

ORDINANCE NO. 26-__

AN ORDINANCE TO CREATE SECTIONS 14.11 and 14.12 OF THE MUNICIPAL CODE OF THE CITY OF DODGEVILLE, IOWA COUNTY, WISCONSIN, RELATING TO BUILDING PERMIT PLAN REVIEW REQUIREMENTS AND WAIVER OF PLAN REVIEW REQUIREMENTS.

THE COMMON COUNCIL OF THE CITY OF DODGEVILLE, IOWA COUNTY, WISCONSIN, DO HEREBY ORDAIN AS FOLLOWS:

Section I: Section 14.11 of the Municipal Code of the City of Dodgeville shall be and hereby is created to read as follows:

“14.11 PLAN REVIEW REQUIREMENTS.

- (a) With an application for a permit, there shall be submitted two complete sets of plans and specifications, including a plot plan showing:
 - (1) The location and dimensions of all buildings and improvements on the lot, both existing and proposed;
 - (2) Dimensions of the lot and all building setbacks;
 - (3) Proposed grade of the structure (to City datum), grade of the lot and abutting street;
 - (4) Grade and setback of adjacent buildings (if adjacent lot is vacant, submit elevation of nearest buildings on the same side of the street);
 - (5) Type of monuments at each corner of the lot;
 - (6) Any watercourses, existing drainage ditches, easements, or other property restrictions;
 - (7) Seal and signature of the surveyor or a certificate signed by the applicant; and
 - (8) A construction site erosion control plan detailing proposed information and procedures for managing soil erosion, surface water runoff, and sediment disposition.
- (b) Plans, specifications, and plot plans shall be drawn to a minimum scale of 1/4 inch = 1 foot (fireplace details to 3/4 inch = 1 foot). One approved set shall be returned to the applicant; the second shall be filed with the City Building Inspector.
- (c) Plans for buildings subject to the Wisconsin Commercial Building Code shall bear the approval stamp of either the Wisconsin Department of Safety and Professional Services (DSPS) or the City's Delegated Agent plan review consultant (for commercial buildings only). After electronic approval, one hard copy of the approved and stamped plan shall be submitted to the City for permanent records prior to permit issuance.
- (d) All plans and specifications shall be signed by the designer. Plans for all new one- and two-family dwellings shall comply with § SPS 320.09(4), Wis. Adm. Code.
- (e) A plan review fee shall be required for all plan submissions, commercial as well as one- and two- family dwellings, under this section. All plan review fees shall be paid in accordance with the City's adopted fee schedule.
- (f) *Commercial Plan Review Responsibilities.* The City has adopted Delegated Agent Municipality status under SPS 361.60 and SPS 382 of the Wisconsin Administrative Code, exclusively for commercial plan review purposes. The review and approval of one- and two-family dwellings (UDC) remains solely with the City's Inspector.

(1) Responsibilities. As part of this delegation, the City shall assume the following responsibilities on behalf of the Department of Safety and Professional Services (DSPS):

- a. Provide inspection of commercial buildings using certified commercial building inspectors.
- b. Provide plan examination of commercial buildings using certified commercial building inspectors, performed by the City's designated plan review consultant.

(2) Plan Examination Scope. Drawings, specifications, and calculations for all commercial buildings and structures, regardless of size, located within the City limits shall be submitted for plan review if the project involves any of the following:

- a. Construction of a new building or structure.
- b. An addition to a building, structure, or building system such as a fire alarm, sprinkler, plumbing, or HVAC system.
- c. An alteration to an existing building or building system, including the replacement of equipment or fixtures within those systems.
- d. **OPTIONAL PLUMBING REDUCED THRESHOLD - All plumbing projects involving ten (10) or more fixtures, regardless of total building size or use.**
- e. A certified or delegated municipality may waive its jurisdiction for the plan review of a specific project, type of project, or components thereof. In such cases, plans and specifications shall be submitted to the Department of Safety and Professional Services (DSPS) for review and approval.
- f. The Department may waive its jurisdiction for the plan review of a specific project, where agreed to by the City, in which case plans and specifications shall be submitted to the City for review and approval.
- g. Any other project required by SPS 361.30 or SPS 382 to undergo plan review.

(3) Plan Submission Procedures. For all applicable commercial buildings, structures, additions, and alterations, applicants shall submit:

- a. A City building permit application.
- b. An application for plan review using the appropriate State of Wisconsin form (or municipal equivalent), based on the trade being reviewed.
- c. Fees per the City's adopted municipal fee schedule.
- d. One complete electronic set of signed and sealed plans in compliance with SPS 361.31 or SPS 382, including:
 - 1. One set of specifications.
 - 2. Component and system plans.
 - 3. Calculations showing code compliance.
 - 4. Any other trade-specific and/or project-specific application forms, supplemental information, reports, or other supporting documentation (i.e. Soil report, Energy Conservation Compliance, Water Calculations, Grade Plane Work Sheets, etc.).
- e. One hard copy of the approved and stamped plans must be submitted to the City, bearing the official approval stamp of either

the Department of Safety and Professional Services (DSPS) or the City's delegated plan review consultant, prior to permit issuance."

Section II: Section 14.12 of the Municipal Code of the City of Dodgeville shall be and hereby is created to read as follows:

"14.12 WAIVER OF PLANS.

If, in the judgment of the Building Inspector, the scope and character of the proposed work are adequately described in the building permit application, and a plan review is not typically required under SPS 361 or SPS 382 for such work, the Building Inspector may waive the requirement to file construction plans. This waiver may apply to alterations, repairs, or relocations, provided that:

- (a) The total cost of the work does not exceed \$2,000.00; and
- (b) The work does not, in the opinion of the Building Inspector, affect any critical life safety system."

Section III: This ordinance shall become effective upon its passage and publication as required by law.

Adopted and approved this ____ day of September 2026.

Barry Hottmann, Mayor

ATTEST:

Emily Wolfe, Interim City Clerk

Date Adopted: _____
Date Published: _____
Effective Date: _____