



This form is required to be submitted by the supervising design professional, licensed under Wisconsin State Statute 443, observing construction of projects within buildings with total volume of 50,000 cubic feet or greater and bleachers (SPS 361.40). Failure to submit this form may result in penalties as specified in SPS 361.23 and/or local ordinances. This form must be submitted prior to the plan approval expiration date or another submittal may be required.

General Instructions: Prior to the initial occupancy of new buildings or additions and the final occupancy of altered existing buildings, submit this completed and signed form to **the municipal building inspection office.**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

1. PROJECT INFORMATION: Please fill in the following with information from your plan approval letter.

Project Name _____

Site location (number & street) _____

City Village Town of _____ County of _____

2. PURPOSE OF THIS STATEMENT: (Check Box A, B, C, or D to indicate purpose and complete any other applicable boxes and information. **Attach additional pages if necessary.**)

Check those which apply: Building Project HVAC Project

Partial Completion _____
Description of Portion Completed

A) Statement of Substantial Compliance

To the best of my knowledge, belief, and based on onsite observation, construction of the following building and/or HVAC items applicable to this project have been completed in substantial compliance with the approved plans and specifications.

BUILDING/LIGHTING ITEMS

- 1. Structural system including submittal and erection of all building components (trusses, precast, metal building, etc.)
- 2. Fire protection systems (sprinklers, alarms, smoke detectors) designed, installed, and tested (including forward flow on back flow devices) by appropriately registered professionals
- 3. Shaft and stairway enclosure
- 4. Exits including exit and directional lights
- 5. Fire-resistive construction, enclosure of hazards, fire walls, labeled doors, class of construction, fire stopped penetrations
- 6. Sanitation system (toilets, sinks, drinking facilities)
- 7. Barrier-free including SPS 318 elevators and lifts
- 8. Energy envelope requirements
- 9. All conditions of building plan approval and applicable variances

- 10. Exterior lighting & control requirements
- 11. Interior lighting & control requirements
- 12. All conditions of lighting plan approval and applicable variances

HVAC ITEMS

- 1. HVAC system including final test
- 2. All conditions of HVAC plan approval and applicable variances

The following items are not in compliance and must be addressed: _____

B) Statement of Noncompliance

Due to the following listed violations, this project is not ready for occupancy: _____

C) Supervising Professional Withdrawn From Project

Use A or B above to indicate project status as of this date.

Provide the building official with a new letter of supervision for who is taking over as the design professional of record for the project.

D) Project Abandoned

3. SUPERVISING PROFESSIONAL SIGNATURE FOR:

Building HVAC _____ Date _____
Name (please print or type)

Phone number _____ Email Address _____ Signature _____