



Diocese of Madison  
**Construction Project Application (Stage 1)**

*Instructions*

All projects begin with filling out the Stage 1 Application, which collects the basic information about the project for the Diocesan Building Commission, and helps determine next steps.

Small projects may be eligible for the Simple Approval process.<sup>1</sup>

Medium-sized projects can usually be handled with an Administrative Approval process.<sup>2</sup>

*About 75% of the projects in the diocese fall into one of these two categories.*

Large projects, or projects that impact liturgical space or historical buildings, will be reviewed by the Diocesan Building Commission.

**Please be prepared to answer the following questions** when completing the Stage 1 Application online form:

1. Project Point of Contact Name, Phone number, and email.
2. Project Name, Description, and Address
3. Whether the project impacts liturgical space, a historical building, a handicap access system, the exterior of the building, or any Life Safety element of the building. *Experience with ADA guidelines and the 2015 International Building Code is important for judging questions about handicap access systems and Life Safety elements.*
4. Estimated cost
5. Whether you will need to fundraise or take out a loan

*Next Steps*

**After submitting** the online form, you will receive a confirmation email, and within a few business days the diocese will issue a project ID number and outline your next steps.

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<sup>1</sup> In general, small projects cost less than \$20,000 and do not impact liturgical space or historical buildings.

<sup>2</sup> In general, medium sized project cost between \$20,000 and \$75,000 and do not impact liturgical space or historical buildings.