

Amendment to Professional Services Contract
Plan Review

This Contract is by and between the City of Appleton, 100 North Appleton Street, Appleton, WI 54911-4799, referred to as the City; and EPLEX, LLC, 12605 W North Ave., PMB 189, Brookfield, WI 53005, referred to as E-Plan Exam. Together the City and E-Plan Exam are referred to as the Parties

Recitals

On March 7, 2022 the Parties entered into a Professional Services Contract, referred to herein as the Contract, for E-Plan Exam 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 Contract.

Now, therefore, in consideration of the mutual promises of the Parties herein, the City and E-Plan Exam agree to amend the Contract as follows:

- **E-Plan Exam Services.** Section II of the contract, in addition to the language already present in the Contract shall have the following added:

E-Plan Exam Shall offer in addition to the commercial plan review services outlined in the agreement, E-Plan Exam, upon granting of permission and having been delegated by the State of Wisconsin, shall be permitted to undertake Variance reviews as outlined by the scope permitted by the Department of Safety and Professional Services.

- **Fees outlined in exhibit A section 2.** The following fees in section 2 shall be amended to include the following fee item for Variances:

Variance Review	When approved by the State of Wisconsin Department of Safety and Professional Services to approve and review variances of State code for equivalency, the fee for processing any variance at the time of application shall be \$2,000.00.
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- **Remainder Unchanged.** All other terms and conditions of the Contract remain unchanged and in effect.

Amendment effective as of June 1st, 2023.

By _____

Date: _____

By David Adam Mattox, President

Date: _____

Commercial Building (Structural and HVAC) Plan Review

STEP 1: Check one.

1. Plan review of small commercial buildings, as defined below. [Wis. Stat. § 101.12(3)(b)]
- A new building or structure containing less than 50,000 cubic feet of total volume.
 - An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
 - An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
 - An alteration of a space in a building containing less than 100,000 cubic feet of total building volume.
2. **First- or Second-Class City Only:** Plan review for all size buildings within the City. [Wis. Stat. § 101.12(3m)(a)]
3. Plan review of building sizes other than those described above. [Appointed Agent per Wis. Stat. § 101.12(3g)]
- Fill in the desired enforcement responsibilities below:**
- _____

STEP 2: Code Enforcement Information. Municipalities performing the above responsibilities must utilize certified commercial building inspectors to perform the plan examination functions. Include this information below.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Building Inspector Credential #: _____

Phone: _____ Email: _____

Expanded Plan Review: Municipalities performing plan reviews of buildings larger than those defined as “small commercial buildings” must employ at least one individual that is a) registered as a Wisconsin architect or professional engineer, b) certified as a commercial building inspector, and c) performs or directly supervises the plan examinations. Include this information below.

Name of Wisconsin Architect or Professional Engineer: _____

Architect or Professional Engineer Credential #: _____

Commercial Building Inspector Credential #: _____

STEP 3: Required Documentation.

- Current ordinance showing a) adoption of the Wisconsin State Code applicable chapters, b) authorization of municipal code official to enforce, c) duty of owners to submit for permits, d) fee schedule or reference to fees to be set by resolution, e) appeals process, and f) fines and penalties. A [model ordinance](#) is available, if needed.

STEP 4: Proceed to Last Page.

Fire Suppression and Fire Alarm (FS/FA) Plan Review

STEP 1: Check one.

1. Plan review of small commercial buildings, as defined below. [Appointed Agent per Wis. Stat. § 101.12(3g)]
- A new building or structure containing less than 50,000 cubic feet of total volume.
 - An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume.
 - An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet.
 - An alteration of a space in a building containing less than 100,000 cubic feet of total building volume.
2. Plan review of all commercial buildings, without size limitations. [Appointed Agent per Wis. Stat. § 101.12(3g)]
3. Plan review of building sizes other than those described above. [Appointed Agent per Wis. Stat. § 101.12(3g)]
- Fill in the desired enforcement responsibilities below:**
- _____

STEP 2: Code Enforcement Information. Municipalities performing any of the above FSFA responsibilities must utilize certified commercial building inspectors and/or certified fire detection, prevention, and suppression inspectors to perform the plan examination functions. Include this information below.

Name of Certified Inspector: _____

Contracted Agency that Employs Certified Inspector (if applicable): _____

Commercial Building Inspector or Fire Detection, Prevention, and Suppression Inspector Credential #: _____

Phone: _____ Email: _____

STEP 3: Required Documentation.

