

PROJECT APPROVAL PROCESS SURVEY – 2015
CITY OF MILWAUKEE LOCAL BUSINESS ACTION TEAM
CITY OF BROOKFIELD RESPONSE

<u>Survey Question</u>	<u>Scenario 1</u> Opening a Sit-Down Restaurant (with alcohol license) in a Space Formerly Used for the Same Purpose	<u>Scenario 2</u> Opening a Business Office (e.g., insurance agent) in a Space Formerly Used as a Business Office That Has Been Vacant for 2 Months	<u>Scenario 3</u> Opening a Sit-Down Restaurant (no alcohol license) in a Former Grocery Store in an Existing Strip Mall	<u>Scenario 4</u> Constructing and Occupying a New Multi-Tenant, Mixed-Use Building That Contains a Bank, Convenience Store (with food and alcohol licenses), Day Care Center and Several Offices
1. Please list all permits, certificates, licenses and other types of approval required.	Building, plumbing, electrical, HVAC permits Occupancy permit (Sign permit) Restaurant license (Waukesha Co.) Liquor license	Building, plumbing, electrical, HVAC permits (if needed) Occupancy permit (Sign permit)	Building, plumbing, electrical, HVAC permits (as needed) Occupancy permit (Sign permit) Restaurant license (Waukesha Co.)	Building, plumbing, electrical, HVAC permits Occupancy permits (Sign permits) Conditional use (for day care center) Site plan review and approval Retail food estab. license (Waukesha Co.) Liquor license
2. Please identify all city agencies, departments, boards and commissions involved in obtaining each of the approvals identified in #1.	Inspection Services (plan review, occupancy permit, sign permit, all construction-related inspections) Fire Department (plan review, site inspection) Plan Review Board, Plan Commission and Common Council (sometimes – for sign permits) Waukesha Co. Parks & Land Use (restaurant license)	Inspection Services (plan review, site inspection, occupancy permit, sign permit, all construction-related inspections) Fire Department (plan review, site inspection) Plan Review Board, Plan Commission and Common Council (sometimes – for sign permits)	Inspection Services (plan review, site inspection, occupancy permit, sign permit, all construction-related inspections) Fire Department (plan review, site inspection) Plan Review Board, Plan Commission and Common Council (sometimes – for sign permits) Community Development Dept. (takes item to Plan Commission and Common Council for use approval) Waukesha Co. Parks & Land Use (restaurant license)	Inspection Services (plan review, site inspection, occupancy permit, sign permit, all construction-related inspections) Fire Department (plan review, site inspection) Plan Review Board, Plan Commission and Common Council (site plan review and approval, also sign permits) Community Development Dept. (takes item to Plan Commission and Common Council for use approval); public hearing required for conditional use Engineering Dept. (reviews civil plans) Public Works Dept. (inspects utilities) Waukesha Co. Parks & Land Use (retail food estab. license)
3. Please identify all inspections conducted as part of the approvals enumerated under #1.	Site (exterior) inspection for compliance issues; building, plumbing, electrical, HVAC, sign and capacity inspections (Insp. Svcs.) Fire Dept. pre-occupancy inspection Pre-licensing inspection Annual liquor-license inspection by Inspection Services	Site (exterior) inspection for compliance issues; building, plumbing, electrical, HVAC, sign and capacity inspections (Insp. Svcs.) Fire Dept. pre-occupancy inspection	Site (exterior) inspection for compliance issues; building, plumbing, electrical, HVAC, sign and capacity inspections (Insp. Svcs.) Fire Dept. pre-occupancy inspection Pre-licensing inspection	Building, plumbing, electrical, HVAC, sign, capacity and erosion control (Insp. Svcs) Water and sewer line inspections (Public Works) Detention basins or stormwater facilities, if any (Engineering Dept.) Fire Dept. pre-occupancy inspection Pre-licensing inspection Annual liquor-license inspection by Inspection Services
4. What is the cost (or likely cost range) for obtaining each of the approvals identified in #1?	Various permit fees - min. of \$58 per inspection; \$0.31/sq. ft. building permit; \$268 for commercial plan exam; \$62 for HVAC plan exam \$150 (\$50-\$100) \$233-\$870 \$670	Various permit fees - min. of \$58 per inspection; \$0.31/sq. ft. building permit; \$268 for commercial plan exam; \$62 for HVAC plan exam \$150 (\$50-\$100) Plan review/site inspection fees for fire protection/suppression systems \$45-\$150	Various permit fees - min. of \$58 per inspection; \$0.31/sq. ft. building permit; \$268 for commercial plan exam; \$62 for HVAC plan exam \$150 (\$50-\$100) \$233-\$870 Plan review/site inspection fees for fire	Various permit fees - min. of \$58 per inspection; \$0.31/sq. ft. building permit; \$268 for commercial plan exam; \$62 for HVAC plan exam \$150 (\$50-\$100) \$203-\$1,575 \$760-\$1,190

	Plan review/site inspection fees for fire protection/suppression systems \$45-\$150		protection/suppression systems \$45-\$150	\$240 \$670 Plan review/site inspection fees for fire protection/suppression systems \$45-\$150
5. What is the estimated time (or likely time range) for obtaining each of the approvals identified in #1?	Less than 10 days ? (4-6 weeks, if sign needs to go before Plan Review Board) 5 days 4-6 weeks	Less than 10 days ? (4-6 weeks, if sign needs to go before Plan Review Board)	Less than 10 days ? (4-6 weeks, if sign needs to go before Plan Review Board) 5 days Plan Commission action – 45 days	Less than 10 days ? (4-6 weeks, if sign needs to go before Plan Review Board) 3-4 months (conditional use process) 5 days 4-6 weeks Plan Commission action – 45 days