



Community Development Department
444 West Grand Ave. Wisconsin Rapids, WI 54495
(715) 421-8228
Website: <http://wirapids.org/>

COMMERCIAL PROJECT FACT SHEET

- 1. New commercial buildings and additions require Site Plan Review** through the City of Wisconsin Rapids Plan Commission. Additional approvals may be required dependent upon the development. Contact the Community Development Department for more information early in the construction planning and design process.
- 2. Per [Wis. Admin. Code SPS 361.60\(5\)\(c\)](#), the City of Wisconsin Rapids is a **Delegated Municipality** by the State of Wisconsin Department of Safety and Professional Services (DSPS).**

 - Delegated municipality means the City is responsible for performing plan review and inspection services for all size buildings.
 - The delegation also includes HVAC, fire sprinkler and fire alarm, and plumbing; however small plumbing project will be reviewed internally (<16 fixtures).
 - The City has partnered with E-Plan Exam to perform building plan review services. A 15 business day review is guaranteed. [Click here to apply for Commercial Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler Plan Review.](#)
 - An exception to this delegation includes any state-owned building, or projects which the owner chooses to submit to DSPS.
 - Per [SPS 361.60\(5\)\(d\)1](#), the City may waive its jurisdiction for plan review in certain circumstances, in which case plans shall be submitted to DSPS.

- 3. Per [Wis. Stat. 101.12\(3\)\(g\)](#), the City of Wisconsin Rapids is delegated to do inspections for all size buildings in lieu of the Department of Safety and Professional Services.**
- 4. Local Building Permit** – A local permit application can be submitted concurrently with the Plan Review above via hardcopy or electronically through [MyGov Software Portal](#). A hold will be placed on the permit until Plan Review is approved.

