

DEVELOPER CHECKLIST

Commercial, Industrial & Multi-family Projects:



City Contacts

Joe Carroll - Community Development Director: 608-348-9741 x 2235 or carrollj@platteville.org
Josh Copsey - Building Inspector: 608-697-2905 or jcopsey@generalengineering.net
Howard Crofoot – Director of Public Works: 608-348-9741 x 2240 or crofooth@platteville.org
Ryan Kowalski – Water Utility Superintendent: 608-348-9741 x 2248 or kowalskir@platteville.org
Ryan Simmons – Fire Chief: 608-348-9741 x 2271 or 608-568-4231 or firechief@platteville.org
Casey Pickel – Fire Inspector: 608-348-1828 or 608-568-4232 or fireinspector@platteville.org
Abby Haas - Platteville Area Industrial Development Corporation: 608-348-3050 or director@plattevilleindustry.com

- ☐ **Pre-Construction Staff Review** - Contact Joe Carroll
Developers are encouraged to meet with staff regarding necessary approvals and regulations related to the project.
- ☐ **Zoning/Land Division Approvals** - Contact Joe Carroll
If applicable, the project should receive development approvals prior to beginning construction, including: Annexation, Conditional Use Permit, Zoning Variance, Rezoning, Land Division, Planned Unit Development
- ☐ **State Plan Review** - Contact Josh Copsey
Prior to obtaining a building permit and starting construction, the building and building component plans shall be approved by the State of Wisconsin, if applicable. A copy of the approved plans for each building component, along with the stamped approval letter, shall be provided to the City.
- ☐ **Fire Department Review** - Contact Ryan Simmons or Casey Pickel
The Fire Department reviews all commercial, industrial, and multi-family projects to determine compliance with fire codes. The City uses **NFPA1** and **SPS 314** and **SPS 361-365**, not the IFC. Plans shall be submitted and reviewed by the Fire Department prior to beginning construction. A Knox Box and public/private fire hydrant may be required. A Knox Box can be purchased online at knoxbox.com under Platteville Fire Department. Private hydrants are subject to a monthly fire protection fee, which is based on the size of the water main.
<https://www.platteville.org/publicworks/page/water-sewer-rates>
- ☐ **Design Review** - Contact Joe Carroll
Projects shall be reviewed for compliance with the site and building design standards specified in the zoning ordinance. Commercial projects shall comply with Section 22.061 and Multi-family projects shall comply with Section 22.062.
<https://www.platteville.org/municipalcode>
- ☐ **Covenant Committee Review** - Contact Abby Haas - Platteville Area Industrial Development
Projects located within the Platteville Industry Park shall be reviewed to determine compliance with the covenants.
- ☐ **Certificate of Appropriateness** - Contact Joe Carroll
Projects located within the Downtown Main Street Commercial Historic district, or that are individually designated as historic properties, may require a Certificate of Appropriateness (COA). Approval is required for any project that involves the exterior alteration of an existing building, or the construction of a new structure within the district.
<https://www.platteville.org/cd/page/certificate-appropriateness>
- ☐ **Storm Water Permit** - Contact Howard Crofoot
Projects that involve site disturbance of more than 10,000 sq. ft. or that add more than 5,000 sq. ft. of impervious area require a storm water permit. Approval may be needed from the Wisconsin DNR for projects disturbing 1 acre or more.
<https://www.platteville.org/publicworks>
- ☐ **Driveway/ Curb Cut Permit** - Contact Howard Crofoot
The creation of a new driveway onto a public street, the widening of an existing driveway, or other work requiring a curb cut must be approved. <https://www.platteville.org/publicworks>
- ☐ **Street Opening Permit** - Contact Howard Crofoot
Projects that involve working in the street right-of-way require a permit from the Department of Public Works.
<https://www.platteville.org/publicworks>

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- ☐ **Filling/Excavating and Erosion Control Permit** - Contact Howard Crofoot or Josh Copsey
Land disturbing construction activities require a permit and must follow the best management practices included in Chapters 46 and 47 of the Municipal Code. <https://www.platteville.org/municipalcode>
- ☐ **Utility Connection Approval** - Contact Howard Crofoot or Ryan Kowalski
Any project that involves a connection to City water or sewer mains requires Staff approval and must follow City underground utility specifications, which can be viewed at <https://www.platteville.org/publicworks/page/water-sewer>. Projects that require a private hydrant for fire protection may be subject to a monthly fire protection fee, which is based on the size of the water main. <https://www.platteville.org/publicworks/page/water-sewer-rates>
- ☐ **Park Impact Fees** - Contact Joe Carroll
Projects that include the addition of new housing units shall pay a park impact fee of \$380 per housing unit created. The fee shall be paid at the time the building permit is obtained.
- ☐ **Public Sidewalks** - Contact Howard Crofoot
Per Section 22.061, projects that are built on lots that do not have a public sidewalk present along the street frontage are required to install sidewalks as part of the development. <https://www.platteville.org/municipalcode>
- ☐ **Bicycle Parking** - Contact Joe Carroll
Per Section 22.09, new or expanded buildings require bicycle parking spaces totaling 25% of the total number of required vehicle spaces. <https://www.platteville.org/municipalcode>
- ☐ **Property Address** - Contact Joe Carroll
Developers should verify that a property address has been assigned. Address assignments or modifications should be requested prior to or at the time of obtaining a building permit. <https://www.platteville.org/forms>
- ☐ **Building Permits** - Contact Josh Copsey
Plans shall be submitted and permits shall be obtained prior to beginning construction, including: Building/Structural, Electrical, Erosion Control, Fire Detection, Fire Suppression, HVAC, Plumbing, Signage, Stormwater.
- ☐ **Schedule Inspections** - Contact Josh Copsey or Casey Pickel
 - (a) **Required Inspections.** The following inspections are required before work is covered. (1) Footing and/or foundation forms, reinforcement and vapor barrier under slab prior to concrete placement; (2) Drain tile prior to backfilling; (3) Erosion Control; (4) Under floor plumbing inspection and testing; (5) Rough framing; (6) Mechanicals, including plumbing, electrical, and HVAC ductwork and/or venting before application of sheet rock or other material; (7) Completed wall insulation; (8) Fire suppression and smoke/fire monitoring systems; (9) Final inspection for Occupancy Permit; (10) Any other inspection required per code.
 - (b) **Responsibility to Notify.** It is the contractor's responsibility (or owner's responsibility if a contractor is not used) to notify the local or state inspector that work is ready for one or more of the required inspections.
 - (c) **Voluntary Inspection.** In addition to the above inspections, the inspector may make or require other inspections to ascertain compliance with Chapter 23, Chapter 24 and other applicable laws.
 - (d) **Covering of Work.** No installation in any building requiring inspection shall be covered until it has been inspected and/or tested or authorized by the applicable inspector. If any work is covered before the required inspection is completed, or authorized by the inspector, it shall be uncovered at the direction of the inspector. The City of Platteville shall not be held liable for additional expenses incurred by premature covering of work.
 - (e) **Reports.** Reports of violations shall be provided to the contractor and/or owner. All corrections must be made within 30 days, or immediately if the violation could jeopardize the health or safety of the occupants or employees at the site. The state or local inspector may adjust the 30-day compliance requirement if determined appropriate. Occupancy permits may be withheld pending correction of cited violations.
- ☐ **Premises Identification** - Contact Joe Carroll
Buildings shall have approved address numbers placed on them where they are clearly visible from the street and a minimum of 4 inches in height.
- ☐ **Occupancy Permit** - Contact Josh Copsey
An occupancy permit shall be obtained at the completion of construction, and prior to occupying the building.