



Permit & Development Center

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1. Log into the Land Management System webpage at www.milwaukee.gov/LMS
2. Once logged in, select **Advanced Search > Search Records/Applications > Building** for the record that you wish to schedule your inspection for

The screenshot shows the LMS dashboard for user David Rhodes. The top navigation bar includes Home, Building, Development, Enforcement, Licenses, and Public Works. Below this is a secondary menu with Dashboard, My Records, My Account, and Advanced Search. The Advanced Search dropdown is open, showing options for Lookup Property Information, Search Records/Applications (selected), Building (highlighted), Development, Enforcement, Licenses, and Public Works. The main content area shows 'Hello, David Rhodes' and two empty sections: 'Saved in Cart (0)' with a 'View Cart' button, and 'My Collection (0)' with a message 'You do not have any collections right now.' There is also a message 'There are no items in your shopping cart right now.'

3. Search for the record by entering either an address, Record Number, or Parcel No. (tax key)

The screenshot shows the 'General Search' form. It includes a search type dropdown set to 'General Search'. There are two checkboxes: 'Search my records only' (unchecked) and 'Search All Records' (unchecked). The form has several input fields: 'Record Number:' (empty), 'Record Type:' (dropdown set to '--Select--'), 'Start Date:' (06/26/1991), 'End Date:' (06/19/2019), 'Street No.:' (841), 'Street Name:' (Broadway), 'Street Type:' (dropdown set to '--Select--'), 'City:', 'State:', and 'Zip:'. There is also a 'Parcel No.:' field. At the bottom, there is a link 'Search Additional Criteria' and two buttons: 'Search' and 'Clear'.

4. Select the record from the results list

5. Select [Record Info > Inspections](#)

The screenshot shows a web application interface with a navigation bar containing 'Home', 'Building', 'Development', 'Enforcement', 'Licenses', and 'Public Works'. Below the navigation bar are links for 'Create an Application' and 'Search Applications'. The main content area displays record information for 'Record COM-ALT-18-00958: Commercial Alteration Permit' with a status of 'Issued'. A dropdown menu is open under 'Record Info', showing options for 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Inspections'. The 'Inspections' option is highlighted. To the right of the dropdown, there is a 'Payments' dropdown and a 'Licensed Professional' section with contact information for Michael Krause. Below that is an 'Owner' section for the City of Milwaukee. At the bottom, there is a 'Project Description' and a 'More Details' link with a 'Copy Record' button.

6. Select [Schedule or Request an Inspection](#)

The screenshot shows the same web application interface as above, but with the 'Inspections' section expanded. The 'Record Info' dropdown is now closed. The 'Inspections' section is titled 'Inspections' and contains two sub-sections: 'Upcoming' and 'Completed (1)'. Under 'Upcoming', there is a link to 'Schedule or Request an Inspection' and a message stating 'You have not added any inspections. Click the link above to schedule or request one.' Under 'Completed (1)', there is one entry: 'Approved Framing Inspection (24665355)' with a result by 'John Cunningham' on '03/11/2019 at 12:59 PM'. A 'View Details' link is provided for this entry.

7. Choose an available date and time for the inspection

8. Select **Specify another person (for this inspection only)** to include the name and phone number of the person that the inspector will be meeting at the site

Schedule/Request an Inspection

Inspection type: *Online Inspection Request*

Location and Contact
Verify that the location is correct and add a contact person for the inspection.

Location
841 BROADWAY
MILWAUKEE WI 532023607

Contact

Select an existing contact
Matthew McNabney

Specify another person (for this inspection only)

* First Name: David Middle Name: * Last Name: Rhodes

* Phone Number: 414-286-2535

Continue Back Cancel

9. Select **Include Additional Notes** and state the inspection type you are requesting (framing, insulation, final, etc.) along with any other details that the inspector will need when meeting you at the site

Schedule/Request an Inspection

Confirm Your Selection
Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: Online Inspection Request
Date and Time: 6/27/2019 10:00 AM
Location: 841 BROADWAY
MILWAUKEE WI 532023607
Contact: David Rhodes 4142862535

Include Additional Notes
Optional Comments or Instructions for your Inspector:
I would like to request a Rough-Framing inspection. Please meet at the entrance doors along Broadway.

(Please include an alternate phone number if different from the contact information provided in your application.)

Finish Back Cancel

Next, click:

Finish

You can then validate that you have a scheduled inspection,
as it will show up under Inspections.

Home **Building** Development Enforcement Licenses Public Works

Create an Application Search Applications

Record COM-ALT-18-00958:
Commercial Alteration Permit
Record Status: Issued

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾

Inspections

Upcoming (1)
[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.
06/27/2019 at 10:00 AM Scheduled Online Inspection Request (25276094)
Inspector: John Cunningham [Actions ▾](#)

Completed (1)
Approved - 1
Approved Framing Inspection (24665355)
Result by: John Cunningham on 03/11/2019 at 12:59 PM [View Details](#)

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