

# City of Milwaukee

841 N Broadway 10<sup>th</sup> Floor

Milwaukee, WI 53202

Phone: (414) 286-3361

Fax: (414) 286-3939

Plumbing Inspector: Hal Jenkins

Direct: (414) 286-8219

Office Hours: 7:30am – 4:45pm

Inspection Hours: 9:30am – 3:30pm

Notice Required for Inspections: Inspections called in before 8:45am will be completed same morning; inspections called in before 12:30 will be completed that afternoon if possible.

Email: [hjenki@milwaukee.gov](mailto:hjenki@milwaukee.gov)

Website: [http://city.milwaukee.gov/Inspections\\_Sections#.WHkRC4WcGUk](http://city.milwaukee.gov/Inspections_Sections#.WHkRC4WcGUk)

*Additional important contacts:*

*Street Work:*

414-286-8316

*Water Service:*

414-286-2710



Department of Neighborhood Services  
Inspectional services for health, safety and neighborhood improvement

Preston D. Cole  
Commissioner

Thomas G. Mishefske  
Operations Manager

**PLEASE MAIL THE PERFORMANCE BOND AND CERTIFICATE  
OF INSURANCE FORMS TO:**

**CITY OF MILWAUKEE – DNS  
PLUMBING INSP – 10<sup>TH</sup> FLOOR  
841 N BROADWAY  
MILWAUKEE WI 53202**

**Please Note:**

- 1) The master plumber must sign the performance bond (enclosed)
- 2) The **Power of Attorney** must be attached to the Performance Bond
- 3) Master Plumber must either submit:
  - a. **Plumber's Certificate of Insurance** (enclosed) OR
  - b. **ACORD Certificate of Insurance** (The City of Milwaukee shall be added as an additional insured under the policy. The City, as an additional insured, shall be provided with at least 10 days written notice of cancellation for any reason, including non-payment of premium, to the City of Milwaukee Plumbing Inspection at its office, 841 N Broadway. This should be accomplished through the addition of an endorsement to the policy providing Earlier Notice of Cancellation) **AND**  
**Plumber's Indemnification Statement** (enclosed)
- 4) A registration fee payable to the City of Milwaukee in the amount of \$60.96 must accompany the documents
- 5) Please include the master plumber credential number and expiration date
- 6) Please include a telephone number where the master plumber may be reached

Any documents which are submitted without proper signatures, dates and/or other requested information will be returned for completion.





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November 2017

To All Contractors:

- Registration fee for Master Plumber: \$60.96
- Minimum Permit fee: \$87.94 / \$12.19 per fixture
- Inspection of Sewer and Water: \$87.94/100 ft, Outside City: \$101.60/100 ft
- Inspection of Building Drain: \$87.94/100 ft
- Inspection of Private Water or Sewer Main: \$87.94/100 ft
- Inspection of Private Well: \$60.96
- Abandonment of Sewer and Water Laterals: \$30.48/lateral, \$60.96 Min  
Outside City: \$45.72/lateral, \$86.36 Min
- Abandonment of Septic: \$60.96
- Single Fixture, Residential: \$87.94
- Plumbing 5-yr. Well Operation: \$91.44
- Renewal of Well Operation: \$91.44

The new minimum fee for the plumbing permit is **\$87.94**. A processing fee of \$6.00 should be added to each permit as well as a city assessor's office fee equal to 26% of the cost of the permit. (An air admittance valve will be charged as a fixture.)

**Telephone Number:** The telephone number for the Plumbing/Sprinkler/Cross Connection Inspection Section is **(414-286-3361)**. Please call the inspector directly when requesting an inspection. Remember to have the permit number and the address when requesting an inspection. Plumbing inspection requests left on voice mail will not be accepted. **No inspection without a permit number except for emergencies.**

**Plumbing Permit Applications:** All plumbing permits must be completely filled out, be made out in the name of the **master plumber, NOT** the company name, and made out in **black ink**. The plumbing permit application will be returned by the Permit Center if this procedure is not followed (414-286-8542). Do not request an inspection on the permit application, Call the inspector for an inspection.

**Refund of Permits:** Contractors requesting a refund for an unused permit shall be charged the minimum fee of **\$87.94**. A reminder – there are no credits.

