



Using the internet to check the status of your occupancy application

The City of Milwaukee requires an occupancy certificate as a way to ensure that a particular space meets the building and zoning code regulations for a particular property. The certificate is issued after inspectors visit and approve the space. If you have been told to file an appeal with the Board of Zoning Appeals (BOZA), the certificate is issued after inspectors visit and approve the space AND after BOZA approves your appeal.

Here are instructions for checking the progress of the inspections and Board of Zoning Appeals action.

Checking the progress of inspections

Open the Development Center's web site (www.mkedcd.org/build). Click on the button named "permit and violation records."

Development Center



- Electrical and plumbing permit applications via the internet
- Quick reference: Does it need a permit?
- Homeowner information topics & applications
- All customer information topics & applications
- Permit & violation records
- Temas de información para el cliente
- What's the zoning of a property?
- Check plan review status
- Check land division status
- Is the property in a flood plain?
- Zoning & parcel information by address
- Map Milwaukee



On the "permit and violation records" page, click the highlighted words in the first paragraph.

Permit and violation records

The status of permits and violations for a single address is available on the building permit and violation website maintained by the City's Department of Neighborhood Services. The website also has information on any code violations and complaints at each property.



You will be connected to the permit database maintained by the Department of Neighborhood Services. Fill in the address in the blanks. Click "submit."



**City of Milwaukee
Neighborhood Services
System**

Single Address Search Criteria

House#	<input type="text"/>
Street Direction	<input type="text" value="n"/>
Street Name:	<input type="text"/>
Street Type:	<input type="text" value="st"/>

[Help using Single Address Search](#)

IMPORTANT TIP

If you are checking an occupancy application for a building that has multiple addresses, enter the lowest number in the address series. For example, if the building has addresses of 901, 903, and 905 W. Main St., enter 901 W. Main. Use this address even if the address of your building is 903 W. Main St. If this does not work, click on "Help using single address search" for further instructions.

When you click "submit," you'll see a screen that looks like this. Click on the word "view" in the "permits" column.

Property List		Street: S 2ND ST From:524 Thru:0				
Taxkey	Address	Ownership	Violations	Srv Requests	Permits	
428-0419-000	524-24 S 2ND ST	View	View	View	View	

All the permits that have been taken out for your building in the last few years will appear. The most recent permits are at the top of the list. Click on the number of your occupancy application.

**City of Milwaukee
Neighborhood Services System**

Permit History		Address: 524 S 2ND ST Taxkey: 428-0419-000					
Curr Distr	Section	Permit Description	Permit #	Permit Date	Current Status	Final	Last Status
Mult	Multiple	Occupancy	486772	09/30/02	Multiple	No	00/00/00
002	Plumbing/Sprinkler	Fire Supression & Sprinkler	424479	01/05/01	Closed	Yes	02/27/01
005	Electrical/Electrical	Electrical-Alteration	410832	07/25/00	Closed	Yes	10/15/01
Mult	Multiple	Occupancy	69964	07/03/00	Multiple	Yes	09/14/00

You'll see a screen that displays information about the permit. Scroll down until you see the list of inspections required for the occupancy certificate.

Permit History

Section	Date	Status
Construction/Boiler	09/30/2002	0 Open
Construction/Construction	09/30/2002	0 Open
Electrical/Electrical	09/30/2002	0 Open
Electrical/Elevator	09/30/2002	0 Open
Plumbing/Plumbing	09/30/2002	0 Open
Plumbing/Sprinkler	09/30/2002	0 Open
/DCD/Development	09/30/2002	0 Open

Note the “status” column. A “0” means the inspection is still open – either because the inspection has not been done, the inspector requires additional work and re-inspection, or information about the inspection has not yet been entered into the database. If an inspector told you that an inspection was approved, yet the status code remains “0,” please call the inspection office for clarification.

Construction/Boiler (414) 286-2514
Electrical/Elevator (414) 286-2532
Plumbing/Sprinkler (414) 286-3361

A “C” means the inspection has been approved and closed. A “7” means that particular inspection is not required. A “2” means the permit has been cancelled. A “4” means the inspection was approved, pending action by the Board of Zoning Appeals.

The occupancy certificate will be issued when all entries on the status report except the bottom line (/DCD/Development) read “C” or “7.” The status on the bottom line is changed to “C” once the certificate has been printed and mailed to you. If all the status codes except the bottom line read “C” or “7,” and you want to find out when the certificate will be mailed, please call the Development Center’s occupancy specialist at (414) 286-8316.

Checking the progress of your BOZA case

The Board of Zoning Appeals web site is found at www.mkedcd.org/boza. Open the site and click “online database.” Enter your address or BOZA case number, and click “search database.” A case summary will display, indicating the status of the appeal.

The following records meet your search criteria. To view a record, please click on the case number.

Case No.	Address	Proposed Use	Applicant	Date Filed	Status
24504	1206 W. Layton Av.	Church	Covenant Apostolic Church	9/5/2002	Pending

As long as the status reads “pending,” the certificate of occupancy will not be issued. Once the status changes to “heard and decided,” the certificate is issued if BOZA approved the appeal and if all inspections have been approved.