



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)

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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:

Plumbing Contractor: _____

Electrical Contractor: _____

HVAC Contractor: _____

Square Footage of new or altered building area

Basement: _____

1st, 2nd, and 3rd floors: _____

Garage: _____

Open porches/decks: _____

Total Square feet: _____

Square Footage of lot

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			