

TENANT FINISH

City of Brookfield, Wisconsin
Inspection Services Department
2000 North Calhoun Road, Brookfield, WI 53005

Phone (262) 796-6646 M-F, 7:00am - 5:00pm | FAX (262) 796-6702

This is a list of most frequently asked questions and answers when a store or office is planned for inside an existing building.

Q. Do I need permits to build my store/office?

- A. Yes. Two permits are required for sure.
- (a) Building Permit (even if you are only making minor wall/door/window changes).
 - (b) Occupancy Permit if it is a new tenant or existing tenant is obtaining more space.

You will also need to procure plumbing and electrical permits and H.V.A.C. if this type of work is to be done. Plumbing and electrical permits may only be issued to someone holding a valid master certificate in their respective trade.

Q. What must I do to get building and occupancy permits?

- A. **If your space exceeds** 100,000 cubic feet, you must *first* submit your plans to the State plan examiner (141 NW Barstow St 4th FL Waukesha, WI 53188, TEL. 548-8600, FAX 548-8614). After you receive your stamped plans from the State, please bring in three (3) sets of stamped and signed plans to the Inspection Services Department for plan review. As the state will keep one of the plans you submit, you may want to submit four (4) plans to them so you have three (3) sets to submit to the City of Brookfield.

If your space is less than 100,000 cubic feet, you may submit three (3) sets of plans stamped and signed by a Wisconsin licensed architect or professional engineer directly to our office. Also two (2) sets of Lighting Load calculations and Emergency Egress lighting plans.

Be sure your plans are drawn to at least 1/8" = 1' scale. You need to show us how your project affects exiting patterns of adjacent occupancies. Also, be sure to indicate wall/floor/ceiling construction, details and elevations. Make sure you indicate your exact location in the building.

You must also fill out and return the "Description and Value of Work Form". This form is available on the city's website; if not turned in at time of submission, it will be included with the building permit packet and must be filled out and returned.

*** You must submit your application for an occupancy permit
with the application for building permit ***

Q. How much do these permits cost?

A. Permit fees are subject to change and typically do change every 2 to 3 years. As of this printing (2/2018) the fees are:

Plan Review	\$284.00. Due at time of application and non-refundable
Building Permit	\$.34 per square foot Minimum fee = \$61.00 (plus plan review)
Occupancy Permit	\$159.00

Note: Paying occupancy administrative fee does not automatically constitute occupancy approval.

Q. When do I have to call for inspections?

A. You must call for inspections prior to covering up any work. Typically:

- (A) After all framing is erected and all plumbing and electrical work is roughed in you must call for inspections **IN THIS ORDER:**
- (1) Rough plumbing
 - (2) Rough electrical
 - (3) Rough framing
- (B) When you are all done with your project please call for final inspections **IN THIS ORDER:**
- (1) Final plumbing
 - (2) Final electrical
 - (3) Final **FIRE DEPARTMENT** (262) 796-6710
 - (4) Final building/occupancy.

The Building Inspector **CANNOT** approve your occupancy without prior plumbing, electrical and fire department approvals.

Do not open for business without occupancy approval. You may subject yourself to a fine of up to \$2,000.00 per day, closure of premises, imprisonment or all of the above (in addition to relinquishing the occupancy bond).

You will also not receive occupancy until you fill out and return the "Description and Value of Work Form".

Life/Safety issues are most important. Building/Zoning laws will be enforced.

Good luck on your new venture and welcome to our beautiful City! Please remember we are here to serve and protect you, our resident, your employees and customers. If we may be of assistance please call **(262) 796-6646**. Inspectors are in 7:00-8:00 a.m. and 2:30-3:30 p.m.

Thank you and good luck on your project!

INSPECTION SERVICES STAFF