

Site Plan Review

Prior to establishing a new business in an existing building or constructing a new commercial building, you must first determine that the property is properly zoned for the proposed use and all zoning development standards such as setbacks, parking, landscaping and green area can be satisfied.

For most new construction, building expansions and some changes in use of existing buildings, Site Plan Review is required. This process determines compliance with the zoning standards.

Questions regarding Zoning and Site Plan Review may be directed to the Building Division at 608-755-3060. **Complete** submittals may be taken to City Hall, 3rd floor, 18 N. Jackson Street, Janesville WI 53548 or packages mailed to:

City of Janesville
Building Division – Vicky Miller
18 N. Jackson St
Janesville WI 53548

A complete Site Plan Review submittal includes:

- 2 hard copy plansets of the civil plans.
- Site plan review application.
- A check for the review applicable fees.
- Supporting documents such as stormwater management design.

Site plan review fees:

- \$300.00 - New Buildings
- \$250.00 - Additions and Other Site Changes

Erosion Control Fees:

- \$102.00 - less than 1 Acre
- \$388.00 - 1-5 Acres
- \$775.00 - 6+ Acres

Stormwater Design Review Fees

- \$240.00 - 1-5 Acres
- \$720.00 - 6+ acres
- \$100.00 Re-Review

New Construction, Building Addition or Remodeling Submittal Requirements



CITY OF JANEVILLE
Wisconsin's Park Place

Effective Dec.5, 2022

All reviews for *Commercial Building *Commercial HVAC
*Fire Alarm Systems *Fire Sprinkler systems
Shall be submitted through this link:

eplanexam.com/submit-a-project

You will be required to pay review fees through this link.
For **Commercial Building and HVAC reviews**, you will still be required to submit one hard copy of the planset to the City of Janesville Building Division. You may drop it off at our office or mail it to the address below in green print.

We will no longer accept full submittals at our office.

Mailing Address – Packages or Fed EX

City of Janesville
Building Division – Vicky Miller
18 N. Jackson St
Janesville WI 53548



BUILDING PLAN CHECKLIST

- A. Footing/foundation plans:
 - 1. Sizes, anchor bolts, reinforcing.
 - 2. Perimeter insulation.
- B. Floor plans:
 - 1. Uses, sizes and capacity of rooms.
 - 2. Size and location of all doors, windows, structural features, exit passageways and stairs.
 - 3. Barrier-free requirements.
 - 4. Isolation of hazards, fire-rated walls.
- C. Elevations for all exterior sides.
- D. Cross sections:
 - 1. Footing and foundation walls, grade level.
 - 2. Wall, roof and floor construction (identifying materials used and spans).
- E. Structural details:
 - 1. Framing plans.
 - 2. Bearing and connection details.
- F. Fire-rated construction:
 - 1. Identify and document fire-resistive rating of walls, ceiling and roof systems.
- G. Information/data required:
 - 1. Occupancies identified/separation requirements.
 - 2. Means of egress requirements.
 - 3. Thermal envelope calculations.
 - 4. Structural calculations for footing/foundation, floor/roof framing.
 - 5. Alterations-provide schematic of existing conditions.
- H. Other:
 - 1. Plans shall be drawn to a scale not less than 1/4 inch per foot.. Truss, lighting, HVAC and plumbing plans may also be required.
 - 2. Complete plan submittal checklist and worksheets are available through WI. DSPS website.

Inspections: CALL 608-755-3060

Inspections are required at various stages of construction. The following types of inspections may be required, depending on your project:

- Footing Inspection..... Before any concrete is poured.
- Rough Construction..... When framed construction work is done and before it is covered.
- Rough Electrical..... After electrical wiring is done and before it is covered.
- Final Inspection..... After all work is completed and ready to occupy.
- Occupancy Inspection.....After all work has been approved, an occupancy is required before the first day of business.

**CHANGE OF
TENANT OR OCCUPANCY**

When a new owner or tenant plans to occupy a commercial or industrial building, the following is required:

- ◆ Check with Building Division to assure your intended use is in compliance with Zoning Ordinances.
- ◆ Submit an occupancy permit application. Permit fee is \$100.
- ◆ Sign permits are required for installation of new signs and face changes. Sign permits are issued only to sign installers that hold a City of Janesville sign erectors license. See sign guideline brochure for more information.
- ◆ If the use requires a city license, check with the City Clerk’s office at 755-3070. All food, food truck and liquor-licensed premises must be inspected by the Rock County Health Department (608-757-5441).

The City of Janesville Building Division is ready to assist you in achieving a safe and proper building project. We are happy to answer your questions and urge you to obtain permits and have your work inspected for compliance. You will not only be complying with the law, you will be protecting your employees, customers and the investment in your building.

Phone: (608) 755-3060
Email: ruschl@janesvillewi.gov
millerv@janesvillewi.gov

**COMMERCIAL &
INDUSTRIAL
BUILDINGS**



Does the proposed business meet local zoning?

Are permits required and what types?

Are plans and specifications required?

Are inspections required?

What are the regulations for business signs?

Are any licenses required?



**City of Janesville
Building Division
P.O. Box 5005
Janesville, WI 53547-5005
608-755-3060**