



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.

The Uniform Dwelling Code (UDC) is available on the Internet:

[https://docs.legis.wisconsin.gov/code/index/index/t/uniform\\_dwelling\\_code](https://docs.legis.wisconsin.gov/code/index/index/t/uniform_dwelling_code).

The City of Milwaukee zoning ordinance is available on the Internet:

<http://city.milwaukee.gov/tableofcontents#czo>.

### Submitting plans for review

You can submit plans for review in person or by mail. Our address is:

Milwaukee Development Center – 1<sup>st</sup> floor  
809 N Broadway  
Milwaukee, WI 53202-3617

Plan Submittal questions can be directed to (414) 286-8210.

### Submittal requirements

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

- Seven copies of a certified survey showing the proposed construction and yard grades.
- Four (4) sets of construction drawings. The drawings must be to scale (1/8" scale or larger), and include the following elements:
  - Elevations
  - Floor plans
  - Wall sections/footings/framing
  - Wall bracing information
- Truss drawings and calculations, if applicable.
- Fireplace specifications, if applicable.
- Energy calculations. We recommend submitting this using REScheck software. It is available for free download at [www.energycodes.gov](http://www.energycodes.gov). Choose the Wisconsin version of the software.
- Erosion control plan
- Cost of the job (the actual cost of materials and labor to build the home, excluding HVAC, electrical, plumbing, and finishes)

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:

- 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**:

- Two copies of a certified survey showing proposed construction
- Two sets of construction drawings, to scale (1/8" scale or larger). The drawings must include:
  - Elevations
  - Floor plans
  - Wall sections/footings/framing
  - Wall bracing information
- Truss drawings and calculations if applicable
- 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 complete the permit application and produce a plan review letter indicating significant code issues that must be addressed during construction.

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.

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