



Permit & Development Center

809 N. Broadway, Milwaukee, WI 53202 | (414) 286-8210 | milwaukee.gov/permits | DevelopmentCenterInfo@milwaukee.gov

The Milwaukee Development Center's Plan Examiners review plans for compliance with the [State of Wisconsin's Uniform Dwelling Code](#) (UDC) as well as the municipal building and [zoning codes](#). Once the plans have been reviewed and approved, the construction permit will be prepared and issued.

Submitting plans for review

Plans may be submitted in person or by mail. Our address is:

Milwaukee Development Center
809 N Broadway, 1st Floor
Milwaukee, WI 53202-3617

Permits may be applied for through our online services portal at milwaukee.gov/lms. For new construction, the permit type Residential Construction New and for Additions choose Residential Construction Addition.

Submittal requirements

For plan review of a new one- or two-family home provide the following:

1. Seven (7) copies of a plat of survey in compliance with Milwaukee Code of Ordinances 200-26-c showing all required information, including the proposed construction, yard grades, and the front setback of adjacent houses used for determining the average front setback.
2. Four (4) sets of construction drawings. The drawings must be to a standard scale (1/8" scale or larger), and include the following elements:
 - a. Elevations
 - b. Foundation plan
 - c. Floor plans
 - d. Door and windows schedules.
 - e. Wall sections/footings/framing
 - f. Wall bracing information, including construction details, framing plans and worksheets.

3. Truss drawings and calculations, if applicable.
4. Fireplace specifications, if applicable.
5. Energy calculations. We recommend submitting this using [REScheck software](#). Choose the Wisconsin version of the software and send the completed and signed form.
6. Erosion control plan
7. Cost of the job (the actual cost of materials and labor to build the home, excluding HVAC, electrical, plumbing, and finishes)
8. Completed State of Wisconsin Uniform Building Permit form with all contractors and credential numbers listed (including subs).
9. Copies of the builder's required credentials.

A separate curb cut permit is required if the project involves the installation of a new curb cut or the relocation of an existing curb cut. Plans are reviewed to determine how the proposed curb cut interacts with the public way and traffic flow on the adjacent street. Submit the following items required for the curb cut review when you submit building plans:

- Five (5) sets site plans showing driveway size and location.

Provide the following items for plan review of an **addition to a one- or two-family home**:

1. Two (2) copies of a certified survey showing proposed construction
2. Two (2) sets of construction drawings, to scale (1/8" scale or larger). The drawings must include:
 - a. Elevations
 - b. Foundation plan
 - c. Floor plans
 - d. Door and windows schedules.
 - e. Wall sections/footings/framing

- f. Wall bracing information, including construction details, framing plans and worksheets.
3. Truss drawings and calculations if applicable
4. Cost of job (the actual cost of materials and labor to build the addition, excluding HVAC, electrical, plumbing, equipment, and finishes)

The plan review

During the plan review, the Plan Examiner will either produce a hold notice or complete the permit application and produce a plan review letter indicating a conditional approval noting code issues that must be addressed during construction.

If the plans are placed on hold for resubmittal, the review will resume once revised plans have been submitted.

After completion of the routing and review, the applicant is notified the permit is ready and what the cost for the permit will be. The applicant can pick up and pay for the permit at the front desk of the Development Center.

Posting the permit

The permit and property address must be posted at the property, either on the front wall of the building, or on a smooth board sign fastened to a post in the front yard.