

**City of Waukesha, Wisconsin**

**Ordinance No. 2026 - 8**

---

**An Ordinance Amending Section 16.031  
of the Building Code and Sections 19.12 and 19.17 of the Plumbing Code  
Pertaining to Plan Review of Commercial Construction**

---

The Common Council of the City of Waukesha do ordain as follows:

**Section 1.** Section 16.031(6) of the Waukesha Municipal Code is hereby created to read as follows:

**16.031 Miscellaneous Permit Application Requirements**

...

6. **COMMERCIAL PLAN REVIEW.** The City shall engage in commercial plan review as part of its responsibilities as a Delegated Agent Municipality under Wisconsin Administrative Code SPS §361.60 and Designated Agent Municipality under SPS §382.20. Commercial plan review shall be performed by the City's designated plan review consultant. Permit applicants for projects governed by Wis. Admin. Code SPS chapters 361-366 shall comply with the following.
  - a. Drawings, specifications, and calculations shall be submitted to the City's designated plan review consultant for plan review of the following projects, unless exempted under Wis. Admin. Code SPS 361.30:
    1. Construction of a new building or structure.
    2. An addition to a building, structure, or building system such as a fire protection system; heating, ventilation, or air conditioning system; or plumbing system.
    3. An alteration to an existing building, structure, or building system, including the replacement of equipment or fixtures within those systems.
    4. Plumbing projects when required by Wis. Admin. Code SPS §382.20.
    5. Any other project required by Wis. Admin. Code SPS §361.30 or SPS chapter 382 to undergo plan review.

- b. Persons required to submit drawings, specifications, and calculations under sub. (a) of this subsection shall submit the following:
  - 1. A building permit application.
  - 2. An application for plan review using the State of Wisconsin form or municipal equivalent that comports with the project type (Building, HVAC, Plumbing, or Fire Protection) being reviewed.
  - 3. One complete electronic set of signed and sealed plans in compliance with Wis. Admin. Code SPS §361.31 or SPS chapter 382, including:
    - A. One set of specifications.
    - B. Component and system plans.
    - C. Calculations showing code compliance.
    - D. Any other trade-specific or project-specific applications, trade specific supplemental information, reports, or other supporting project-specific documentation, including but not limited to soil reports, energy conservation compliance reports, grade plan work sheets, water calculations, and plumbing isometrics.
    - E. If the project includes plumbing work involving 10 or more plumbing fixtures, the plumbing fixtures shall be shown on the signed and sealed plans and sufficient information provided to allow the City's designated plan review consultant to verify they comply with all applicable requirements in Wis. Admin. Code SPS chapters 361-366 and 382.
  - 4. Payment of applicable plan review fees set forth in the Fee Schedule published and maintained in accordance with section 16.07 of this Municipal Code.
- c. The City's designated plan review consultant may require additional information, clarification, or revisions as reasonably necessary to complete the review. Plans and specifications submitted under this section shall be deemed incomplete if they do not contain sufficient information to allow the designated plan review consultant to determine compliance with Wis. Admin. Code SPS Chapters 361-366 and this Chapter.
- d. After a plan submitted under sub. (6)(b) of this section is approved, the permit applicant shall submit to the City one electronic copy bearing the official approval stamp of either the Wisconsin Department of Safety and Professional Services or the City's delegated plan review consultant prior to issuance of the associated building permit.
- e. All work described in an approved plan shall be completed in accordance with said plan and specifications.

- f. This subsection (6) is intended to be consistent with Chapters 101 and 145 of the Wisconsin Statutes and strictly conform to Wis. Admin. Code SPS Chapters 361-366, and shall not be interpreted to establish standards or plan review requirements that are more stringent than those authorized by state law.

**Section 2.** Section 19.12 of the Waukesha Municipal Code is hereby amended to read as follows:

### **19.12 Plumbing Work By Owner**

A property owner may do plumbing work on a single family residence owned and occupied as a permanent residence without being licensed. Such owner must take out a permit and all installations will be submitted to inspection and approved by the Plumbing Inspector. The work authorized under this section is subject to the following limitations and conditions:

1. The owner, and no one else, may only place the following fixtures: toilets, sinks, faucets, sump pumps, hose bibs, shower stalls, bathtubs, laundry sinks, dishwashers, garbage disposals, and refrigerator water lines.
2. The owner may not relocate fixtures or relocate, alter, remove, or add to existing drains, vents, or water lines.
3. All plumbing work done by the owner shall comply with the Wisconsin Uniform Plumbing Code.

**Section 3.** Section 19.17(2) of the Waukesha Municipal Code is hereby amended to read as follows:

### **19.17 Plumbing Permits**

...

2. ISSUANCE OF PERMITS. Permits shall be issued by the Community Development Department upon the filing of a proper application specifying the nature of the work as well as such other information as may be required for inspection. Plumbing permits, except as permitted in §19.12 of this Plumbing Code, shall be issued only to master plumbers. Plumbing permits for projects subject to commercial plan review under subsection 16.031(6) of this Municipal Code or which otherwise require submission of plans and specifications under SPS §382.20 shall not be issued until the City's designated plan review consultant approves the associated plan documents and the permit otherwise complies with all requirements of this chapter.

**Section 3.** This ordinance shall take effect the day after publication.

Passed the 1st day of September, 2026.

---

Alicia Halvensleben, Mayor

---

Attest: Katie Panella, City Clerk