



### Permit & Development Center

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

Once you have applied for a certificate of occupancy, most occupancy applications 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 cannot be issued until the 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. Or, in some cases the certificate may be issued immediately.

**IF INSPECTIONS ARE REQUIRED: contact the appropriate sections listed below to schedule an appointment with the district inspector(s).** Inspection staff are available by phone weekdays from 7:30 - 9 a.m.

*Based on your application you will need to contact:*

- **Construction inspection:** (414) 286-2513
- **Electrical inspection:** (414) 286-2532
- **Plumbing inspection:** (414) 286-3361

*Regardless of whether the items below are present on site, you will need to call for Administrative sign off/ Inspection for:*

- **Boiler Inspection:** (414) 286-2562
  - **Elevator inspection:** (414) 286-2532
  - **Sprinkler Inspection:** (414) 286-3361
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- **Commercial Fire Insp:** (414) 286-3874
  - **Zoning inspection:** (414) 286-3522

- **Or =>** No inspections required

**Record #**

**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 premises 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.

*DNS inspection info is also found in the Directory tab at: [https://city.milwaukee.gov/DNS/Inspections\\_Sections](https://city.milwaukee.gov/DNS/Inspections_Sections).*

**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 PER SECT. 200-42-5 OF THE MILWAUKEE CODE OF ORDINANCES