

Record ID:	
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Once you have applied for a certificate of occupancy, most building use types will require a team of inspectors to check the premises you wish to occupy. They will determine if there are building code violations that would endanger safety or health. The occupancy certificate will not be issued until inspections are completed and approved.

There are some occupancy applications that will not require inspections. However, you may have to wait for a determination from the Board of Zoning Appeals (BOZA) before a certificate can be issued.

When inspections and BOZA are not required, the certificate may be issued immediately.

IF ALL INSPECTIONS ARE REQUIRED: contact the appropriate sections listed below, between 7:30 a.m. - 9 a.m., Monday through Friday, to schedule an appointment with the district inspector(s).

Construction Inspection	(414) 286-2513
Electrical Inspection	(414) 286-2532
Plumbing Inspection	(414) 286-3361
Boiler Inspection	(414) 286-2561
Elevator Inspection	(414) 286-2532
Sprinkler Inspection	(414) 286-2514

Note: Even if the facility does not have a boiler, elevator, or fire sprinkler system, you will need to call those sections. They will confirm that information and will sign off on the occupancy accordingly.

Vehicle-related occupancies also require:

Zoning Inspection	(414) 286-3522
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Adult Family Homes may require:

Commercial Fire Inspection	(414) 286-3874
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Inspection Service & Section info can be found at:
https://city.milwaukee.gov/DNS/Inspections_Sections

PREPARING FOR YOUR INSPECTIONS: During the initial inspection, the district inspectors will determine the need for additional follow-up inspections. Please be prepared for the inspectors when they visit.

- The applicant or their representative must accompany the inspectors.
- Provide keys to all areas of the space to be occupied, including the furnace, boiler, electrical equipment rooms, and water meter rooms.
- If inspectors need to visit space that is occupied by tenants, be sure to obtain the tenant's permission in advance.
- If the premise is protected by security personnel or has an alarm system, inform the security personnel or make arrangements to disarm the alarm system during the inspection.
- All mechanical systems (heating, lighting, hoods, sprinklers, plumbing, etc.) should be completely installed and operational before the inspection.

OBTAINING YOUR CERTIFICATE: After all inspections have been completed and approved it will take up to three days for the application to be updated. You may then call the Development Center at (414) 286-8210 to make arrangements to obtain your certificate. Certificates can be mailed or picked up in person. **PLEASE CALL IN ADVANCE TO MAKE SURE IT IS READY.** The Development Center is located at 809 N. Broadway, 1st floor.

LICENSES AND OTHER PERMITS: If you intend to sell, serve or process food or beverages, or if you intend to sell or manufacture any product or service, you may need additional permits or licenses. Check with the City Clerk's License Division (414) 286-2238.

WARNING: OCCUPANCY OF THE PREMISES BEFORE APPROVAL OF THE OCCUPANCY CERTIFICATE MAY RESULT IN FINES OF \$150 TO \$5,000 PER DAY AND AN ORDER TO VACATE THE PREMISES IN ACCORDANCE WITH SECTION 200-42-6 OF THE MILWAUKEE CODE OF ORDINANCES