

Please complete a separate application for each address. Return application with fee to:
 Milwaukee Development Center
 809 N. Broadway
 Milwaukee, Wisconsin
 53202-3617
www.milwaukee.gov/build
 Phone: (414) 286-8210
 Fax: (414) 286-0232



Application for Certificate of Occupancy

*Add 1.4% IT/Training Surcharge to fee.
 *Add \$5.00 Processing Fee.

Applicant: Please fill out portion above heavy black line.

Location (Exact street address)		Business name (Match license name when applicable)	
Proposed use		Current use (or previous use if vacant)	
Licensing			
Are you applying for a license from the City Clerk? <input type="checkbox"/> Yes <input type="checkbox"/> No		Which license type:	
What part of the building will you occupy?	How much space?	Is space now vacant?	How long has it been vacant?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant		Owner	
Tenant			
Name	Name	Name	
Firm Name	Firm Name	Firm Name	
Address	Address	Address	
City/State/Zip	City/State/Zip	City/State/Zip	
Phone	Phone	Phone	
Email	Email	Email	
Mail certificate to (check one):		<input type="checkbox"/> Applicant	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner
Who will meet the inspector at the property? (check one)		<input type="checkbox"/> Applicant	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. 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 – Office Use Only			Inspection schedule
Zoning:	295 citation	ICC	<input type="checkbox"/> No inspections required. <input type="checkbox"/> Call between 7:30 and 9 a.m. to schedule inspections: Construction and boiler inspection (414-286-2513) Electrical inspection (414-286-2532) Plumbing/sprinkler inspection (414-286-3361)
<input type="checkbox"/> Use requires BOZA approval.	<input type="checkbox"/> Special use	<input type="checkbox"/> Variance	
Granted:	Expires:	Case #	
<input type="checkbox"/> Nonconforming Use	<input type="checkbox"/> Capacity calculation required.		
<input type="checkbox"/> Haz Mat Analysis	<input type="checkbox"/> Change of Use		
<input type="checkbox"/> Property has a boiler / sprinkler / elevator / fire suppression / kitchen hood			
Comments:			
Certificate type (*Total fee in () includes 1.4% surcharge and \$5.00 processing fee)			
<input type="checkbox"/> 805 Condo Unit <10,000 SF - \$50 (\$55.70)	<input type="checkbox"/> 805 New Constr > 10,000 SF - \$125 (\$131.75)		
<input type="checkbox"/> 805 New Constr <10,000 SF - \$75 (\$81.05)	<input type="checkbox"/> 810 All Insp > 10,000 SF - \$425 (\$435.95)		
<input type="checkbox"/> 810 All Insp <10,000 SF - \$225 (\$233.15)	<input type="checkbox"/> 816 Zoning Inspection - \$150 (\$157.10)		
<input type="checkbox"/> 815 No Inspection - \$75 (\$81.05)	<input type="checkbox"/> 850 Name Change /Duplicate - \$50 (\$55.70)		
<input type="checkbox"/> 820 No Inspection BOZA - \$75 (\$81.05)	<input type="checkbox"/>		
Checked by:			
Certificate #	Date issued	Cancelled	