Reset Form

Please add $3 per permit to your payment, to cover the permit processing fee.

Please complete a separate application for each address. Return application with fee to:

Milwaukee Development Center
809 N. Broadway
1st floor
Milwaukee, Wisconsin
53202-3617
www.mkedcd.org/build
Phone: (414) 286-8211
Fax: (414) 286-0232

Application Tips

City of Milwaukee Development Center

# Application for Certificate of Occupancy

Applicant: Please fill out portion above heavy black line.

| Location (Exact street address) | Business name |
|---|---|
| | |

| Proposed use | Current use (or previous use if vacant) |
|---|---|
| | |

| What part of the building will you occupy? | How much space? | Is space now vacant? | How long has it been vacant? |
|---|---|---|---|
| | | ☐ Yes ☐ No | |

| | Applicant | Owner | Additional contact |
|---|---|---|---|
| **Name** | | | |
| **Firm name** | | | |
| **Address** | | | |
| **City/state/zip** | | | |
| **Phone** | | | |
| **Fax** | | | |

**Mail certificate to** (check one): ☐ Applicant ☐ Owner ☐ Additional contact

**Who will meet the inspector at the property?** (check one) ☐ Applicant ☐ Owner ☐ Additional contact

The undersigned hereby attests to the above information as accurately describing the premises and proposed occupancy to the best of his/her knowledge and that he/she has the permission of the owner(s) or agent to make this application and allow all necessary inspections of the premises. Any falsification or misinformation may result in enforcement of penalties prescribed in the Milwaukee Code of Ordinances. The undersigned understands that completion of this form does not allow occupancy of the premises.

Signature of applicant

Date

## Application check

Zoning:

| 295 citation | COMM | CT: |
|---|---|---|
| | | |

☐ Use requires BOZA approval. ☐ Special use ☐ Variance

Granted: Expires: Case #

☐ Capacity placard required. ☐ Capacity calculation required.

☐ Property has a boiler. ☐ Property has an elevator.

Certificate type (select one)

| | |
|---|---|
| ☐ 805 Condo unit, 10,000 SF or less -- $50 | ☐ 805 Condo unit, > 10,000 SF -- $100 |
| ☐ 805 New construction, 10,000 SF or less - $75 | ☐ 805 New construction, > 10,000 SF – $125 |
| ☐ 810 All inspections, 10,000 SF or less – $200 | ☐ 810 All inspections, > 10,000 SF -- $400 |
| ☐ 815 No inspections -- $75 | ☐ 816 Plumbing inspection only -- $125 |
| ☐ 820 No inspections, needs BOZA OK -- $75 | ☐ 815 Live/work unit -- $25 |
| ☐ 850 Name change/duplicate -- $50 | |

Checked by:

| Certificate # | Date issued | Cancelled |
|---|---|---|
| | | |

## Inspection schedule

☐ **Inspections have been scheduled as follows:**

**Date:** _____

**Day: M T W Th F**

☐ **Morning (9:30-11:30 a.m.)**

☐ **Afternoon (1-3 p.m.)**

☐ **Call between 7:30 and 9 a.m. to schedule inspections:**

Construction inspection (414-286-2513)

Electrical inspection (414-286-2532)

Plumbing/sprinkler inspection (414-286-3361)