**Reinspection Fees:** We will charge a re-inspection fee of \$60.96 if a contractor is calling for an inspection before the job is ready or the rejection is not corrected. (Exceptions are for problems beyond the plumber's control.)



**Quadruple Fees:** Contractors starting a job without **first obtaining and receiving** a permit will be issued a quadruple fee, a Municipal Citation (**\$320.00**) and a **stop work order** will be issued. (Except emergency repairs.) **Note: Plan examination shall be completed and approved before a permit is issued. Approved plans shall be on site before an inspection will be made.**

Plumbing and sprinkler permit applications are processed by the Department of City Development. If you have questions relating to the processing, please contact Chris Rute, Development Center Manager (414-286-3018) or Suzanne Hanson, Asst. Supervisor (414-286-8542).

**Plumbing Inspections:** Contractors calling for an inspection before **8:45 am**, will, if possible, receive the inspection the same morning. An afternoon inspection has to be called in before **12:30 PM**. No specific time will be given for an inspection. A contractor should call the inspector directly to make an appointment for an inspection. **Upon completion of a job, the contractor shall call for a final inspection. Failure to notify the Inspection Section may result in a charge of \$253.50.**

**Sprinkler Inspections:** Contractors calling for an inspection before **8:45 am** will, if possible, receive the inspection the same day. A sprinkler contractor should call an inspector 24 hours in advance for an inspection appointment. **Upon completion of a job, the contractor shall call for a final inspection. Failure to notify the Inspection Section may result in a charge of \$253.50.**

**Test Reports for Backflow Protection Assemblies:** It is **mandatory** to submit a copy of the test report (Form #SBD-9927 – R, 1209) to the office of the Plumbing/Sprinkler Section. Fax number (414) 286-3939.

**Changes in Plumbing /Sprinkler Districts:** Please see enclosed list of district inspectors for 2017.

**Stop List:** A contractor will be put on the stop list (no permits to violators) if the rejected work is not corrected within the specified time set by the Inspector, or if additional fees are not paid. This means all Masters for a specific contractor. Sec. 200-33-42.5,

**Plumbing Registration:** The fee for registration of a master plumber pursuant to s.225-2 shall be **\$60.96**. This fee shall be paid at the time the applicant files the required performance and indemnity bonds. For copies of the insurance and bond forms, please call (414) 286-3365 and they will be emailed to you. These forms are the only ones that will be accepted.

**The Certificate of Insurance and Master Plumber's Performance Bond must be submitted together. Any incomplete or inaccurately completed forms will be returned to the master plumber. The master plumber will not be able to pull permits until their file is complete.**

**E-Permits:** On-line plumbing permits are available to contractors at [www.milwaukee.gov/lms](http://www.milwaukee.gov/lms). Please refer to e-permit registration instructions enclosed.

Hai Jenkins  
Plumbing/Sprinkler Supervisor

**PLUMBING INSPECTORS 2017**

District 1: Bruce Sorensen – (414) 286-3325  
District 2: David Polk – (414) 286-2559  
District 3: Andrew Bell – (414) 286-8217  
District 4: Brian Vincent – (414) 286-3324  
District 5: Chris Cottreau – (414) 286-8261  
District 6: William Kirby – (414) 286-3355  
District 7: Kevin Kautza – (414) 286-8218  
District 9: David Tabaka – (414) 286-3311

**SPRINKLER INSPECTORS 2017**

North: Joe Woodworth – (414) 286-8205  
Central: DuWayne Hayes – (414) 286-2598  
South: Brian Kerlin – (414) 286-2597  
North Central: Zenon Castillo – (414) 286-3376

**CROSS CONNECTION INSPECTORS 2017**

District 830: James Winterhalter – (414) 286-8224  
District 831: John Garcia – (414) 286-8220  
District 832: Tim McEvoy – (414) 286-8237  
District 833: Jim Kosmatka – (414) 286-3356  
District 834: Paul Savoie – (414) 286-8257  
District 835: David Mattox – (414) 286-8262  
District 839: Jason Wallace – (414) 286-3364



