



Permit & Development Center

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

The City of Milwaukee reviews plans for all commercial parking lot projects. The Milwaukee Development Center's plan examiners review plans for compliance with the State Building Code 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

Plan submittal can be done on an appointment basis if it meets the minimal requirements. To set up an appointment with a plan examiner for plan submittal, call (414) 286-8210. Calls are answered beginning at 8 a.m.

Submittal Requirements

Provide the following items for plan review. Incomplete submittal may delay plan review.

- Four (4) sets of construction documents. Plans must include the striping plan; show details of curbs and curb ramps, if applicable, and a typical paving section.
- An additional set of plans will be required if the project is in a special district such as a redevelopment district, historic district, or site plan overlay district.
- Seven (7) copies of the Plat of Survey. These surveys should show the proposed improvements and have an original stamp and signature of the registered land surveyor who prepared it.
- One (1) copy of specifications.
- Erosion control plans, completed worksheets, and the required deposit.
- Before permits can be issued for new parking lots or additions, plumbing plans must be submitted to the plumbing plan reviewers in the Development Center. Those plans need not be approved prior to the release of the building permit, but they must be submitted.

- Four (4) sets of landscape drawings are required for all parking lot projects. These should be provided separately from the construction plans.
- Plan examination [fees](#) and a completed plan review application form.

The Permit

During the plan review, the plan examiner will complete the permit application and, in most cases, produce a plan review letter indicating significant code issues that must be addressed during construction.

Upon completion of the review, the applicant is notified that the permit is ready and told what the permit fee will be. The applicant should pick up and pay for the permit at the front desk of the Development Center, 809 N. Broadway, 1st floor, Milwaukee or pay online through Accela.

Curb Cut Permit

A separate curb cut permit is required if the parking lot 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. To avoid delay, it is wise to submit the following items required for the curb cut review at the same time you submit parking lot plans:

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