

Permit & Development Center

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

An occupancy certificate is issued when a property meets both building and zoning code requirements. If your occupancy certificate is denied due to zoning code requirements, you may appeal the denial to the Board of Zoning Appeals (BOZA). If inspections are required, you must have the property inspected to verify it meets the building code for your business.

You must complete the certificate of occupancy application and pay the required fee before you may schedule the plumbing, electrical and construction inspections. You may have your property inspected while your zoning appeal is in process, or you may wait until it is completed. In either case, you must file the certificate of occupancy application prior to having the property inspected.

Zoning Appeal:

Appeal the denial of the occupancy certificate by filing an application package at the Board of Zoning Appeals office. The initial cost for this appeal is \$100.



If the application is complete, the Board of Zoning Appeals will schedule a public hearing for your appeal. The remainder of the appeals fee is due



If the application is complete, the Board of Zoning Appeals will schedule a public hearing for your appeal. The remainder of the appeals fee is due at this point.

Inspections:

File an Occupancy Certificate application at the Permit & Dev. Center. Cost is \$175 for spaces up to 10,000 sq. ft.; \$375 for spaces larger than 10,000 sq. ft.



After the occupancy application fee is paid, you may schedule inspections of your property to ensure it meets the building code.



The property must pass any required inspections before you may open your business. If the inspectors find problems, you must have them corrected and have the property re-inspected before you open for business.