

BEFORE SUBMITTING COMMERCIAL BUILDING PLANS TO E-PLAN EXAM

Please call 608-755-3085 (Planning Division) OR 608-755-3060 (Building Division) to verify site zoning and use(s) are compatible and to learn if other review processes are required. Examples of other reviews: Site Plan Review, Rezoning, Certified Survey Maps, Conditional Use Permits, Planned Unit Developments... may be required.

Pre-Application meetings with City Staff are required.

START HERE **ZONING**

DO NOT apply for a plan review or building permit until you determine if the property zoning classification is appropriate for what you wish to do on a specific property.

**Contact the Planning Division
608-755-3085**

- [Use the City's online mapping system to determine what your property is zoned?](#)
- [Is the intended use permitted in this zoning district?](#)
- Are other processes required:
 - *Site plan review is likely required.
 - *Rezoning?
 - *Certified Survey Map?
 - *Conditional Use Permit?
- The [Development Guide](#) provides an overview of the zoning-related review processes that may be required for a project.

Submit for Electronic Review to: eplanexam.com/submit-a-project

No hard-copy plansets will be accepted.

**COMMERCIAL
BUILDING
or
HVAC
REVIEWS**

**PLUMBING
PLAN
REVIEW
(6 or + fixtures)**

**FIRE ALARMS
AND
SPRINKLER
REVIEWS**

Contacts, Forms and Applications

- E-Plan Exam: 414-296-2144**

Submit: eplanexam.com/submit-a-project. Scroll down to *City of Janesville*.

Questions: submittal@eplanexam.com

- Building Division: 608-755-3060**

[Commercial Building Permit Application](#).

[Commercial HVAC Permit Application](#).

[Plumbing Permit Application](#) (Licensed Plumber to apply)

[Water calculation worksheet](#); [Instructions](#)

- Janesville Fire Department: 608-755-3050**

[Fire Protection Systems – Testing Application](#)

[Occupancy Contact Information](#)

To View this information and use live links, Go To:
www.janesvillewi.gov/commercialplanreview