



## Introduction

IEBC Chapter 10 chapter provides regulations for existing buildings and structures that undergo a change in occupancy classification, a change in the level of activity, or a change of use. It's important to highlight that a **change of occupancy** is not limited to a change in the occupancy classification. This chapter also addresses the code requirements associated when there is a change of use within the same occupancy classification.

**Note:** IBC Chapter 3 provides the criteria for classifying buildings and structures into different occupancy classifications.

## Definitions

**CHANGE OF OCCUPANCY.** Any of the following shall be considered as a change of occupancy where the current *International Building Code* requires a greater degree of safety, accessibility, structural strength, fire protection, means of egress, ventilation or sanitation than is existing in the current building or structure:

1. Any change in the occupancy classification of a building or structure.
2. Any change in the purpose of, or a change in the level of activity within, a building or structure.
3. A change of use.

**CHANGE OF USE.** A change in the use of a building or a portion of a building, within the same group classification, for which there is a change in application of the code requirements.

## Plan Review and Approval

When a change of occupancy is proposed to the entirety of, or to a portion of, a building or structure, plans shall be submitted to the City of Milwaukee for review in accordance with [SPS 361.03\(11\)](#) and [SPS 361.30](#). Plans will be evaluated for compliance with the requirements of chs. [SPS 361](#) to [366](#) for the new use prior to the issuance of a permit or the processing of an application for certificate of occupancy.

**Note:** [SPS 361.30](#) outlines specific exemptions to the plan requirement based on the size or use of the building.

**Note:** When it can be demonstrated that the new use does not change the level of activity or code requirements for the new use, plan review may be waived at the discretion of the Commissioner of Neighborhood Services.

## Signature Requirements

If a building, following construction of this project, contains more than 50,000 cubic feet in volume, construction documents submitted for plan review shall be prepared, signed, sealed and dated by a Wisconsin-registered engineer, architect, or designer in accordance with [SPS 361.31\(1\)](#), ch. [443](#), Stats., and s. [A-E 2.02](#).

Signatures and seals affixed to the plans shall be original. The design for registration seals shall be one of the approved in accordance with [A-E 2.02\(2\)](#).

**Note:** If more than one sheet is bound together in a volume, the credential holder who prepared or directed and controlled the preparation of the volume, may sign, seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound volume and if any other sheets which are prepared by or under the direction and control of another credential holder are signed, sealed and dated by the other credential holder.

## Supervision Requirements

Except for buildings that are less than 50,000 cubic feet in volume, the proposed construction of a project within the scope of chs. [SPS 361](#) to [366](#) shall be supervised by one or more Wisconsin registered architects or engineers.

The person responsible for supervision shall also be responsible for the construction and installation being in substantial compliance with the approved plans and specifications.

## General Content and Criteria

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Plans submitted for review for a change of occupancy shall comply with the following:

- Plans are dimensioned and drawn to a stated scale.
- Plans include existing floor plan(s) and proposed floor plan(s).
- The total building area and the total project area (change of occupancy area) are identified.
- The type of construction classification(s) of the building is identified.
- Existing and proposed occupancy classification(s) within the building are noted.
- Method of mixed-use occupancy separation (where applicable) is noted.
- Fire-resistance rated assemblies that separate occupancies, uses, fire areas, or buildings are shown.
- Fire Protection measures (i.e., sprinkler system, fire alarm system, standpipes, etc.) are identified.  
**Note:** An increased occupant load may trigger additional means of egress or fire protection requirements [SPS 366.1001(1)].
- Existing and proposed design occupant loads are noted.
- A life safety/code compliance plan is included that shows the means of egress (exit access, exits, and exit discharge), egress width(s), the common path of travel, and the total travel distance to exits.
- Number of vehicle parking space and the short-term & long-term bicycle spaces are calculated.

## Content and Information - Change of Use

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This is applicable when there is a change in use that does not involve a change of occupancy classification or a change to another group within an occupancy classification. Plans shall conform to the requirements of **IEBC Sections 1002 through 1010** regardless of whether alteration work is proposed or not. When alteration work is included in the scope, that work shall be classified in accordance with **IEBC Chapter 6**.

- Section 1002** - Special Use and Occupancy
- Section 1003** - Building Elements and Materials
- Section 1004** - Fire Protection
- Section 1005** - Means of Egress
- Section 1006** - Structural
- Section 1007** - Electrical
- Section 1008** - Mechanical
- Section 1009** - Plumbing
- Section 1010** - Other Requirements

## Content and Information - Change of Occupancy Classification or Group

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Where the occupancy classification of a building changes, the provisions of **Sections 1002 through 1011** shall apply. Including a change of occupancy classification and a change to another group within an occupancy classification.

- Section 1002** - Special Use and Occupancy
- Section 1003** - Building Elements and Materials
- Section 1004** - Fire Protection
- Section 1005** - Means of Egress
- Section 1006** - Structural
- Section 1007** - Electrical
- Section 1008** - Mechanical
- Section 1009** - Plumbing
- Section 1010** - Other Requirements
- Section 1011** - Change of Occupancy Classification
- IECC Section C505** - Change of Occupancy or Use

**Note:** Only applicable where there is an increase in demand for either fossil fuel or electrical energy [SPS 366.1001(2)].