



## Building Permits Checklist Form Commercial (excluding Multi-Family)

\*\*You must have a Site & Operational Zoning Permit approved and issued PRIOR to this application.\*\*  
Incomplete submittals will not be accepted by the Building Inspection Department.

1) \_\_\_\_\_ Checklist Form **VPP-BI-0034-F**: (THIS DOCUMENT) Please complete and return (pages 1 & 2) with your application materials.

2) \_\_\_\_\_ FORM **VPP-BI-0012-F** "Commercial Permit Application Form": Fill out completely including all REQUIRED signatures.

3) \_\_\_\_\_ Construction/Building Plans for Review: Depending on the scope of work, we offer different levels of plan reviews. Please identify what you are submitting:

Tenant/Use Change **WITHOUT** alterations.

1) Submit two (2) copies of the existing/proposed floor plan for review (see Application/Plan review Fee).

--OR--

New Structures; Additions; Alterations (including a Tenant/Use Change **WITH** alterations).

A) What kind of plan review are you requesting?

State Approved Plan Submittal (see Application/Plan review Fee):

1) Two (2) complete sets of State Approved plans with original State Approval letters attached.

2) One (1) copy of each form and worksheet that were required for the State submittal including SBD-118.

Certified Municipality Review (see Application/Plan review Fee):

1) Four (4) complete sets of plans.

2) One (1) copy of the worksheet for Envelope, Lighting and HVAC (please request a copy of the State Submittal Kit.)

3) One (1) copy of form SBD-118.

B) Which sets of plans are included in this submittal?

Building, HVAC, & Lighting

Building Only

HVAC Only

Lighting Only

4) \_\_\_\_\_ Application/Plan Review Fee. **-DUE AT TIME OF APPLICATION: Amount submitted: \$ \_\_\_\_\_**:

Fees subject to change, for current Application/Plan Review fees please refer to most recent Fee Schedule.

<b>Tenant/Use Change WITHOUT alterations</b>	\$50.00			
<b>State Approved Plans</b>	\$100.00			
<b>Certified Municipality Review</b>	<b>Building HVAC &amp; Lighting</b>	<b>Building ONLY</b>	<b>HVAC ONLY</b>	<b>Lighting ONLY</b>
Less than 2,500 sq. ft	\$290.00	\$220.00	\$130.00	\$85.00
2,500 – 5,000 sq. ft.	\$390.00	\$290.00	\$200.00	\$100.00
5,001 – 10,000 sq. ft.	\$520.00	\$430.00	\$220.00	\$120.00
Over 10,000 sq. ft., but not more than 100,000 cubic feet	\$810.00	\$570.00	\$330.00	\$165.00

5) \_\_\_\_\_ Plat of Survey: (Required for New Structures/Additions to Structures/Alterations to Exteriors of Structures.) Plat of Survey must be prepared by a Professional Engineer or a Wisconsin Registered Land Surveyor showing

the proposed structure and its location to property lines, other structures on the site, wetlands, shorelands, floodplains or other natural area, location of any easements along with other relevant information.

**Note:** Depending on the scope of work, a scaled site plan might be acceptable.

- 6) \_\_\_\_\_ **Erosion Control Application and Plan:** (Required for New Structures/Additions to Structures/Alterations to Exteriors of Structures.) – **Please request an Erosion Control Application Form – Different forms are available based on the scope of the project and/or physical properties of the parcel.**

This application shall be submitted in compliance with the Village's Erosion Control and Construction Site Maintenance Ordinance. The erosion control plan shall be based on the aforementioned site plan or plat of survey and shall indicate the grading and drainage plan for the proposed site and the method of erosion control during construction. If applicable, the application shall include a copy of the Wisconsin Department of Natural Resources Notice of Intent.

**THE FOLLOWING REQUIRED ITEMS MAY BE SUBMITTED SEPARATELY.**

**No work may begin without permits (Example, if you have permits issued for everything except the Plumbing Permit, you may do any work except the Plumbing.)**

**OCCUPANCY WILL NOT BE GRANTED UNTIL ALL PERMITS HAVE PASSED THE REQUIRED INSPECTIONS.**

- 7) \_\_\_\_\_ **HVAC:** Your HVAC Contractor may request **FORM VPP-BI-0035-F “Commercial HVAC Permit Application”**

*HVAC Plans:*      Submitted as part of the Building Plans (see Application/Plan review Fee)  
                           Will be submitted separate from the Building Plans (see Application/Plan review Fee)

- 8) \_\_\_\_\_ **Lighting:** Lighting Worksheets/Plans are required to be submitted with the Commercial Electric Permit Application if submitted separately from the Building Plans. (please request a copy of the State Submittal Kit.)

*Lighting Plans:*    Submitted as part of the Building Plans (see Application/Plan review Fee)  
                           Will be submitted separate from the Building Plans (see Application/Plan review Fee)

- 9) \_\_\_\_\_ **Electrical:** Your electrician may request **FORM WIELEEC “Uniform Electrical Permit Application”**

- Will only be issued to a Village Licensed Master Electrician

- 10) \_\_\_\_\_ **Plumbing:** Your plumber/utility contractor(s) may request **FORM VPP-BI-0036-F “Commercial Plumbing Permit Application”** and if required, the **“Commercial Meter Request Form”**.

