

Instructions for completing the Plumbing Permit Application

These instructions are intended to assist the applicant in properly completing the Plumbing Permit Application Form. It is important that the instructions are followed closely to ensure that the application is processed in a timely manner.

Step 1: Applications are available online (**for printing purposes only**) at:

<https://www.ci.brookfield.wi.us/290/Permit-Applications> or by visiting City of Brookfield City Hall, Building Inspections Counter, 2000 N. Calhoun Road, Brookfield, WI 53005, between the hours of 7:00am and 5:00pm.

Step 2: Applicant has the option of submitting the application in person or by mail. They may not be faxed or emailed.

If in person: The applicant must submit an application form with all required information and all applicable fees. Fees can be paid utilizing the following payment methods: Cash, Money Order, Personal/Business check.

If by mail: The application form with all required information and all applicable fees may be mailed to:
City of Brookfield
Inspection Services
2000 North Calhoun Road
Brookfield, WI 53005

Fees can be paid utilizing the following payment methods: Money Order, Personal/Business check.

NOTE: Homeowners obtaining permits to perform their own work must fill out the HOMEOWNER AFFIDAVIT (also found on the city website or at the Building Inspections counter at City Hall)

****NOTE:** Contractors installing any water service, including well/municipal connections – See WATER SERVICE PSI NOTICE (link to that notice is below the link to these instructions).

Step 3: When a permit application is received, staff will verify that all necessary information has been provided and will review the application for any potential problems. The required credentials are verified with the State of Wisconsin. If further information or fees are required, the permit will be placed on hold and you will be notified by phone of any additional requirements or fees.

If the Plumbing Inspector reviews and verifies the information on the application as accurate, then the application is approved and an application number is issued. The approved plumbing permit is mailed or emailed to the applicant. Please allow 3-4 days for plumbing permit applications to be processed.

FEES ARE TRIPLED FOR ALL WORK STARTED WITHOUT A PERMIT

Step 4: After the approved plumbing permit is received by the applicant, the work may begin and inspections requested.

INSPECTIONS: The telephone number to request plumbing inspections is 262-796-6683. Requests received *before* 8:00 am will, if possible, be scheduled for that day. When calling for an inspection the following information must be provided:

1. APPLICATION/PERMIT #
2. PROPERTY ADDRESS
3. TYPE OF INSPECTION
4. AM (8:00am-Noon) or PM (Noon-2:30pm)