**MASTER PLUMBER'S PERFORMANCE BOND**

Master Plumber Credential or License Number \_\_\_\_\_  
Expiration Date of Credential or License \_\_\_\_/\_\_\_\_/\_\_\_\_  
Contact Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Know all Persons by these Presents, that we \_\_\_\_\_

\_\_\_\_\_  
(Master Plumber's Name) as principal, and  
\_\_\_\_\_  
(Ins. Co.) as surety, are held and firmly bound unto  
the CITY OF MILWAUKEE, in the penal sum of Ten Thousand Dollars (\$10,000.00) to be paid to the said City of  
Milwaukee, its successors and assigns, for which payment, well and truly to be made, we bind ourselves and our  
heirs, executors, and administrators, or successors and assigns, as the case may be, jointly and severally, firmly  
by these presents. Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, That if the said \_\_\_\_\_  
(Plumber's Name) be granted a permit or permits for plumbing in the City of Milwaukee and if he shall perform  
and sufficiently complete all work for which said permit or permits are issued in accordance with the Plumbing  
Codes of the State of Wisconsin, City of Milwaukee and all other ordinances of the City of Milwaukee within a  
reasonable time as to fully protect the public health, safety and welfare, and if said

\_\_\_\_\_  
(Plumber's Name) will backfill and maintain any street, alley or public  
grounds in which he makes any openings or excavations as directed by and to the satisfaction of the  
Commissioner of Public Works for a period of six (6) months after initially backfilling the same, and shall pay the  
cost of restoring the permanent surface of the street, alley or public grounds by the city, and that if the said

\_\_\_\_\_  
(Plumber's Name) in the event that at any time the backfilling of any  
ditches or excavations between the curb and the lot line is found defective in that future settling occurs within a  
period of three (3) years after the date of completion of the work, shall make or cause to be made necessary  
resultant repairs to curbs, sidewalks, driveways, etc., subject to the provisions of Chapter 115 and the rules and  
regulations established by the Commissioner of the Department of Public Works, and that if the said

\_\_\_\_\_  
(Plumber's Name) shall reimburse the City of Milwaukee for all  
damages to any city property resulting from his work operations, regardless of whether such damage is done by  
himself, his agents, employees or subcontractors, then this obligation shall be void, otherwise, it shall have full  
force and effect.

This bond shall cover all work done under any permits for plumbing issued to the principal obligor during the  
calendar year \_\_\_\_\_, and the aggregate limit of liability for such calendar year shall not exceed the penal  
sum of Ten Thousand Dollars (\$10,000.00).

Signed:

\_\_\_\_\_  
(Witness for Plumber) \_\_\_\_\_ (Plumber's Signature)  
\_\_\_\_\_  
(Witness for Surety) \_\_\_\_\_ (Authorized Representative's Signature)  
\_\_\_\_\_  
(Surety/Ins. Co. Name)

**(Power of attorney must be attached)**





**MASTER PLUMBER'S CERTIFICATE OF INSURANCE**

Master Plumber Telephone Number \_\_\_\_\_  
Email \_\_\_\_\_

**Chapter 225-2(2)**

Insurance Company \_\_\_\_\_

Address \_\_\_\_\_

ISSUED TO THE CITY OF MILWAUKEE PLUMBING INSPECTION

The \_\_\_\_\_ Insurance Company hereby certifies that it has issued to:

Master Plumber \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

A contractor's general liability policy covering the calendar year \_\_\_\_\_, providing for limits of not less than \$50,000 for each person injured and/or the property of any person damaged; provided, however, that the insurance afforded the insured is subject to the terms, conditions, limitations and exclusions of the policy.

In accordance with the liability limits hereinbefore enumerated, said policy provides coverage indemnifying and saving harmless the City of Milwaukee, State of Wisconsin according to Chapter 225-2(2) of the Milwaukee Code of Ordinances against any and all liability for injuries and property damage resulting from negligence on the part of the insured, his agents, employees, and subcontractors.

The City of Milwaukee shall be added as an additional insured under said policy. The City, as an additional insured, shall be provided with at least ten (10) days written notice of cancellation for any reason, including non-payment of premium, to the City of Milwaukee Plumbing Inspection at its office, 841 N Broadway. This should be accomplished through the addition of an endorsement to the policy providing Earlier Notice of Cancellation. Otherwise, such insurance as is afforded thereunder shall remain in full force and effect.

