

# COMMERCIAL NEW & ADDITIONS

City of Brookfield, Wisconsin  
Inspection Services Department  
2000 North Calhoun Road, Brookfield, WI 53005

Phone (262) 796-6646 (M-F 8:00 a.m. - 5:00 p.m.) FAX (262) 796-6702

## I. Plan requirements

All plans shall be drawn to a scale of not less than one eighth (1/8) inch per foot. Drawings must be to scale and accurately figured. Drawings that do not show all necessary detail shall be rejected.

A minimum plan submittal must include:

1. A Wisconsin licensed architect or engineer's stamp on index page or on each sheet.
2. State approved plans are required **UNLESS**:
  - a. Project is a new building or structure containing less than 5,000 square feet of total floor area.
  - b. Project is an addition to a building or structure where the area of the addition results in the entire building or structure containing less than 5,000 square feet of total floor area; or
  - c. Project is an alteration of a space involving less than 10,000 square feet of total floor area.
3. Floor plans, specialty plans, elevations, cross sections and details.
4. Structural calculations and specifications.
5. HVAC plans
6. Landscape Plans
7. Building, erosion control and occupancy permit applications
8. Lighting power budget calculations.
9. Handicap accessible route plan.

## II. Data Requirements

- A. Three (3) copies of **STATE APPROVED** (if required) building plans including exterior elevations as approved by the Plan Commission.
- B. One (1) Copy of landscape plan, included in all three (3) plan sets. This plan must indicate all changes required by the City Plan Commission.
- C. Six Surveys
- D. Description and Value of Work Form

All site details, plans, materials, and specifications must meet the conditions recommended by the Plan Commission and approved by the Common Council. These are minimum requirements, certain conditions may require additional information.

Before a Certificate of Occupancy can be issued, you must fill out and return the "Description and Value of Work Form". This form is available on the city's website; if not turned in at time of submission, it will be included with the building permit packet and must be filled out and returned.

## COMMERCIAL PERMIT FEES: (as of 2/2018)

PLAN REVIEW	\$284.00 Due at time of application and are non-refundable
INSPECTION FEES	\$.34/sq. ft. all levels including the basement
EROSION CONTROL	\$255.00 (fees can vary by size of project)
OCCUPANCY CERTIFICATE	\$159.00
HVAC PERMIT	\$70.00/unit for furnaces up to 150,000 btus \$17.70/each addnl. 50,000 btus or fraction thereof  \$1.90/100sq. ft. Conditioned area (\$50minimum)  \$55.00/unit for air conditioners up to 3 tons. \$18.20/each addnl. ton or fraction thereof
EROSION CONTROL BOND	\$500.00 refundable
BIKEWAY FEES	New construction only, fees vary
WETLAND PRESERVATION FEE	New construction only, fees vary

Our hours are Monday through Friday 7:00 a.m. - 5:00 p.m. Field Inspectors are in from 7:00-8:00 a.m. and 2:30-3:30 p.m. Our telephone number is **(262) 796-6646**. Please call if we may be of further assistance.