



Occupancy inspections

Once you have applied for a certificate of occupancy, most occupancy applications will require a team of inspectors to check the premises you wish to occupy. They will determine if there are building code violations that would endanger safety or health. The occupancy certificate cannot be issued until the inspections are completed.

There are some occupancy applications that will not require additional inspections – you may have to wait for a determination from the Board of Zoning Appeals before a certificate can be issued or in some cases the certificate may be issued immediately.

If inspections are required, you can make appointments for inspections by contacting the district inspectors. Inspectors are available by phone on weekdays early in the morning. Based on your application, you may need to contact:

- Construction inspection -- call 286-2513 from 7:30 to 9 a.m.
- Electrical inspection -- call 286-2532 from 7:30 to 9 a.m.
- Plumbing inspection -- call 286-3361 from 7 to 9 a.m.
- Zoning inspection – call 286-3522
- No inspections required.

It may be necessary to schedule additional inspections by boiler, hazardous, elevator and sprinkler inspectors. During the initial inspection, the district inspectors will determine the need for additional inspections.

Please be prepared for the inspectors when they visit.

- The applicant or his or her representative must accompany the inspectors.
- Provide keys to all areas of the space to be occupied, including the furnace, boiler, electric meter and water meter rooms.
- If inspectors need to visit space that is occupied by tenants, be sure to obtain the tenant's permission in advance.
- If the premise is protected by security personnel or has an alarm system, inform the security personnel or make arrangements to disarm the alarm system during the inspection.
- All mechanical systems (heating, lighting, hoods, sprinklers, plumbing, etc.) should be completely installed and operational before the inspection.

If you intend to sell, serve or process food or beverages, or if you intend to sell or manufacture any product or service, you may need additional permits or licenses. Check with the License Division of the Office of the City Clerk, (414) 286-2238.

After all inspections have been completed and approved, it will take at least three working days to process your occupancy certificate. The certificate will be mailed to you as soon as it is ready. If you wish to pick up your certificate in person, ***please call in advance*** to make sure it is ready. Call the Milwaukee Development Center, (414) 286-8207. The Development Center is located at 809 N. Broadway, 1st floor.

WARNING: OCCUPANCY OF THE PREMISES BEFORE APPROVAL OF THE OCCUPANCY CERTIFICATE MAY RESULT IN FINES OF \$150 TO \$5,000 PER DAY AND AN ORDER TO VACATE THE PREMISES PER SECT. 200-42-5 OF THE MILWAUKEE CODE OF ORDINANCES.

Record # _____