

**COMMERCIAL BUILDINGS**  
**NEW CONSTRUCTION, ALTERATIONS AND ADDITIONS**

1. The City of Sparta Plan Commission shall approve all Commercial or Industrial projects and developments prior to permit approval. Please see the Inspection Department for information on this step.
  
2. You must submit plans to the Department Safety & Professional Services for all new construction, alterations, additions and changes in use. Except, we **may** perform all plan reviews for buildings containing less than 50,000 cu. ft. total volume; additions to existing buildings where the total area after construction of the addition is less than 50,000 cu. ft.; additions to existing buildings containing no more than 2,500 sq. ft., no more than one floor level, 18-foot maximum roof span and 12 foot maximum exterior wall height; and alterations to existing buildings where the area of altered space is less than 100,000 cu. Ft. of total volume.
  
3. **The following will be required for commercial permit applications:**
  - \$100.00 plan review fee (\$50.00 for commercial alterations.)
  - Department Safety & Professional Services approval letter (if over 50,000 cubic feet in total building volume for new structures or 100,000 cubic feet for alterations)
  - Two complete sets of building plans, two must be ORIGINAL signed and sealed as “CONDITIONALLY APPROVED” by the DSPS. (If over the 50,000/100,000 cubic ft. requirement)
  - One copy of the SBD-118 form obtained at the Inspection Department (only required if not submitting to DSPS.)
  - One copy of structural calculations (if needed)
  - One copy of the Wisconsin Energy Efficiency plan worksheets or computer calculations
  - One copy of building specifications (if needed)
  - Site plan
  - One copy of the Department of Natural Resources Approval letter for “Stormwater Notice of Intent” (if more than one acre of land is disturbed)
  - Application for City of Sparta Stormwater Permit

\*Note\*

**1. The City of Sparta is a DSPS Certified Municipality. We are responsible for all inspections.**

2. We reserve the right to require Department of Safety & Professional Services approval for any size, use or type of structure at our discretion.