- Current ordinance showing a) adoption of the Wisconsin State Code applicable chapters, b) authorization of municipal code official to enforce, c) duty of owners to submit for permits, d) fee schedule or reference to fees to be set by resolution, e) appeals process, and f) fines and penalties. A [model ordinance](#) is available, if needed.

STEP 4: Proceed to Last Page.

CHANGES TO ENFORCEMENT STAFF LISTED ON ANY PAGE OF THIS APPLICATION SHALL BE IMMEDIATELY REPORTED TO THE DEPARTMENT

Municipality's Primary Contact. The Department will list the municipality's contact(s) on its public delegated municipality lists. List individual(s) **employed by (not contracted with)** the municipality that oversee the plan review and/or inspection program(s).

Name of Municipality's Primary Contact: _____	
Position Title: _____	
Programs Managed: _____	
Phone: _____	Email: _____

Name of Municipality's Contact: _____	
Position Title: _____	
Programs Managed: _____	
Phone: _____	Email: _____

Name of Municipality's Contact: _____	
Position Title: _____	
Programs Managed: _____	
Phone: _____	Email: _____

Notes.

- Additional information may be requested to complete delegation application review.
- Fees per Wis. Admin. Code § SPS 302 are required to be remitted to our agency for commercial building, FS/FA, and conveyance projects, depending upon the delegation type authorized.

I understand the applicable responsibilities and expectations for the type of delegation we are requesting and that they are municipal responsibilities, regardless of how we provide staffing for our enforcement program. **I also understand that we will notify the DSPS of changes in enforcement staff and will adhere to reporting requirements of the specified program.** Further, I understand the Department of Safety and Professional Services has authority to audit and revoke delegation for failure to perform required duties.

_____ Signature of authorized Municipal Official	_____ Title	_____ Date
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Name (printed)

Municipality

_____ Email Address	_____ Phone Number
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Address, City, Zip Code

Return completed form and required documentation to:
Etta Strey, Division of Industry Services, at Etta.Strey@wisconsin.gov



For submission of any plan or variance, applicants may electronically submit directly to us on our website at eplanexam.com/submit-a-project. Fees must be made payable to the “E-Plan Exam”. For more information regarding fee payments and payment options or any general questions, please contact us at info@eplanexam.com and we will gladly help!

This form must be used for the submission of all Projects requiring Variance review.

1. Variance Type (Check all that apply):

- New Construction Addition
- Alteration Existing Structure
- Commercial Building Variance
- Commercial HVAC Variance
- Commercial Fire Suppression Variance
- Commercial Fire Alarm Variance

2. Facility Information

Facility (Building Name):			
Number & Street:			
Municipality:	City	Village	Town
County:			
Taxkey:			

3. Owner Information

Name:	
Company Name:	
Legal Mailing Address:	
City, State, Zip Code:	
Telephone Number:	
Email Address:	

4. Designer Information

Name:	
Design Firm:	
Legal Mailing Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
Email Address:	
License Number:	

License Type:	Registered Architect	Professional Engineer	Registered Designer
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5. Project & Plan Status Information

Plan submitted with petition Plan review:			
Plan will be submitted after petition determination:			
Revision/Update to previous petition:			
E-Plan Exam or DSPPS Application Number:			
Was a plan review already done? (Please enclose a copy of review letter):	Approved	RFI Hold	Denied
What trade(s) were reviewed?:	Bldg	HVAC	F. Alarm
			F. Sprink

10. Verification by Owner

Note: Petitioner must be the owner of the building or system or credential 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.

I state, as petitioner, that I have read the foregoing petition and I believe it is true and that I have significant ownership rights to the subject building or project.

Petitioner's Signature:	
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Make Checks Payable to:	E-PLAN EXAM
Fees Owed:	\$2,000.00

Complete remainder of form for variance from SPS 361-366.

Any variance for anything other than SPS 361-366 must be submitted to the State of Wisconsin Department of Safety and Professional Services.

11. Fire Department Position Statement:

To be completed for fire or life-safety related variances requested from SPS 361-366 and other fire-related requirements.

I have read the application for variance and recommend:

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:

Signature of Fire Chief or Designee:

Date Signed:

Telephone Number:

12. Local Government Inspection Recommendation

To be completed for variances requested from SPS 361-366.

