Developer Checklist
Commercial, Industrial & Multi-family Projects:

_____ Pre-application Staff Meeting
It is recommended that all developers meet with the Community Planning & Development Director and/or Building Inspector to discuss the proposed project to explain the process for any necessary approvals and the regulations related to the request. Contact Joe Carroll at 608-348-9741 x 2235 or Ric Riniker at 608-348-9741 x 2236.

_____ Zoning/Land Division Approvals
If applicable, the project should receive the following development approvals prior to beginning construction:
- [ ] Annexation  [ ] Zoning Variance
- [ ] Rezoning  [ ] Land Division
- [ ] Conditional Use Permit  [ ] Planned Unit Development
Contact Joe Carroll at 608-348-9741 x 2235

_____ State Plan Review
Prior to obtaining a local 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
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. Private hydrants are subject to a monthly fire protection fee, which is based on the size of the water main. Contact Casey Pickel at 608-348-1828

_____ Design Review
Projects shall be reviewed by the Community Development Director 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. Contact Joe Carroll at 608-348-9741 x 2235.

_____ Public Sidewalks
Per Section 22.061, commercial 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.

_____ Covenant Committee Review
Projects located within the Platteville Industrial Park need to be reviewed by the covenant committee to determine compliance with the covenants. Contact Ela Kakde at 608-348-3050.

_____ Certificate of Appropriateness
Projects that are 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 building within the district. Contact Joe Carroll at 608-348-9741 x 2235 or Ric Riniker at 608-348-9741 x 2236.

_____ Storm Water Permit
Projects that involve site disturbance of more than 10,000 sq. ft. or that add more than 5,000 sq. ft. of impervious area will require a storm water permit. Contact Howard Crofoot at 608-348-9741 x 2240. Approval may be needed from the Wisconsin Department of Natural Resources for projects disturbing 1 acre or more.

_____ Driveway/ Curb Cut Permit
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 by the Director of Public Works. Contact Howard Crofoot at 608-348-9741 x 2240.

_____ Street Opening Permit
Projects that involve work in the street right-of-way require a permit from the Department of Public Works. Contact Howard Crofoot at 608-348-9741 x 2240.
Filling/Excavating and Erosion Control Permit
Land disturbing construction activities require a permit and must follow the best management practices included in Chapters 46 and 47 of the Municipal Code. Contact Howard Crofoot at 608-348-9741 x 2240 or Ric Riniker at 608-348-9741 x 2236.

Utility Connection Approval
The developer of any project that involves the connection to City water or sanitary sewer mains should contact Howard Crofoot at 608-348-9741 x 2240 (DPW) or Irv Lupee at 608-348-9741 x 2248 (Water Utility). Projects that require a private hydrant or other fire protection may be subject to a monthly fire protection fee, which is based on the size of the water main.

Building Permits
Building plans shall be submitted and permits shall be obtained prior to the start of construction. Contact Ric Riniker at 608-348-9741 x 2236.

- Erosion Control
- Site Filling
- Building Razing
- Signage
- Fire Suppression
- Plumbing
- HVAC
- Building
- Electrical
- Fire Detection

Park Impact Fees
Projects that include the addition of new housing units shall pay a park impact fee of $380 per housing unit created. The fees shall be paid at the time the building permit is obtained. Contact Ric Riniker at 608-348-9741 x 2236.

Schedule Building Inspections
(a) Required Inspections. Pursuant to the provisions of the adopted codes, 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 per COMM 82.
5. Rough framing.
6. Mechanicals, including plumbing, electrical, and HVAC ductwork and/or venting before application of sheetrock or other material.
7. Completed wall insulation.
8. Fire suppression and smoke/fire monitoring systems.
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 applicable local or state inspector, either orally or in writing, that work is ready for one or more of the required inspections. Once notified that an inspection is required, the applicable inspector shall have 48 hours to conduct the inspection, excluding Saturdays, Sundays and holidays. If the inspection is not made within 48 hours, work may proceed.

(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 the 48-hour notification period has expired. Inspector approval is required for cover-up anytime during the 48-hour notification period. If any work is covered before the required inspection is completed, 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.

Occupancy Permit
An occupancy permit shall be obtained at the completion of construction, and prior to occupying the building. Contact Ric Riniker at 608-348-9741 x 2236.