td>
<td>$300</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>SPS 340, Gas Systems</td>
<td>8258</td>
<td>Waukesha</td>
<td>(262) 548-8817</td>
<td>$300</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>SPS 341 Boilers and Pressure Vessels</td>
<td>8258</td>
<td>Waukesha</td>
<td>(262) 548-8817</td>
<td>$300</td>
<td>$100</td>
<td></td>
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<tr>
<td>SPS 343, Anhydrous Ammonia</td>
<td>8258</td>
<td>Waukesha</td>
<td>(262) 548-8817</td>
<td>$300</td>
<td>$100</td>
<td></td>
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<tr>
<td>SPS 345, Mechanical Refrigeration</td>
<td>8258</td>
<td>Waukesha</td>
<td>(262) 548-8817</td>
<td>$300</td>
<td>$100</td>
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<tr>
<td>SPS 380-386, Commercial Building Code</td>
<td>7648</td>
<td>All Offices</td>
<td>See Numbers Below</td>
<td>$550</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>SPS 387, Rental Unit Energy Efficiency Code</td>
<td>7648</td>
<td>Madison</td>
<td>(608) 267-2240</td>
<td>$175</td>
<td>$50</td>
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<tr>
<td>SPS 381-387, General Plumbing</td>
<td>7657</td>
<td>All Offices</td>
<td>See Numbers Below</td>
<td>$300</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>SPS 390, Swimming Pools</td>
<td>7650</td>
<td>Madison</td>
<td>(608) 267-5285</td>
<td>$300</td>
<td>$75</td>
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<tr>
<td>SPS 383 POWTS</td>
<td>7657</td>
<td>All Offices</td>
<td>See Numbers Below</td>
<td>$300</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>All Other Chapters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$300</td>
<td>$100</td>
</tr>
</tbody>
</table>

*Revisions are accepted only for one year after action on original petition.

**Priority Review:** The department will schedule Petitions for Variance at the earliest available date, or the date requested at time of scheduling, whichever is later. Therefore, priority reviews are not generally available. In special circumstances, the section chief of the reviewing office may permit review prior to the scheduled date upon request by the submitter. If earlier review is permitted by the section chief, the petition review fees will be doubled.

Except for special cases, Industry Services will review and make a determination on a petition for variance within 30 business days of the scheduled beginning date, provided all calculations, documents, and fees required for the review have been received.

**Appointment and Scheduling Information**

It is strongly recommended that an appointment be made in advance by fax. Industry Services has a 24-hour, toll free number dedicated to receiving faxed plan review appointment requests. The dedicated fax number is 877-840-9172. The petition review will be scheduled with the same office where the plan was/will be reviewed. The submitter will receive a letter back with an appointment date, transaction ID number, and the name of the assigned reviewer. The petition and accompanying documents must be received in the office of the appointment no later than two working days before the confirmed appointment. Unscheduled submittals or submittals received without a confirmed appointment date and transaction number may be assigned to offices other than the receiving office depending on reviewer availability. Some petitions may be limited to specific offices depending on the petition issues, see above table for appropriate offices.

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**Madison – Industry Services**

1400 E Washington Ave
Madison, WI 53703

PO Box 7162
Madison WI 53707-7162

608-266-3151

Fax: (for sending questions or additional info to reviewers) 608-267-9566

TTY: Contact Through Relay

Email: DpsSpPlanSchedule @wi.gov

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**Hayward - Industry Services**

10541N Ranch Rd
Hayward WI 54843

715-634-4670

Fax: (for sending questions or additional info to reviewers) 715-634-5150

Email: DpsSpPlanSchedule @wi.gov

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**La Crosse Area – Industry Services**

3624 Creekside La
Holmen WI 54636

608-785-9334

Fax: (for sending questions or additional info to reviewers) 608-785-9330

Email: DpsSpPlanSchedule @wi.gov

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**Green Bay – Industry Services**

2331 San Luis Place
Green Bay, WI 54304

920-492-5601

Fax: (for sending questions or additional info to reviewers) 920-492-5604

Email: DpsSpPlanSchedule @wi.gov

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**Waukesha – Industry Services**

141 NW Barstow St 4th Floor
Waukesha WI 53188-3789

262-546-6600

Fax: (for sending questions or additional info to reviewers) 262-546-6614

Email: DpsSpPlanSchedule @wi.gov

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(R07-14)
Code Change Proposal

Department of Safety and Professional Services

A. Proposed change

B. Justification: (Use reverse side, or attach a separate page.)
   1. Describe the problem this proposed change would address. Include information to substantiate that a problem exists.
   2. What is the extent of the problem? How often does it occur and who does it affect?
   3. What will happen if this change is not made?
   4. What costs, in terms of time and money, are associated with implementing this change?