- Interior - Will only be issued to a Wisconsin Certified Master Plumber – AND
- Exterior/Utility – Will only be issued to a Wisconsin Certified Utility Contractor or Master Plumber Restricted or Master Plumber

*Plumbing Plans:* see Comm Tables 82.20-1 and 82.20-2 to determine if state approval is required

- State Approved Plan Submittal:  
    1) Two (2) complete sets of State Approved plans with original State Approval letters attached.  
    2) One (1) copy of each form and worksheet that were required for the State submittal including SBD-118.
- No State Approved Plans Required

**Note: Private wastewater/sewage system:** If the commercial property is serviced by a private wastewater/sewage system, please contact Kenosha County for all applicable permits and provide copies to the Village of Pleasant Prairie Building Inspection Department.

**Note: Well:** If the commercial property is serviced by a well, please contact the DNR for their requirements. Provide a copy of the safe water test to the Village of Pleasant Prairie Building Inspection Department.

- 11) \_\_\_\_\_ **Signage** – The Planning & Zoning Department makes the determination of signage requirements, restrictions and permitting procedures. For permit requirements and forms, please contact the Planning & Zoning Department.

- 12) \_\_\_\_\_ **Driveway/Parking Lots/Culvert** –

- 1) The Planning & Zoning Department requires Site & Operational Approval.
- 2) The Public Works Department determines the need for and installs all culverts, (262) 694-1403.

- 13) \_\_\_\_\_ **Fire Protection System** – The selection and placement of fire extinguisher(s) and sprinkler(s) requires Fire & Rescue Department Approval. For permit requirements and forms, please contact the Pleasant Prairie Fire & Rescue Department at (262) 694-8027.



## Commercial Building Permit Application (excluding Multi-Family)

**\*\*You must have a Site & Operational Zoning Permit approved and issued PRIOR to this application.\*\***

*Please check one of the following:*

Principal Structure	Accessory Structure	Alteration OR Tenant (or Use) Change
<input type="checkbox"/> NEW  <input type="checkbox"/> ADDITION	<input type="checkbox"/> NEW  <input type="checkbox"/> ADDITION	<input type="checkbox"/> Alteration OR Tenant/Use Change <b>with</b> Structural Change <input type="checkbox"/> Alteration OR Tenant/Use Change <b>without</b> Structural Change <input type="checkbox"/> Tenant/Use Change without Alteration

*I (We), the undersigned, do hereby submit an application for a permit for the property referred to as:*

\_\_\_\_\_  
Principal Structure/Property Name                      AND                      Tenant Name OR Area Name (within Principal Structure)

**Located at:**

Address: \_\_\_\_\_ (Village will assign addresses for New Principal Structures)

Space/Suite/Floor #: \_\_\_\_\_ (If applicable)

**And further identified as:**

Tax Parcel Number(s): \_\_\_\_\_

**The following information is required for all projects:**

Scope of Work (description): \_\_\_\_\_

Proposed Use (retail, manufacturing, office, etc): \_\_\_\_\_, if this application is for a change of tenant or use please indicate *previous* tenant/use: \_\_\_\_\_

Construction Project square footage: \_\_\_\_\_ Construction Project cubic footage: \_\_\_\_\_

Estimated Value of Construction Project: \$ \_\_\_\_\_

Current Zoning of Property: \_\_\_\_\_

All required information shall be submitted to the Building Inspection Department, who shall transmit all applications and their accompanying plans and materials to a Village Building Inspector and the Fire & Rescue Department, if necessary, for review.

Any commercial building permits issued shall become null and void if the buildings, structures, site development or use is not commenced within six (6) months from the date of issuance. Any changes to an approved permit shall require the submission of revised plans, including applicable fee, and shall require approvals by the Village.

I, (We), hereby certify that all the above statements and following attachments submitted herein are true and correct to the best of my knowledge. Furthermore, I, (we) understand that for any work started or completed without proper permits, a triple fee will be charged.

I (We), hereby apply for a permit(s) herein described and as shown on the attached plans, and hereby agree that all of the work will be done in accordance with all of the applicable ordinances of the Village of Pleasant Prairie, Wisconsin, regulations of the State of Wisconsin and other Federal, State, or County regulation. The applicant further agrees to permit the inspection of the premises by the Village's Inspectors at any reasonable time.

**REQUIRED SIGNATURES:**

**APPLICANT:**

**AGENT:**

Company: \_\_\_\_\_  
 Name (PRINT): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City State ZIP  
 Phone: ( ) \_\_\_\_\_  
 Fax: ( ) \_\_\_\_\_

Company: \_\_\_\_\_  
 Name (PRINT): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City State ZIP  
 Phone: ( ) \_\_\_\_\_  
 Fax: ( ) \_\_\_\_\_

**PROPERTY OWNER (if different than applicant):**

**CONTRACTOR**

Company: \_\_\_\_\_  
 Name (PRINT): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City State ZIP  
 Phone: ( ) \_\_\_\_\_  
 Fax: ( ) \_\_\_\_\_

Company: \_\_\_\_\_  
 Name (PRINT): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City State ZIP  
 Phone: ( ) \_\_\_\_\_  
 Fax: ( ) \_\_\_\_\_

**SUPERVISING PROFESSIONAL(S):**

If a new structure will be greater than 50,000 cubic feet, or if an alteration or addition will cause the entire building to be greater than 100,000 cubic feet, a supervising professional shall be retained by the owner.

*I have been retained by the owner as the supervising professional per Comm 50.10 for the performance of reasonable on-site observations to determine if the construction is in substantial compliance with the approved plans and specifications. Upon completion of construction, I will file a written statement with the Building Inspector in the Village Community Development Department certifying that, to the best of my knowledge and belief, construction has or has not been performed in substantial compliance with the approved plans and specifications. In the event that I am no longer associated with this project, I will file a compliance statement (SBD 9720) notifying the Department as such and indicating the current status of compliance.*

Supervising professional's signature \_\_\_\_\_ ( ) Building ( ) HVAC ( ) Lighting  
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