

Please complete a separate application for each address. Return application with fee to:

Milwaukee Development Center
 809 N. Broadway
 1st floor
 Milwaukee, Wisconsin
 53202-3617
www.mkedcd.org/build
 Phone: (414) 286-8211
 Fax: (414) 286-0232

City of
Milwaukee
 Development Center



Application for Certificate of Occupancy

Applicant: Please fill out portion above heavy black line.

Location (Exact street address)		Business name	
Proposed use		Current use (or previous use if vacant)	
What part of the building will you occupy?	How much space?	Is space now vacant?	How long has it been vacant?
		Yes No	
Applicant		Owner	
Additional contact			
Name			
Firm name			
Address			
City/state/zip			
Phone			
Fax			
Mail certificate to (check one):		Applicant	Owner
Who will meet the inspector at the property? (check one)		Applicant	Owner
			Additional contact
			Additional contact

The undersigned hereby attests to the above information as accurately describing the premises and proposed occupancy to the best of his/her knowledge and that he/she has the permission of the owner(s) or agent to make this application and allow all necessary inspections of the premises. Any falsification or misinformation may result in enforcement of penalties prescribed in the Milwaukee Code of Ordinances. The undersigned understands that completion of this form does not allow occupancy of the premises.

 Signature of applicant

 Date

Application check			Inspection schedule
Zoning:	295 citation	COMM	CT:
<input type="checkbox"/> Use requires BOZA approval.	<input type="checkbox"/> Special use	<input type="checkbox"/> Variance	<input type="checkbox"/> Inspections have been scheduled as follows:
Granted: _____	Expires: _____	Case # _____	
<input type="checkbox"/> Capacity placard required.	<input type="checkbox"/> Capacity calculation required.	Date: _____	
<input type="checkbox"/> Property has a boiler.	<input type="checkbox"/> Property has an elevator.	Day: M T W Th F	
Certificate type (select one)			<input type="checkbox"/> Morning (9:30-11:30 a.m.)
<input type="checkbox"/> 805 Condo unit, 10,000 SF or less -- \$50	<input type="checkbox"/> 805 Condo unit, > 10,000 SF -- \$100	<input type="checkbox"/> Afternoon (1-3 p.m.)	
<input type="checkbox"/> 805 New construction, 10,000 SF or less --\$75	<input type="checkbox"/> 805 New construction, > 10,000 SF --\$125	<input type="checkbox"/> Call between 7:30 and 9 a.m. to schedule inspections: Construction inspection (414-286-2513) Electrical inspection (414-286-2532) Plumbing/sprinkler inspection (414-286-3361)	
<input type="checkbox"/> 810 All inspections, 10,000 SF or less --\$200	<input type="checkbox"/> 810 All inspections, > 10,000 SF -- \$400		
<input type="checkbox"/> 815 No inspections -- \$75	<input type="checkbox"/> 816 Plumbing inspection only -- \$125		
<input type="checkbox"/> 820 No inspections, needs BOZA OK -- \$75	<input type="checkbox"/> 815 Live/work unit -- \$25		
<input type="checkbox"/> 850 Name change/duplicate -- \$50			
Checked by:			
Certificate #	Date issued	Cancelled	