Name

Address

Send proposals to Policy Development Bureau PO Box 8366 Madison WI 53708-8366.

Personal information you provide may be used for secondary purposes. Privacy Law, s.15.04 (1) (m).

The Department of Safety and Professional Services does not discriminate on the basis of disability in the provision of services or in employment. If you need this printed material interpreted or in a different form, or if you need assistance in using this service, please contact us: TTY - use relay.
1. Describe the problem this proposed change would address. Include information to substantiate that a problem exists.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What is the extent of the problem? How often does it occur? Who does it affect?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. What will happen if this change is not made?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. What costs, in terms of time and money, are associated with implementing this change?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
**FIRE INSPECTION REPORT FORM**

**LOCATION (Local Address):**

**HEIGHT:**

**MAILING CITY:**

**CONSTRUCTION:**

**ZIP CODE:**

*Violations requiring corrective actions are circled below.*

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### Ch 1 Administration
1. **Authority:** Right of Entry to Inspect
2. **Permit Issuance:**
3. **Compliance Date:**

### Ch 10 General Fire Safety
1. **Fire Safety Requirements:**
2. **Occupancy:**
3. **Maintenance, Inspection, & Testing:**
4. **Building Inspection:**
5. **Fire Ducts:**
6. **Interruption of Services:**
7. **Smoking:**
8. **Open Flame:**
9. **Alcohol and Firearms:**
10. **Fire Extinguishers:**
11. **Fire Sprinklers:**
12. **Smoke Alarms:**
13. **Emergency Exit Signs:**
14. **Means of Escape:**
15. **Means of Egress:**
16. **Means of Egress Safety:**

### Ch 12 Features of Fire Protection
1. **Construction:**
2. **Fire Hose Materials & Construction:**
3. **Fire Sprinklers:**
4. **Fire Extinguishers:**
5. **Smoke Detectors:**
6. **Means of Egress:**
7. **Fire Protection Systems:**
8. **Emergency Exit:**
9. **Means of Egress:**
10. **Means of Egress Safety:**

### Ch 13 Fire Protection Systems
1. **General:**
2. **Building Systems:**
3. **Automatic Sprinklers:**
4. **Smoke Detection:**

### Ch 14 Means of Egress
1. **Means of Egress:**
2. **Means of Egress Safety:**

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**REMARKS - A COPY OF THIS NOTICE WILL BE ON FILE IN THE OFFICE OF THE FIRE INSPECTOR FOR FURTHER ACTION**

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**OWNER/PROPERTY REPRESENTATIVE:**

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**INSPECTING OFFICER:**

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Published under s. 35.93, Stats. Updated on the first day of each month. Entire code is always current. The Register date on each page is the date the chapter was last published.
FIRE DEPARTMENT REGISTRATION FORM

Please Type or Clearly Print Information

Personal Information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Date: ________________________________

Name of Fire Department: ________________________________

Street Address of Main Station: ________________________________

Mailing Address: ____________________________________________

__________________________________________, WI ___________ County: ________________________________

Name of Designated Fire Chief: ____________________________________________

Date (Month/Year) Fire Chief Originally Elected or Appointed: ________________________________

Fire Chief Phone: (FD Non-Emergency): ____________________ Best Time to Call: ________________________________

Alternate Phone: ____________________________ Fire Chief E-mail:

Name of Lead Fire Inspector: ____________________________________________

Lead Fire Inspector Phone: ____________________________ Best Time to Call: ________________________________

Lead Fire Inspector E-mail: ____________________________________________

Name of Public Fire Education Officer: ____________________________________________

Public Fire Education Officer Phone: ____________________ Best Time to Call: ________________________________

Public Fire Education Officer E-mail: ____________________________________________

FAX Number for Fire Department Business: ____________________

Fire Department Pay Status*: 

1 ( ) Career Number of Current Members: __________________

2 ( ) Combination Number of Firefighters: _________

3 ( ) Volunteer Number of Fire Inspectors: _________

*See Definitions on Back of Form

Municipalities:

List each municipality that is located within the territory served by this fire department. Designate whether Town, Village, or City of: (example; Municipality Town of Adams, County: Adams). Place an X behind the type of services provided.

