



Commercial Building Alterations

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

The City of Milwaukee is a Wisconsin certified first class municipality. This means that City government has assumed the responsibility of reviewing plans for all commercial construction projects. The plan examiners review the plans for substantial compliance with the International Code Family, in particular for alterations, the International Existing Building Code, as adopted and amended by the State of Wisconsin, as well as the municipal Building and Zoning Code of Ordinances. Once the plans have been reviewed and approved, the construction permit will be prepared for issuance.

Submitting plans for review

The Milwaukee Development Center schedules appointments for plan submittal. During the appointment, a plan examiner checks applicable zoning issues and checks the documents to make sure they are complete. Depending on the scope of the project, many alteration plans may be reviewed and approved, and a permit for the work may be issued during the appointment.

To schedule an appointment for plan submittal, call the Development Center at 286-8210.

Submittal requirements

The following items must be submitted for plan review:

- Four (4) sets of construction documents. Plans must be prepared and stamped by a registered design professional if the volume of the building in which the alteration occurs is 50,000 cubic feet or more. The stamp must be an original "wet" stamp with the signature of the design professional.
- The Certificate of Supervision of the design professional if the volume of the building in which the alteration occurs is 50,000 cubic feet or more.
- One copy of specifications.

- One copy of structural calculations, stamped and signed by the design professional who prepared them.
- Energy worksheets as required by Chapter COMM 63 of the state building code for the envelope of the building.
- [IBC plan review worksheets](#), as applicable, which can be found in the IBC plan submittal kit. Log on to www.mkedcd.org/build. Locate the IBC plan submittal kit by selecting the *All Customer Information Topics and Applications* area.
- Plan examination fees. (See [fee schedule](#).)

An incomplete submittal may delay the plan review process.

The permit

During the plan review, the plan examiner will complete the permit application and, in most cases, produce a plan review letter citing the significant code issues that may not have been adequately addressed on the construction documents.

When the plan review is completed, the Development Center will contact the applicant and told that the permit is ready. The applicant also will be informed of the permit fee. The applicant may sign the permit application, pick up the approved plans, and pay the fee from 7:30 a.m. to 4:30 p.m. Monday through Friday at the Development Center. If the review is completed during the appointment, the applicant may obtain the permit at that time or have it held for later pick up by another individual.

Quick Facts

Application fee: See fee schedule
Approval by: Plan examination staff
Review and approval time: 15 working days
For more information: (414) 286-8210

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