I have read the application for variance and recommend:

Approval

Conditional Approval

Denial

No Comment

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

Local Government Inspection Department:

Name of Building Official (type or print):

Signature of Building Official:

Date Signed:

Telephone Number:

Petition for Variance Information and General Instructions SPS 303

This Petition for Variance may only be submitted to E-Plan Exam when the community where the variance is being sought has been granted special delegation by the State of Wisconsin Department of Safety and Professional Services (DSPS) to review at the local level. If you are unsure if the Community you are seeking to apply with has been granted such authority, please reach out to DSPS or E-Plan Exam so we can verify prior to application.

In instances where exact compliance with a particular code requirement cannot be met or alternative designs are desired, the petition for variance process allows for the department to review and consider acceptance of alternatives which are not in strict conformance with the letter of the code, but which meet the spirit and 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.

We are unable to process petitions for variance that are not complete in full. Before submitting the application, the following items should be checked for completeness:

- Petitioner's name (typed or printed), Petitioner's signature, and Proper Fee Payment
- The application must be signed by the owner of the building or system unless a Power of Attorney is submitted.
- Analysis to establish equivalency, including any pictures, illustrations, or sketches of the existing and proposed conditions to clearly convey your proposal to the reviewer.
- 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 energy conservation. Submit a municipal building inspection department position for 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.)

Position statements must be completed and signed by the appropriate fire chief, local government enforcement official or state agency designee. All signatures from municipal officials will be verified.

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

Any variance for anything other than SPS 361-366 must be submitted to the State of Wisconsin Department of Safety and Professional Services.



Wednesday, August 17, 2022

State of Wisconsin Department of Safety and Professional Services
Attn: Branden Piper & Justin Gavin & Etta Strey
PO Box 8935
Madison, WI 53708-8935

Dear Branden, Justin and Etta,

Our sincere apologies for the delay in getting this to you as our submissions have begun to uptick heading into the fall. However, we did try to be as comprehensive as possible in creating an outline here that hopefully should be able to be repeatable and give the Department as well as E-Plan Exam and any applicant a path of choice.

Our mission when considering any variance for any reason:

The petition for variance shall establish an equivalency which meets the intent of the rule being petitioned.

Municipal Application Outline:

Given variances inherently have intertwining aspects that often involve numerous differing aspects of the code (i.e. a variance for HVAC may require considerations/tradeoffs utilizing fire suppression, etc..) Communities seeking this responsibility to self-perform variances shall make application after the agent municipality has already been granted delegated agent authority, appointed agent authority, or is fully exercising its rights as a city of First/Second class for ~~all of the following trades~~ for plan review of unlimited size structures:

- Building
- HVAC
- ~~Plumbing~~
- Fire Alarm
- Fire Suppression

Application shall occur on a community-by-community basis where ~~all 5 base~~ commercial plan review delegations are held by the community and shall be specifically requested by the community in a separate delegated agent application via filling out desired responsibilities or another similar field on an application form similar to the below:

Commercial Building (Structural and HVAC) Plan Review

STEP 1: Check one.

<input type="checkbox"/>	1. Plan review of small commercial buildings, as defined below. [Wis. Stat. § 101.12(3)(b)] <ul style="list-style-type: none"> ▪ A new building or structure containing less than 50,000 cubic feet of total volume. ▪ An addition to a building or structure where the area of the addition results in the entire building or structure containing less than 50,000 cubic feet of total volume. ▪ An addition containing no more than 2,500 square feet of total floor area and no more than one floor level, provided the largest roof span does not exceed 18 feet and the exterior wall height does not exceed 12 feet. ▪ An alteration of a space in a building containing less than 100,000 cubic feet of total building volume.
<input type="checkbox"/>	2. First- or Second-Class City Only: Plan review for all size buildings within the City. [Wis. Stat. § 101.12(3m)(a)]
<input type="checkbox"/>	3. Plan review of building sizes other than those described above. [Appointed Agent per Wis. Stat. § 101.12(3g)] Fill in the desired enforcement responsibilities below:



Application Outline:

E-Plan Exam shall consider and may grant a variance from an administrative rule upon receipt of the following:

1. Variance Fee which will need to be adopted and enforced by the municipality.
2. A completed petition for variance form from the owner.
 - a. This shall be either a municipal variance form (which shall contain at a minimum the same core information requirements for processing as the state of Wisconsin form) or
 - b. The State SBD-9890 Form
3. A position statement from the fire department where applicable, provided an equivalency is established which meets the intent of the rule being petitioned.

Note: A completed petition for variance form shall include a clear and concise written statement of the specific provisions of the rule from which the variance is requested along with a specific statement of the procedures and materials to be used if the variance is granted.

All three elements will need to be provided prior to the commencement of any variance review.

