



For submission of any plan or variance, applicants may electronically submit directly to us on our website at eplanexam.com/submit-a-project. Fees must be made payable to the “E-Plan Exam”. For more information regarding fee payments and payment options or any general questions, please contact us at info@eplanexam.com and we will gladly help!

This form must be used for the submission of all Projects requiring Variance review.

1. Variance Type (Check all that apply):

- New Construction Addition
- Alteration Existing Structure
- Commercial Building Variance
- Commercial HVAC Variance
- Commercial Fire Suppression Variance
- Commercial Fire Alarm Variance

2. Facility Information

Facility (Building Name):			
Number & Street:			
Municipality:	City	Village	Town
County:			
Taxkey:			

3. Owner Information

Name:	
Company Name:	
Legal Mailing Address:	
City, State, Zip Code:	
Telephone Number:	
Email Address:	

4. Designer Information

Name:	
Design Firm:	
Legal Mailing Address:	
City, State, Zip Code:	
Contact Person:	
Telephone Number:	
Email Address:	
License Number:	

License Type:	Registered Architect	Professional Engineer	Registered Designer
---------------	----------------------	-----------------------	---------------------

5. Project & Plan Status Information

Plan submitted with petition Plan review:			
Plan will be submitted after petition determination:			
Revision/Update to previous petition:			
E-Plan Exam or DSPPS Application Number:			
Was a plan review already done? (Please enclose a copy of review letter):	Approved	RFI Hold	Denied
What trade(s) were reviewed?:	Bldg	HVAC	F. Alarm F. Sprink

6. State the code section being petitioned AND the specific condition or issue you are requesting be covered under this petition for variance.

7. State your proposed means and rationale of providing equivalent degree of health, safety, or welfare as addressed by the code section petitioned.

10. Verification by Owner

Note: Petitioner must be the owner of the building or system or credential applicant for a SPS 305 petition. Tenants, agents, designers, contractors, attorneys, etc., shall not sign petition unless Power of Attorney is submitted with the Petition for Variance Application.

I state, as petitioner, that I have read the foregoing petition and I believe it is true and that I have significant ownership rights to the subject building or project.

Petitioner's Signature:	
-------------------------	--

Make Checks Payable to:	E-PLAN EXAM
Fees Owed:	\$2,000.00

Complete remainder of form for variance from SPS 361-366.

Any variance for anything other than SPS 361-366 must be submitted to the State of Wisconsin Department of Safety and Professional Services.

11. Fire Department Position Statement:

To be completed for fire or life-safety related variances requested from SPS 361-366 and other fire-related requirements.

I have read the application for variance and recommend:

Approval

Conditional Approval

Denial

No Comment

Explanation for recommendation including any conflicts with local rules and regulations and suggested conditions:

Fire Department Name and Address:

Name of Fire Chief or Designee:

Signature of Fire Chief or Designee:

Date Signed:

Telephone Number:

12. Local Government Inspection Recommendation

To be completed for variances requested from SPS 361-366.

I have read the application for variance and recommend:

Approval

Conditional Approval

Denial

No Comment

Explanation for recommendation including any conflicts with local rules and regulations and suggested conditions

Local Government Inspection Department:

Name of Building Official (type or print):

Signature of Building Official:

Date Signed:

Telephone Number:

Petition for Variance Information and General Instructions SPS 303

This Petition for Variance may only be submitted to E-Plan Exam when the community where the variance is being sought has been granted special delegation by the State of Wisconsin Department of Safety and Professional Services (DSPS) to review at the local level. If you are unsure if the Community you are seeking to apply with has been granted such authority, please reach out to DSPS or E-Plan Exam so we can verify prior to application.

In instances where exact compliance with a particular code requirement cannot be met or alternative designs are desired, the petition for variance process allows for the department to review and consider acceptance of alternatives which are not in strict conformance with the letter of the code, but which meet the spirit and intent of the code. **A variance is not a waiver from a code requirement.** The petitioner must **provide an equivalency which meets the intent** of the code section petitioned to obtain a variance. Documentation of the rationale for the equivalency is required. Failure to provide adequate information may delay a decision on the petition. Pictures, sketches, and plans may be submitted to support equivalency. If the proposed equivalency does not adequately safeguard the health, safety, and welfare of building occupants, frequenters, firefighters, etc., the variance request will be denied.

NOTE: A SEPARATE PETITION IS REQUIRED FOR EACH BUILDING AND EACH CODE ISSUE PETITIONED (i.e., window issue cannot be processed on the same petition as stair issue). It should be noted that a petition for variance does not take the place of any required plan review submittal.

We are unable to process petitions for variance that are not complete in full. Before submitting the application, the following items should be checked for completeness:

- Petitioner's name (typed or printed), Petitioner's signature, and Proper Fee Payment
- The application must be signed by the owner of the building or system unless a Power of Attorney is submitted.
- Analysis to establish equivalency, including any pictures, illustrations, or sketches of the existing and proposed conditions to clearly convey your proposal to the reviewer.
- Any required position statements by fire chief or municipal official

A position statement from the chief of the local fire department is required for fire or life-safety issues. No fire department position statement is required for topics such as energy conservation. Submit a municipal building inspection department position for SPS 361-366 commercial building plan review is by the municipality or orders are written on the building under construction. (Submit a copy of the orders.)

Position statements must be completed and signed by the appropriate fire chief, local government enforcement official or state agency designee. All signatures from municipal officials will be verified.

Except for special cases, a determination on a petition will occur for variance within 30 business days of the scheduled review date, provided all calculations, documents, and fees required for the review have been received.

Any variance for anything other than SPS 361-366 must be submitted to the State of Wisconsin Department of Safety and Professional Services.