



Permit & Development Center

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

Basic Information/Parameters:

1. A temporary Occupancy shall be required anytime the building will be used for its intended purpose prior to complying with all requirements for final occupancy.
2. Temporary Occupancy is available for all persons requiring access to the building not supervised by the general contractor (i.e. Persons to stock products, construct furniture, move materials, or building tenants)
3. Applicant to provide information to the plan exam offices on which area of the building or floor(s) are requesting a temporary occupancy.
 - a. A completed "Temporary Occupancy Application".
 - b. Life safety plan including an 8-1/2"x11" drawing of each floor depicting areas to be occupied.
 - c. Timeline for the completion or when full occupancy will be achieved.
 - d. Letter from supervising design professional supporting temporary use.
4. Outstanding fees of all records have been paid.
5. When the work area is the entirety of a floor, work will need to be completed on that floor prior to issuing temporary occupancy unless separated by fire resistance rating.
6. A separate temporary occupancy will be required for additional areas as they become ready.
7. Each trade section will have their own requirements to meet temporary occupancy. Coordinating inspections and discussing conditions of approval with the different inspectors is the responsibility of the applicant.
8. This shall serve as a guideline only. Site specific concerns will be addressed during the construction process.

Base Life Safety Requirements:

1. **Fire Alarm Witnessing (if Fire Alarm system is required.)**
 - a. Pretesting of system has been performed by a qualified person
 - b. Construction cleanup has been completed per *NFPA 72 5.7.1.11*
 - i. *Detectors shall not be installed until after the construction cleanup of all trades is complete and final*
 - c. Detection, if required, shall be provided on floors above and below requested area to be occupied.
2. **Means of Egress:**
 - a. Enclosure of stair shafts is to be entirely complete and clean of construction debris.
 - b. Fire rated doors and other opening protectives shall be installed in accordance with IBC 716.5.9 and IBC 1009.
 - c. Exit passageways and/or exit discharge complete and clean of construction debris.
 - d. Unobstructed and protected access to the public way.
 - i. If overhead work is ongoing above the path to the public way or along the public way, protection consistent with MCO 228-2 shall be provided.
 - e. Exit enclosure signage is installed in accordance with IBC 1023.9
 - f. Emergency lighting and exit signage are installed and operational.
3. **Fire department access is unobstructed.**
 - a. Hydrants, standpipes, and fire department connections are accessible by emergency personnel.
 - b. Fire command center complete and operational.
 - c. Fire pump room is complete and operational.
4. **Fire resistance rating of the following have been completed:**
 - a. Fire pump room (if applicable)
 - b. Shaft enclosures including stair, elevator and mechanicals
 - c. Primary and secondary structural elements
 - d. Fire barriers supporting floors to be occupied
 - e. Required occupancy separation of areas to be occupied
5. **Emergency generator, if required, has been tested and approved.**
6. **HVAC system of areas to be occupied is complete.**
7. **Access to unoccupied floors has been locked out to non-construction personnel.**
8. **Building is enclosed and weather tight.**
9. **Building address is affixed and compliant with IFC 505.**

Occupancy Specific Requirements:

1. **High-Rise**
 - a. Requirements of IBC 403 have been completed.
 - b. Fire resistance rating has been completed in Fire command center and elevator lobbies.
2. **B**
 - a. Temporary not required to load furniture if it is being done by subcontractors.
3. **R-1**
 - a. ADA units of all types are required to be complete and available to occupy.
4. **R-2**
 - a. ADA units of all types are required to be complete and available to occupy.
 - b. Unit addresses provided to inspector.
 - c. Mailboxes serving units will need to be in place.
 - d. Compliance with CO requirements in accordance with IBC 915 as amended.