Trades and Elements Reviewed:

This procedure when put into practice would apply to:

- Commercial Building Variances
- Commercial HVAC Variances
- Commercial Fire Alarm Variances
- Commercial Fire Sprinkler Variances
- ~~Commercial Plumbing Variances~~

This is intended to serve as a fast lane for some segments of variances that the State of Wisconsin Department of Safety and Professional Services review on a routine and regular basis but directly impact Commercial Building Construction.

Processing Time:

E-Plan Exam shall review and make a determination on a petition for variance within 30 business days of receipt of all calculations, documents and fees required to complete the review.

E-Plan Exam shall process priority petitions within 10 business days of receipt of all calculations, documents and fees required to complete the review.

Note: If a petition for variance is submitted with a request for a plan review, the processing times for the petition and the processing times for the plan review shall run consecutively, with the petition being processed first.

Procedure:

1. Upon receipt of the petition for variance form, the applicable fee and the position statement, and any other documents the petitioner may wish to submit, E-Plan Exam shall evaluate the petition for variance and determine if the petition for variance provides for an equivalency which meets the intent of the rule being petitioned.



2. If additional information is needed by E-Plan Exam to review the petition for variance and make a determination, E-Plan Exam shall notify the owner in writing of the specific information required.
3. Once the petition for variance is evaluated, E-Plan Exam will coordinate with the city, village, or town where the project is located to obtain a position statement from the fire department, where applicable, and a municipal recommendation on the petition for variance from the enforcement official of the municipality exercising jurisdiction, where applicable.
4. If it is determined that the petition for variance provides an equivalency, the petition for variance shall be submitted to the Department of Safety and Professional Services for a peer review.

This determination shall be done in direct concert with the Municipal Chief Inspector for that trade being requested for review and the Fire Chief. In the event that the submission is a Fire Alarm or Fire Suppression Variance request the Chief Building Inspector for the municipality shall be a part of the committee reviewing the variance.

If it is determined that the petition for variance does not provide an equivalency, the E-Plan Exam may:

- a. Approve the petition for variance subject to specific conditions determined by the division which shall establish an equivalency which meets the intent of the rule;
 - b. Grant a temporary variance to delay enforcement of a rule to a specified date, not to exceed one year. In requesting the variance, the petitioner shall demonstrate that all available steps are being taken to safeguard the public and employees against the hazard covered by the rule from which the variance is sought and shall possess and describe a program for coming into compliance with the rule as quickly as possible. A temporary variance may be renewed no more than twice, not to exceed one year each, and only if the petitioner files an application for renewal at least 90 calendar days before expiration of the temporary variance;
 - c. Grant an experimental variance to allow the petitioner to participate in an experiment approved by the division to demonstrate or validate new or improved techniques to safeguard the health or safety of the public and employees; or
 - d. Deny the petition for variance.
5. E-Plan Exam shall notify the State of Wisconsin Department of Safety and Professional Services applicable Section Chief in writing of the petition for variance determination, including any conditions of approval. Any denial shall include the reason for denial, and information on the appeals procedure.
 6. The State of Wisconsin Department of Safety and Professional Services, as soon as practical – (preferably within 5 business days), whether they through the Peer Review Process if it is acceptable to release the final position statement to the Petitioner granting / denying / or issuing any other form of approval as outlined in section 4 above.
 7. E-Plan Exam shall notify the petitioner in writing of the petition for variance determination, including any conditions of approval. Any denial shall include the reason for denial, and information on the appeals procedure.
 8. E-Plan Exam shall provide copies of all final variances issued to the State of Wisconsin Department of Safety and Professional Services within 30 days of issuance.



E-Plan Exam and DSPS interface and the Peer Review Process:

Prior to the issuance of any departmental decision of any variance, the State of Wisconsin Department of Safety and Professional Services, shall be directly notified of the pending decision by E-Plan Exam.

DSPS will have all the following rights as part of the Peer Review Process:

- To directly and immediately overrule the pending decision of E-Plan Exam.
- At any time provide direct guidance to have E-Plan Exam redirect the applicant to the Department for Variance Review and Processing.
- To request any supplemental and supporting documentation, plans, permits, historical information to make any decision at any time.
- **To revoke the community's ability to review any future issued variances at any point in time for any length of time.**

Note: Nothing at any point in time, for any reason nor for any type of variance review requested shall prevent any applicant from seeking the direct permission and making direct application for variance to the State of Wisconsin Department of Safety and Professional Services. Similar to the delegated agent program established – this shall purely be a program of choice by the applicant, state, and communities that seek to partake in this.

