



**Office of the Common Council - City Clerk
City Records Center**

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INSTRUCTIONS FOR THE SUBMITTAL OF APPLICATION FOR INSPECTION/COPY OF STRUCTURE PLAN

- 1.) Applicants are advised to confirm with Records Center staff whether the records they seek are on file at the record center prior to completing the application form. Not all building permits required plan submission before the 1980s and so our holdings of plans from residential buildings in particular is limited. An Application must be completed for each individual address requested.
- 2.) Applicants must complete line items numbered "one" through "six" on the application form and sign and date the form as indicated.
- 3.) Read the "Policy for the Release of Structure Plans, Designs, Specifications and Related Materials" to determine whether the records you are requesting are defined as "Secure Structures" by the City of Milwaukee, in accordance with Wisconsin State Statute §101.12 (5)(a) 2. Determination of secure structure status is subject to review by the City Records Officer, whose decision on secure status is final except as provided by Wis. Stat. § 19.37(1).
- 4.) Should the address requested be deemed a secure structure or otherwise restricted from release, the applicant will need to provide Records Center Staff with a signed or otherwise authenticated letter from the property owner granting permission to a designated person or persons. Electronic copies of letters are acceptable provided they can be verified as originating from the owner or owning company.
- 5.) All applications will be processed within one business day following confirmation of the existence of plans relevant to the request, if possible. If a request will take longer to process, Records Center staff will update requestors on the status of their application on a minimum daily basis.
- 6.) The cost per printed oversized sheet or digital image is \$1.50. Standard 8 ½"x11" pages are 15 cents. Payment is via Cash or Check only.
- 7.) Plans may be released prior to receipt of payment. If payment is not received within 30 days of fulfillment, or if the amount due exceeds \$50, the City Records Center may deny production of any additional copies of plans to the delinquent requestor or any companies with which they are affiliated.
- 8.) Applications may be completed without physically visiting the City Records Center by way of the DocuSign e-form and digital signature platform. Email CityRecordsCenter@milwaukee.gov to be sent a link to the [form](#).

Please note: the City reserves the right to review any and all applications and notify the requestor when authorization has been received to release the plan requested.

