



August 24, 2022

TO: Legislative Council Study Committee on the Commercial Building Permitting Process

FROM: Mike Tierney, Legislative Liaison, Department of Safety and Professional Services

Committee members,

Please find responses to questions raised during your last meeting below from Division Administrator Branden Piper and department staff.

1. Many questions about the additional Information timelines

- a. Percentage of plans needing additional information
30-35%
- b. When is a submitter notified that they need additional information

If additional information is discovered in the triage process, the submitter is notified within 72 hours. If the need for additional information is discovered during the review process, it may be as much as 30 business days after submission.

- c. Does the need for additional information kick you out of the schedule
 - i. How long do they have to submit additional information to keep their scheduled date
5 days
 - ii. How often are plans denied
Less than 5% of submissions are denied.

d. Triage catches simple errors

- i. Top 5 errors that hold plan at the triage step

Plumbing triage:

- 1. *Missing checklist*
- 2. *Missing equipment*
- 3. *Missing owner marking installations section 3*
- 4. *Installations in section 3 do not match section 1*
- 5. *Incomplete or unsigned checklist*
- 6. *No owner's signature*

Commercial building triage:

- 1. *Incomplete checklist*
- 2. *Missing checked items (Items marked as satisfied or "checked" but not included in submission)*
- 3. *Unsigned checklist*
- 4. *Comm check and structural calculations not signed or stamped*
- 5. *#13 A,B,C is missed*
- 6. *Structural calculations and comm check missing signature on projects over 50,000 cubic feet*

FS/FA triage:

- 1. *Checklist missing*

2. *Not linked to commercial building approval plan*
3. *3rd party form not filled out with supervising professional*
4. *Seal and stamps missing on the plans*
5. *Installer/designer signature missing on plan*

e. What are the top 5 reasons for additional information requests?

Commercial Building AI top issues:

- *IBC 705, 706, 707*
Exterior Walls (wrong rating issues)
Fire walls (incorrect application)
Fire Barriers (Shaft Enclosures)
- *IBC 1603, 1604, 1607, 1608, 1609*
Incorrect Floor Loads
Incorrect Importance Factor
Incorrect Snow Loads/Wind Loads
- *IBC 1006, 1009, 1011, 1023, 1027*
Incorrect exit width
No/not enough accessible means of egress
Stairways (Exit, Exit Access, Interior, Exterior rating issues)
- *IBC 903, 910*
Sprinkler systems required and not provided
Smoke and heat removal not provided
- *IMC s. 403, 404, 501.4 SPS 364.0403 & 364.0404 ventilation 75 of 876 = 10%*
7.5 cfm outside air per person
½ or ¾ cfm storage garage ventilation continuous or intermittent and controls
Minimum toilet room exhaust quantity
Negative pressure in toilet, shower, janitor closet
Repair/service garage minimum exhaust

Plumbing AI top issues:

- *Healthcare facility missing information or done incorrectly, including missing product approval information.*
- *Plans not stamped by a Wisconsin registered architect, engineer, or plumbing designer.*
- *Missing calculations or incorrect calculations submitted for water distribution, grease interceptor sizing, storm water distribution sizing or sanitary pipe sizing.*
- *Missing 30/60 isometric diagrams of drain, vent, water distribution, and interior or exterior storm systems. Or missing information on 30/60 isometric diagrams such as drain fixture units or gallons-per-minute values.*
- *Plan application errors such as but not limited to: incorrect fees, questions answered incorrectly, plan documents do not match the application questions.*

- i. Is there something DSPS can do to reduce that- make the process clearer
- *As a part of our plan review modernization efforts, the Department added submission checklists to the submittal process([Commercial Building Checklist](#)/[Plumbing Checklist](#)). These checklists cover many submittal requirements. Errors tend to be checklist items or plan specific requirements that are overlooked by the submitter. Subsequent communications between the submitter and department clarify issues and lead to resolution.*