Fees:

The fee for reviewing petitions for variance on rules under chs. [SPS 361](#) to [366](#) as well as [SPS 382](#) shall be established by the municipality who seeks to establish this program and shall be enacted via fee resolution or ordinance adoption as required per Wisconsin State Statutes.

Where an identical variance is sought for identical buildings with a common owner in a single municipality, and all of the buildings are listed on one submitted petition, the fee for the first building shall be a regular fee per the Municipal ordinances, and a modified reduced fee

Upon request, E-Plan Exam will process petitions for variance on a priority basis and will offer expedited services.

With regards to the specific variance fee to be implemented, this would need to be worked out with each individual community, their legal council, their voting board/committee, and based on our ultimate end contract. However whatever fee is established shall be established in a community fee schedule.

Modifications and Revisions:

If a petition for variance is initially denied by E-Plan Exam, the petitioner may, in writing, modify the request for variance by submitting additional or other alternatives in order to provide an equivalency and resubmit the application for the petition for variance.

The petitioner may, in writing, request that his or her original petition statements or the conditions of approval be modified and resubmit the application for the petition for variance.

Revocation:

E-Plan Exam may revoke any petition for variance where it is determined that the variance was obtained through fraud or deceit or where the petitioner has violated the specific conditions on which the variance was approved.



E-PLAN
EXAM

The State of Wisconsin Department of Safety and Professional Services may likewise request that E-Plan Exam revoke any issued petition for variance.

Appeals Process:

As communities will undertake likely as part of this process the Delegated Agent responsibilities and will have their own Appeal Process in place – appeals shall occur in the following manner:

- In accordance with outlined and approved procedures as required to be submitted for the Plan Review Delegated Agent Plan Review Program
Or
- A direct appeal to the State of Wisconsin Department of Safety and Professional Services where any opinion rendered by the Department in accordance with SPS 361.03(3) & SPS 361.03(4) to resolve any conflict and shall directly supersede any local judgement including that of E-Plan Exam.

It is our sincere goal that this serve merely as a starting point and a set of guiding principles that should absolutely be expanded upon over time. Our goal is to work in cooperation with the Department of Safety and Professional Services and we look forward to any feedback you provide.

Sincerely and respectfully,

David Adam (DA) Mattox, P.E
President
E-Plan Exam
414-736-4721
damattox@eplanexam.com



For submission of any plan or variance, applicants may electronically submit directly to us on our website at eplanexam.com/submit-a-project. Please note, in either format paper or electronic, fees must be made payable to the “E-Plan Exam”. For more information regarding fee payments and payment options or any general questions, please contact us at info@eplanexam.com and we will gladly help!

This form must be used for the submission of all Projects requiring Variance review.

1. Variance Type (Check all that apply):

- New Construction
- Addition
- Alteration
- Existing Structure
- Commercial Building Variance
- Commercial HVAC Variance
- ~~Commercial Plumbing Variance~~
- Commercial Fire Suppression Variance
- Commercial Fire Alarm Variance

2. Facility Information

Facility (Building Name):			
Number & Street:			
Municipality:	City	Village	Town
County:			
Taxkey:			

3. Owner Information

Name:	
Company Name:	
Legal Mailing Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
Email Address:	

4. Designer Information

Name:					
Design Firm:					
Legal Mailing Address:					
City, State, Zip Code:					
Contact Person:					
Telephone Number:					
Email Address:					
License Number:					
License Type:	Registered Architect	Professional Engineer	Registered Designer	Master Plumber	Other (state)

11. Fire Department Position Statement:

To be completed for fire or life-safety related variances requested from SPS 361-366 and other fire-related requirements.

I have read the application for variance and recommend:

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)

Signature of Fire Chief or Designee

Date Signed:

Telephone Number:

12. Local Government Inspection Recommendation

To be completed for variances requested from SPS 382, SPS 384 and SPS 361-366.

I have read the application for variance and recommend:

Approval

Conditional Approval

Denial

No

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

Local Government Inspection Department

Name of Chief Inspector (type or print)

Signature of Fire Chief or Designee

Date Signed:

Telephone Number:

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.
- 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 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.)

Position statements must be completed and signed by the appropriate fire chief, local government enforcement official or state agency designee. All signatures from municipal officials will be verified.

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

Any variance for anything other than SPS 361-366 & SPS 382 & SPS 384 must be submitted to the State of Wisconsin Department of Safety and Professional Services.