



Engineers • Consultants • Inspectors

Overview: General Engineering (GEC) provides Commercial Plan Review services to a variety of municipalities across the state of Wisconsin. This guide provides some information as you prepare to submit your project for plan review by GEC.

What should I gather prior to submitting my plan review request?:

- Review the following WI DSPS Plan Review submittal checklists:
 - Building: <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/BuildingChecklist2015ICC.pdf>
 - HVAC: <https://dsps.wi.gov/Documents/Programs/CommercialBuildings/HVACChecklist2015ICC.pdf>
- Gather all required documentation in electronic format – we no longer require printed plans
- Complete SBD-118 and have electronic copy

How do I submit my plan review request?:

- Email the required documentation to: GECPlanReview@generalengineering.net
- Attach all required documentation and completed SBD-118 form

What happens next?:

- We will review your request within 2 business days, first verifying we have all required documentation
- We will email you an invoice.
- Make payment by check to: General Engineering Company (Also, note plan review number we provide on the MEMO line of your check.)

You can mail to:

General Engineering Company
PO Box 340
Portage, WI 53901

You can deliver to:

General Engineering Company
916 Silver Lake Rd.
Portage, WI 53901

- Once we receive payment, we will schedule your plan review. We target to complete plan reviews within 10 business days following confirmation of payment.
- When we have completed the plan review, you will be notified via email with the results.

What if I have questions about the plan review or process?

- Email us at: GECPlanReview@generalengineering.net

Resources:

- WI DSPS Plan Review website: <https://dsps.wi.gov/Pages/Programs/PlanReview/Default.aspx>
- SBD-118: <https://dsps.wi.gov/Documents/Programs/HVAC/SBD118.pdf>

Portage

Black River Falls

La Crosse

