

Common Nonresidential, Multi-family and HVAC Questions

Q. Does your project need state approval?

A. Depending on what you are planning on doing the City may be able to review the plan in house. (Same for building and HVAC projects.)

We can review:

1. New buildings less than 50000, cubic feet.
2. Additions on to buildings when the total volume of both the addition and existing building are less than 50,000 cubic feet.
3. Small additions on buildings over 50,000 cubic feet (check with inspector for size limitations).
4. Interior remodels that involve a space of less than 100,000 cubic feet.

If your plan does need State approval we cannot issue any permits for the project until either receiving a copy of the State Approved Plans or a copy of the State issued Permit to Start.

Q. If my plan can be reviewed locally do I need to hire a Design Professional?

A. A Design Professional would be needed for any structural modification, any addition and any interior remodel that may affect the health and safety of the building that is over 50,000 cubic feet. Smaller buildings and remodels that do not affect any health or safety issues would not need to be designed by a State Licensed Architect or Engineer. They would however still need to be designed to meet the building code and the documents submitted to obtain the permit would need to have all required information such as accurate and to scale drawings and structural calculations.

Q. On my State Approved Plans the Condition of Approval list several items that still need to be submitted to the State for approval. Does the City of Marshfield care if they are submitted?

A. Yes, we are a Delegated Agent of the State and any Condition of Approval they put on your project we have to enforce. So be sure to check that all requirements are met. The State will commonly request that plans for Egress Lighting, HVAC, Sprinkler and Structural components be submitted for your project.

Q. What inspections are required?

A. Included with your permit there is a list of Required Inspections. You need to call 715-486-2016 to schedule. If you have any questions please call, we would rather make too many inspections than not enough.

Q. What do I need to do before my Occupancy Permit is issued?

- A.
1. The project will need to have a final inspection.
 2. All required permits must have been taken out.
 3. All State required submittals will need to be taken care of and copies of the approved plans will need to be submitted to this department.
 4. A copy of the State of Wisconsin Compliance Statement form #SBD-9720 will need to be submitted to this Department. If the plan was only reviewed by the City of Marshfield, submit the original to us.
 5. For new or revised HVAC systems a testing and balance report will be required to be submitted.
 6. Copies of certification forms showing compliance for sprinklers and fire alarm systems if installed.