



## Permit & Development Center

809 N. Broadway, Milwaukee, WI 53202 | (414) 286-8211 | [milwaukee.gov/permits](http://milwaukee.gov/permits) | [DevelopmentCenterInfo@milwaukee.gov](mailto:DevelopmentCenterInfo@milwaukee.gov)

Some construction projects can benefit from the issuance of a permit to allow work on the below-grade structure before the final building permit is issued. The City of Milwaukee calls such a permit a footing and foundation permit. This permit allows the contractor to proceed with excavation, foundations, and structural parts thereof, not higher than the first floor level. The issuance of a footing and foundation permit should not be construed as an approval of any other required permit or any use of the premises.

When such a permit is requested, a plan examiner reviews the plan for substantial compliance with the State and City building codes and the City zoning ordinance. The Department of Public Works reviews the plan to determine its impact on the City's infrastructure. If the project is located in a special district, such as a renewal or historic district, additional reviews are required.

For Residential units, a footing and foundation permit is required for new constructions only.

### Submitting plans for review

Plan submittal is done on an appointment basis. To set up an appointment, call (414) 286-8210.

### Submittal requirements

The following items must be provided for plan review. An incomplete submittal may delay the review.

1. Four sets of construction documents. Plans must be prepared and sealed by a design professional (a Wisconsin registered architect or engineer) if the volume of the proposed building is 50,000 cubic feet or more. That seal must be an original stamp and signature of the design professional on each set. An additional set of plans is required if the project requires Health Department review (such as restaurants or taverns), or if the project is located in a renewal, planned development, or historic district.
2. Seven copies of the plat of survey. The surveys should show the proposed improvements and have an original stamp and signature of the registered land surveyor who prepared them.
3. The letter of supervision of the design professional if the volume of the proposed building is 50,000 cubic feet or more.
4. One copy of specifications.
5. One copy of structural calculations stamped and signed by the design professional who prepared them.
6. Erosion control plans, completed worksheets, and the required deposit.
7. Every building project requires the International Building Code worksheets to be submitted. You can access information on which worksheets [here](#).
8. Before a footing and foundation permit can be issued, plumbing plans must be submitted to a plumbing plan reviewer in the Development Center. These plans need not be approved prior to the release of the building permit but they must be submitted.
9. Plan examination fees (see [fee schedule](#)).
10. A storm water management plan may be required if development, redevelopment, or subdivision of land 1 acre or larger is proposed, or, if a development will add ½ acre or more of impervious area.

### The permit

It is the goal of the Development center to issue a footing and foundation permit within three days of approval of the permit request by the Department of Public Works and any other agencies that must review the request. The applicant is notified that the permit is ready and told what the permit fee will be. The applicant should come to the Development Center to pick up the approved plans, sign the permit application, and pay the fee.