



Permit & Development Center

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A separate review is required for new automatic sprinkler and related systems, additions to existing systems, and alterations to existing systems that involve 20 or more sprinkler heads. The plans for this portion of the project may be submitted at the time that the construction documents are submitted for review or at a later time. If the submittal is made with the construction review, the requirements indicated below are to be a separate package as different plan examiners may review them.

Plan Submittal

The plans may be submitted by mail or in person.

Submittal Requirements

The following is a comprehensive list of the items that must be submitted for the plan review:

1. Four (4) sets of Automatic Fire Sprinkler System plans. Plans must be prepared and sealed by a design professional, a Wisconsin registered architect, engineer, or designer. That seal must be an original stamp and signature of the design professional.

NOTE: The required plans must be the installation plans for the project. Sprinkler scope plans are not sufficiently detailed to be acceptable for review.

2. One (1) copy of hydraulic calculations stamped and signed by the design professional that prepared them.
3. Plan examination fees (see fee schedule) and a completed application form.

NOTE: An incomplete submittal may delay the review process.

The Permit

During the course of plan review, the plan examiner will produce a plan review letter citing the significant code issues that have not been adequately addressed on the construction documents. This letter will also indicate the amount of the permit fee. Unless the plans are an unusually large size, approved plans will be mailed to the applicant with the letter.

After receiving the review letter, the applicant completes the application for permit and submits it, along with the permit fee, to the Development Center for processing and permit issuance. If the review letter indicates the applicant should pick up the approved plans, he or she may do so during business normal hours.