

Step 1:

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

Master Plumber and Property Owner must sign.

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 or Personal/Business check.

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

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

Step 2:

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 to the contractor. Please allow 3-4 days for plumbing permit applications to be processed.

Step 3:

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 #
2. TYPE OF INSPECTION
3. AM (8:00am-Noon) or PM (Noon-2:30pm)

NOTE: If a service connection (ie service tap) must be made to the water main, the applicant must obtain a separate Street Excavation Permit from the City of Brookfield Engineering Division.

METER SIZES:

Residential Existing Home Connection to City Water:
 $\frac{3}{4}$ " X 9" Meter (Ford Horn #3)

Commercial properties must submit fixture counts to determine meter size.