



**POLICIES AND PROCEDURES**

SUBJECT Permit Applications	DEPARTMENT Building Inspections and <del>Zoning</del> Neighborhood Services		DEPARTMENT IDENTIFICATION 2000	
	SECTION 2001	PAGES 1-34	EFFECTIVE DATE 1/1/82	REVISION DATE <del>1/1/98</del> X/X/18

1.0 PURPOSE:

To describe the procedures to be followed by the Department of Building Inspections and ~~Zoning~~Neighborhood Services (BINS) in referring permit applications to other City departments and agencies for information and review in accordance with established policies and ordinances.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to ~~the Department of Building Inspections & Zoning and the Offices, Departments or Divisions of Fire, Engineering, Public Works, Health, Assessors, Planning, City Clerk/Treasurer and City Attorney~~ all City of West Allis departments, boards, commissions and the general public.

3.0 POLICY:

It is the policy of ~~the Department of Building Inspections and Zoning~~ BINS to rely, when appropriate, on the review of other City departments and agencies for input into the decisions as to whether or not a building and/or site development permit should be issued.

4.0 REFERENCES:

Chapter 13, City of West Allis Revised Municipal Code  
 Wisconsin Administrative Code  
~~State Building Code~~  
~~State One and Two-Family Dwelling Code (UDC)~~

5.0 PROCEDURES:

5.1 RESPONSIBILITY

It is the responsibility of ~~the Building Inspections and Zoning Department~~ BINS to serve as the clearing house for the review of permit applications submitted to the City for building and/or site development. ~~The Department~~ BINS shall secure the input of the appropriate departments and agencies before making a decision regarding the granting of building and/or on-site development permits.

5.2 GENERAL POLICIES

5.2.1 The Fire Department shall be ~~involved~~ consulted in the review of permit applications in the following instances:

- 1.) Review of plans and specifications for building sprinkler systems and fire alarms, regulated by the Fire Prevention Code.
- 2.) Review of plans and specifications for fire suppression systems for kitchen hoods, flammable liquids, ~~liquified~~ liquefied petroleum gas storage, and high hazard use of storage area.
- 3.) Review of all applications for Occupancy permit ~~applications~~.

5.2.2 The Engineering Department shall be consulted in the following ~~circumstances~~ instances:

- 1.) Assignment of building address numbers.
- 2.) Review of plats of survey for building site grade elevations compatible with established public right-of-way grade elevations.
- 3.) Review and approval of proposed connections to public sanitary, storm sewer and water mains, and review of storm water retention and detention systems.
- 4.) Review and approval of drive-way approach locations ~~through the permit process~~.
- 5.) ~~Referral of complaints referred to the Department of Building Inspections regarding weed control, sidewalk/street repair, etc.~~

5.2.3 The Public Works Department shall be ~~involved~~ consulted in the following instances:

- 1.) Review of applications for moving buildings on public streets.
- ~~2.) Review and approval of requests to raze buildings and structures by private contractors.~~
- ~~3.) Referral of orders by the Circuit Court to raze buildings condemned through the procedures outlined in the Wisconsin State Statutes, Section 66.05 and the City Building Code.~~
- ~~4.) Referral of complaints referred to the Department of Building Inspections which are within the scope of responsibility of the Public Works Department such as refuse container size and locations, public sewer main blockages and water main leaks.~~

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instances: 5.2.4 The Health Department shall ~~receive referrals~~ be consulted in the following

- 1.) Review of all building plans and specifications, except one- and two-family dwellings, wherein kitchens for public food preparation are included.
- ~~2.) Review of all plans and specifications for nursing homes.~~
- 23.) Review of plans and specifications for rooming and boarding houses.
- ~~4.) Referral of complaints involving alleged health code violations.~~
- 35.) Review of all applications for occupancy permits.

~~5.2.5 The Assessor's Office shall receive the copies of the following types of permits:~~

- ~~1.) Building permits.~~
- ~~2.) Business occupancy permits.~~
- ~~3.) Home occupancy permits.~~

5.2.6 The Planning Development Department shall ~~receive the following types of plans and specifications and permit applications~~ be consulted in the following instances:

- 1.) Review of changes to Off-street parking landscape and screening plans ~~for review and determination~~ by the City Planning Commission.
- 2.) Review of new buildings and Multiple-family dwelling site plans ~~for review and determination~~ by the City Planning Commission.
- 3.) ~~Plans for mixed residential and commercial use requiring "special use" for review and recommendation to the Common Council.~~
- 34.) Review of Applications for "special use" permits ~~for review and recommendation~~ to the Common Council.
- 5.) ~~Requests for zoning changes for review and recommendation to the Common Council.~~
- 6.) ~~Proposal by the City of West Allis to acquire or sell property or land for review and recommendation to the Common Council.~~

~~47.) Review of Certified Survey Maps and subdivision plats for review and recommendation to the Common Council.~~

~~8.) Amendments and/or additions to the Zoning Ordinance for review and recommendation to the Common Council.~~

~~9.) Street and alley vacations for review and recommendation to the Common Council.~~

~~10.) Architectural review of public buildings.~~

~~5.) Review of all applications for occupancy permits.~~

~~5.2.7 The following reports shall be submitted to the City Clerk's office:~~

~~1.) Report of annual inspections of mobile home courts required by the Common Council for the annual issuance of mobile home court licenses.~~

~~2.) Report of annual tavern inspections required for the annual licensing of taverns.~~

~~3.) Annual report of inspections of used car sites for the licensing of used car sales operations.~~

~~4.) Annual inspection report of truck/trailer rental sites required for the annual issuance of truck/trailer rental business licenses.~~

~~5.) Annual report of inspections of auto salvage sites for issuance of an annual auto salvage business license.~~

~~6.) Inspection report of junk dealer sites for the issuance of an annual junk dealer license.~~

~~5.2.8 The following shall be referred to the City Attorney's Office:~~

~~1.) The City Attorney shall be consulted in all legal matters relating to the department's code, administration and enforcement.~~

~~2.) All cases of failure to correct or remove sited violations shall be referred to the City Attorney's Office for appropriate legal compliance.~~

~~3.) All pertinent information, data and records on cases litigated by the City shall be submitted to the City Attorney's Office.~~