



# Residential properties -- change of ownership

809 N. Broadway, 1<sup>st</sup> Floor / Milwaukee, WI 53202-3617 / 414-286-8211

Several City requirements take effect whenever residential property is sold to a new owner. This information sheet provides detail on such requirements for both one-and two-family homes and existing apartment buildings.

## **Certificate of occupancy**

The City of Milwaukee does not require that a purchaser take out a new Certificate of Occupancy when buying existing multi-family apartment buildings or one and two family buildings. As a result, no occupancy inspections are required at the time of sale.

However, in the case of all newly constructed, never occupied structures, a Certificate of Occupancy is required to allow the initial occupancy of the building. Apply for a Certificate of Occupancy at the Milwaukee Development Center, 1<sup>st</sup> floor, 809 N. Broadway, or call (414) 286-8207, to have the application sent to you.

A new Certificate of Occupancy also is required when a commercial building is purchased, or when a new occupant uses all or part of a building. At that time, applicable zoning restrictions will be identified, and, in some situations, inspections are required.

## **Annual fire safety inspections**

Apartment buildings are inspected yearly for basic fire safety compliance, just as commercial buildings are inspected. The Department of Neighborhood Services conducts these inspections. This division can be reached at (414) 286-2268.

## **Property recording**

The purchaser of an apartment building or any non-owner occupied one or two family building is required to register the new ownership with the Property Recording Program. The Department of Neighborhood Services administers this program.

This program is designed to keep administrative records current on ownership of properties, but does not involve an inspection of the property or building. The Property Recording Program can be contacted by telephone at 286-8569 in order to begin this process or answer any questions.

## **Code compliance**

The City's Code Compliance program requires that many one- and two-family buildings receive a code compliance certificate when property is sold. Requirements vary by neighborhood. Inspections are conducted before the certificate is granted.

It is the duty of the seller to inform prospective buyers about this requirement, and it is the responsibility of the buyer to obtain the certificate. To learn more about code compliance requirements for a specific property, call the Department of Neighborhood Services at (414) 286-3838.

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