1. Municipality ________________________________ County: ________________________________

   Fire Protection: ______ Fire Prevention: ______ Effective Date for Services Provided: __________________

2. Municipality ________________________________ County: ________________________________

   Fire Protection: ______ Fire Prevention: ______ Effective Date for Services Provided: __________________

SBD-10638 (R. 7/14) (OVER)
3. Municipality ____________________________ County: ____________________________
   Fire Protection: ______ Fire Prevention: ______ Effective Date for Services Provided: ______

4. Municipality ____________________________ County: ____________________________
   Fire Protection: ______ Fire Prevention: ______ Effective Date for Services Provided: ______

5. Municipality ____________________________ County: ____________________________
   Fire Protection: ______ Fire Prevention: ______ Effective Date for Services Provided: ______

   Personal information you provide may be used for secondary purposes (Privacy Law, s. 15.04 (1)(m), Stats.).

**FIRE DEPARTMENT PAY STATUS DEFINITIONS.**

There are three classifications of fire departments in the United States: Career, Combination, and Volunteer. The terminology is not consistent by definition across the country. For administrative purposes, the Wisconsin Department of Safety and Professional Services uses three classifications of fire departments based upon the pay status of the members. The following definitions are used in Wisconsin:

1. **Career:** Fire departments which have 100% of their members in full or part-time paid positions are classified as Career or Paid Fire Departments. The career fire department does not rely upon paid-on-call or volunteer firefighters to complement staffing (exception being mutual aid assistance). Examples of Career Fire Departments are: Milwaukee, Madison, Green Bay and Eau Claire.

2. **Combination:** Fire departments which have full-time, paid-on-call or volunteer members are classified as Combination or Part-Paid Fire Departments. The combination fire department may have one or more full-time staff, but rely upon paid-on-call or volunteer firefighters to complement the fire department. The full-time staff may be chief officers, fire inspectors, dispatchers or single engine company. Examples of Combination Fire Departments are: Menomonee Falls, Fitchburg, Plover and Rice Lake.

3. **Volunteer:** Fire departments which have predominantly volunteer members are classified as Volunteer Fire Departments. The classification Volunteer Fire Department may be misleading since the classification does not mean that the firefighters may not be compensated. For classification purposes, a volunteer fire department does not have any member of the fire department that is paid for 36 hours or more of work a week. Volunteer fire departments may compensate their members for fire calls, training, clothing allowance or to be on-call. The fire chief or fire inspector may be paid a yearly salary or stipend for their services. Insurance and workman’s compensation organizations may have different definitions. Examples of Volunteer Fire Departments are: Washburn, Augusta-Bridge Creek, and New Glarus.

For further pay status definitions, please see our website: [http://dps.wi.gov/Default.aspx?Page=ab3580e3-26da-4e41-8344-866c2486c6e3](http://dps.wi.gov/Default.aspx?Page=ab3580e3-26da-4e41-8344-866c2486c6e3)

**FIRE DEPARTMENT REGISTRATION**

A fire department that provides fire protection and fire prevention services to a municipality is required to register with the Department. In the fire due process, fire department means a municipal fire department, public safety department, or public or private organization, such as a fire association, fire district, fire company or fire corporation, organized or created for the purpose of extinguishing fires and preventing fire hazards.

By statute, for the prevention of fire hazards, the chief of the fire department is constituted a Deputy of the Department of Safety and Professional Services. Registration is required to issue the Deputy ID card to the fire chief, and to ensure that the fire department receives their fire dues funding from the municipalities served by the fire department.

Please contact us at DSPSBBFirePrevention@wisconsin.gov if you have any questions about this form.