



Department of Neighborhood Services

Erica R. Roberts
Commissioner

Thomas Mishefske
Operations Director

Michael Mazmanian
Operations Director

Effective Monday 8/24/20

The DNS Development Center has implemented new submittal requirements and review processes for plumbing & gas piping plans in response to staffing vacancies in the Plumbing Plan Examination section. Please note the following temporary operational changes:

1. Customers are required to include one additional plan and one extra set of calculations with their site utility, interior plumbing or gas piping plans. **Submittals shall now include four total plan sets and two copies of calculations or other supporting documents** instead of the previous three plan sets & one copy of calculations. All submittals shall continue to be made to the Milwaukee Development Center, 809 N. Broadway - 1st Floor, via mail or drop-off.
2. The City's Land Management System (LMS) will continue to be utilized for creating and tracking permit applications.
3. For **INTERIOR PLUMBING AND GAS PIPING WORK**, the Development Center will forward one set of the plans & calculations to the Wisconsin Dept. of Safety & Professional Services (DSPS). The DSPS will perform the plan review and return the review letter directly to the City via e-mail. Development Center staff will then update the LMS record to notify the applicant of the results of the plan review.
4. **SITE UTILITY PLANS will not be sent to the State DSPS.** The submittals will be reviewed by DNS staff for compliance with the Milwaukee Code of Ordinances, combined sewer system regulatory requirements, Milwaukee Water Works specifications, public infrastructure impacts, etc..
5. **REVISED PLANS** should be submitted to the City of Milwaukee in the same manner as new submittals.
6. **CUSTOMERS SHALL NOT SUBMIT DIRECTLY TO THE WI DSPS.** The State will not accept submittals for work governed by the City of Milwaukee excepting those forwarded by the Development Center.
7. Submittals shall be paper plan sets meeting the requirements of the City of Milwaukee and the State Plumbing Code. **ELECTRONIC SUBMITTALS WILL NOT BE ACCEPTED.**
8. Plan review fees will be due to the City of Milwaukee based on the City' fee schedule. Fees may be paid through the Development Center as usual. Use of the LMS payment system is encouraged.
9. Questions regarding technical and plumbing code issues should be directed to the DNS Plumbing Inspection section at (414) 286-3361.

