

# CITY OF PESHTIGO COMMERCIAL ORDINANCE QUESTIONS

**Tom Smith Inspections LLC**  
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The City of Peshtigo requires a commercial building permit be requested for new commercial construction in the city and for significant repair or remodeling of commercial structures. The city will only do plan review for determining if the project meets the requirements of their local ordinances. The city building inspector will not do structural plan review for commercial construction projects.

The need for obtaining a permit for minor restoration or for the repair of an installation to bring it back to previous code compliance will be determined by the city building inspector. Contact: [tom@tsinspections.com](mailto:tom@tsinspections.com) or 920-655-1735

Applicant for a commercial permit agrees to make their site available for state, county or local inspection. The applicant also agrees to maintain the site to ensure emergency fire and rescue would have access to all areas of the project for inspection or emergency calls.

The city expects all commercial and multifamily construction to comply with the State Commercial Building codes (SPS 360-366) plus any appendices, the state fire codes, adopted national and state electrical and plumbing codes and accessibility requirements as defined by Federal Disabilities Act.

The city expects that applicants will research if any U. S. Army Corp of Engineers or DNR permits are needed for the project and obtain them if required. The city will cooperate with outside agencies to assist them with enforcement whenever jurisdiction allows.

In addition to State codes the City expects applicant to comply with local ordinances and practices that relate to aspects of commercial and multifamily projects. City concerns generally fall into the following areas;

- Compliance with the zoning requirements for the intended commercial project.
- Compliance with industrial park requirements such as set back and design.
- Sign placement and size and illumination.
- Public exterior lighting.
- Parking and road access.
- Erosion control.
- Fencing for public safety during construction.
- Fire and emergency vehicle access during construction.

- Noise and environmental pollution control.
- Storm water curb basins in area of the construction site that could receive storm water or soil from the construction site need to be protected during construction.
- Erosion control by a non-tracking construction driveway will need to be in place on the construction site and city roads cleaned daily of soil that might get tracked from site.
- Provide a sanitary facility for on site workers.
- Building material waste must be contained on site.
- Dumpsters or other holding containers will need to be covered or designed to prevent waste materials from moving off site by wind or other environmental conditions.
- NO burning of construction waste materials is permitted on site as mandated by state law.

### **BUILDING PLANS:**

A copy of building plans for all multifamily and commercial projects must be filed with the City. The level of plan review at the local level will depend on the size and level of health or safety that is anticipated by the project. **The city building inspector will not do structural plan review for commercial construction projects.**

The city requirement for plan review will follow State code Subchapter III Comm 61.30 and tables 61-30-1 to 61-30-3.

- Whenever the state code requires a project plans to be stamped by a registered professional engineer or architect --- a copy bearing the seal and any recommendations will need to be filed with the city application for a construction permit.
- Whenever state code requires projects plans to be reviewed by the State --- an approved stamped copy along with the recommendations will need to be given to the city with this application.
- All other plans need to be drawn to scale and provide enough detail to allow for review of structural, mechanical and public safety requirements. Contractor developed plans will be accepted for projects that are not required to have state approved plans or sealed architect plans by state statute.
- **The city retains the right to require plan review of any contractor developed plans by an independent certified professional or approved reviewer at the expense of the applicant when local building inspector deems it necessary.**

### **SUPERVISION AND INSPECTION:**

1. The city requires all owners or agents to follow SPS-361 for determination of the need for calling for required state inspections.
2. The city inspector will only enforce city ordinances and will not be do commercial structural, electrical or mechanical code inspections. If any questionable practices are observed by the city building inspector in these areas at

- any inspection, the concern will be discussed with the owner or on site supervisor. If it can't be resolved the local inspector will request state inspector review.
3. The applicant will give the building inspector copies of any written compliance orders or approved occupancy notifications issued by state inspectors or site engineers.
  4. If the project is required by state code to have special site supervision the name of that individual will be provided to the building inspector.
  5. When the project is required by state codes to have on-site commercial electrical or plumbing inspections those inspections are to be completed by state inspectors at the expense of the owner or agent and copies of any issued orders by them be sent to the building inspector.
  6. Construction documents are to be available to local fire department officials for inspection and verification of vehicle and firefighter access.
  7. For projects that required the DNR erosion control permits the general contractor must also provide a documentation of long term maintenance for storm structures per requirements of NR 528 and other transfer of responsibility agreements.

## **HOW TO SUBMIT YOUR COMMERCIAL APPLICATION**

**Because the scope of projects range from small and simple to very large and complex no specific "fill in the blank" application form has been developed for the city permit application. Instead we ask that you just copy and paste the following into a word processing document or provide a narrative that covers the following information as applied to your project. Send it with one copy of the building plan and fee payment to building inspector.**

### **Owner information:**

Company:

Address:

Building site address: If different from company address:

Contact information for company representative responsible for project:

Office Phone:

Mobile Phone:

### **Site Supervisor:**

Name:

Office Phone:

Company:

Address:

Mobile Phone:

**PROJECT DESCRIPTION:**

Total land area disturbed for project: (Erosion Control Area)

Describe any wet land or other special protected areas.

Will any areas be fenced for public safety during construction or after construction?

Parking areas: # of stalls.

Number of handicapped parking stalls. Specify for van or regular vehicle.

Will parking area be paved?

Size of proposed paved area in square feet.

Portion of land area used for structure.

Portion of land area for green space.

Portion of land area retained for future expansion or use undetermined.

Intended permanent signage .

**Signature of applicant following this statement:**

I certify I am the owner or agent and grant inspection access to project at any reasonable time. I certify the information provided is accurate to the best of my knowledge. I WILL IMMEDIATELY NOTIFY THE TOWN INSPECTOR IF PLAN CHANGES ARE MADE OR ERRORS ARE DISCOVERED AT A LATER DATE.

SIGNATURE:

DATE:

**Submit above with one copy of building plan** (State approved – registered professional engineer or architect or contractor developed depending on size of project.)

**Submit building permit fee:**

Make checks payable to Tom Smith Inspections LLC

**COMMERCIAL FEES FOR BUILDING PERMIT**

New Commercial or Industrial Permits	\$850
Commercial remodeling or repair	\$250
Multi Family apartments	\$850
Permanent commercial signs	\$75 each

**Send application to:**

Tom Smith Inspections LLC  
Building Inspector for City of Peshtigo  
2740 Otto Court  
Green Bay WI 54313

Note: No building inspector office hours are held at City Hall.