



Denial of occupancy certificate – what happens next?

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An occupancy certificate is issued when a property meets both building and zoning code requirements. If your occupancy certificate is denied due to zoning code requirements, you may appeal the denial to the Board of Zoning Appeals (BOZA).

If inspections are required, you must have the property inspected to verify it meets the building code for your business.

You must **complete the certificate of occupancy application and pay the required fee before you may schedule the plumbing, electrical and construction inspections.** You may have your property inspected while your zoning appeal is in process, or you may wait until it is completed. In either case, you must file the certificate of occupancy application prior to having the property inspected.

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Zoning Appeal:

Appeal the denial of the occupancy certificate by filing an application package at the Board of Zoning Appeals office. The initial cost for this appeal is \$100.

If the application is complete, the Board of Zoning Appeals will schedule a public hearing on your appeal. The remainder of the appeals fee is due at this point.

The Board of Zoning Appeals must grant your appeal before you may open your business. If the Board does not grant your appeal, you cannot open.

Inspections:

File an Occupancy Certificate application at the Development Center. Cost is \$175 for spaces up to 10,000 s.f.; \$375 for spaces larger than 10,000 s.f.

After the occupancy application fee is paid, you may schedule inspections of your property to ensure it meets the building code.

The property must pass any required inspections before you may open your business. If the inspectors find problems, you must correct them and have the property reinspected before you open for business.