Date this \_\_\_\_\_ day of \_\_\_\_\_,

Signed \_\_\_\_\_  
(Authorized Representative)

Of \_\_\_\_\_  
(Insurance Company/Surety)





**Department of Neighborhood Services**  
Inspectional services for health, safety and neighborhood improvement

**Preston D. Cole**  
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Operations Manager

**CITY OF MILWAUKEE  
DEPARTMENT OF NEIGHBORHOOD SERVICES  
PLUMBING INSPECTION OFFICE**

**Plumber's Indemnification Statement**  
(Required with ACORD Certificate of Insurance)

The applicant hereby agrees to indemnify and save harmless the City of Milwaukee, its officers, and agents against any and all injuries or property damage resulting or arising from any negligence on the part of the applicant, its agents, employees, and subcontractors.

Signed: \_\_\_\_\_  
(Plumber's Signature)

Dated: \_\_\_\_\_





## How Citizens Register

Go in thru Internet Explorer/Google chrome or Firefox

Go to: [City.milwaukee.gov/LMS/](http://City.milwaukee.gov/LMS/)

New Users: read the disclaimer and check the box below

Click Continue Registration

Scroll to the bottom of the screen and make sure there is text to type in the box at the bottom of the page. If there is great then continue IF NOT then go to "Tools" on the bar at the top of the screen, go to the bottom of the box and click "Internet Options" Pick the "Security" tab on top, then hit "Custom Level" scroll down to "Display mixed content" (It is a little over half way thru the line) click on "Enable" then click on the "OK" button then on the "Apply" button and finally on the "OK" button. When done scroll to the end of the page to see if the test to type in shows, if not reboot the system and go back in and it should show.

Fill in all the fields

Click on "Add new"

Pull down to select "Individual"

Click on Continue

Fill in all the fields and click on continue

It should come up with "The information you entered is not found"

Then click Continue

To finish the registration you will enter the words or numbers in the box and click continue registration



# Plumbing Plan Examination Fees (effective 01/01/2013)

809 N. Broadway Milwaukee, WI 53202-3617 414-286-8208

## IT and Training Surcharge (New 2013)

All plan reviews are subject to the IT and Training Surcharge which is 1.4% of the plan review fee.

### New construction and additions

Plan examination fees for commercial buildings are computed according to the following fee table.

Square feet	Fee
3,000 or less	\$352
3,001-4,000	483
4,001-5,000	609
5,001-6,000	698
6,001-7,500	761
7,501-10,000	893
10,001-15,000	956
15,001 - 20,000	1,019
20,001 - 30,000	1,145
30,001 - 40,000	1,281
40,001 -50,000	1,617
50,001 - 75,000	2,174
Over 75,000	\$2,541 plus \$0.0072 per sq. ft over 75,000 sq. ft.

### Parking lots, private mains, storm sewers

The plan examination fee for each private main or storm sewer serving a new building, addition or parking lot shall be \$195. The fee for storm sewers installed in conjunction with a stormwater management plan is \$330.

### Minor alterations

No plumbing plan examination is required for minor alterations involving fewer than 11 fixtures. However, plan examination is required when fewer than 11 fixtures are installed in conjunction with interceptors or garage catch basins. The fee for such examination is \$110.

### Multi-purpose piping

Plumbing plan examination is required for multi-purpose piping systems in one- and 2-family dwelling units and manufacturing housing, regardless of the number of sprinkler heads. The fee for such examination shall be \$110.

### Alterations

The fees for plumbing plan examination relating to alteration or remodeling of buildings are computed on the basis of the number of plumbing fixtures and water-using appliances (e.g., water heater, dishwasher) to be installed, according to the following fee table.

# of fixtures	Fee
11-15	\$257
16-25	352
26-35	483
36-50	609
51-75	835
76-100	961
101-125	1,087
126-150	1,213
More than 150	\$1,213 plus \$158 for each additional 25 fixtures or fraction thereof.

### Maximum fee

The maximum fee for any plumbing plan examination shall be \$8,250.

### Plan rejection

Plans that contain substantial errors and omissions may be rejected. A second submission and plan review fee may be required to re-examine a plan that has been rejected.

Rvsd\_1-2013