



APPLICATION FOR BUILDING PLAN REVIEW ONE OR TWO UNIT DWELLING

City of Madison Building Inspection
215 Martin Luther King Jr Blvd, Suite 017
Madison, WI 53703
planreview@cityofmadison.com

STATE SEAL
(for office use only)

Submittal Date: _____

Project Address: _____

Type of Building: SF home Duplex (one parcel) Twin home (two units with property line between)

Project Type: New building Addition Alteration Revision to previously approved plan

Number of Stories: 1 story 2 story Other _____ Finished Basement?: Yes No

Scope of Work: e.g. - New home, single story heated addition, unheated enclosed porch addition, screen room addition, new deck, finish basement, kitchen remodel, convert attic to habitable space, convert two-unit to Single Family, etc.

Estimated Cost: (full project cost minus the cost of plumbing, heating, electric, carpet, and cabinetry)

\$ _____

Owner Information:

Name: _____
Phone number: _____
Email: _____

Contractor Information:

Company Name: _____
Phone number: _____
Email: _____
Dwelling Contractor Qualifier Number: _____
Dwelling Contractor Number: _____

Designer Information (optional):

Name: _____ Email: _____

Mechanical Contractors:

Square Footage of new or altered building area

Square Footage of lot

Plumbing Contractor:

Electrical Contractor:

HVAC Contractor:

Basement: _____
1st, 2nd, and 3rd floors: _____
Garage: _____
Open porches/decks: _____
Total Square feet: _____

Total Lot Area:

Total square footage of all buildings and paved areas except sidewalks:



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Building Plan Review Application Check List - One and Two Family Homes

Note: All required items are outlined in Wisconsin State Legislature SPS 320

LABEL ALL ITEMS AS ATTACHED OR NOT APPLICABLE

| Required items | Attached | NA | FOR BI STAFF USE ONLY |
|--|----------|----|-----------------------|
| Site plan (on separate page of plans) | | | |
| Elevation view | | | |
| Foundation plan | | | |
| Floor plan for each building level | | | |
| Section View | | | |
| Floor framing plan for each building level | | | |
| Roof Framing plan (truss or rafter layout) | | | |
| Wall bracing plans (or structural analysis where an engineered design is used) | | | |
| Completed REScheck energy efficiency calculations | | | |
| Completed Erosion Control Plan in separate PDF | | | |
| All plan elements clearly drawn to scale; scale must be clearly labeled on each page | | | |
| Each page labeled with title, page number, and scale | | | |
| Use only one scale per page | | | |
| Formatted size of plans max 24x36 inch | | | |
| Application included | | | |
| PDF document types only | | | |
| All building plans in one PDF document | | | |
| One email with all documents attached | | | |
| Address in subject line of email | | | |
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