



CITY OF WAUWATOSA  
**BUILDING & SAFETY DIVISION**  
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## APPLICATION FOR BOARD OF BUILDING AND FIRE CODE APPEALS

### HOW TO MAKE AN APPLICATION:

The request shall consist of an online application through our Customer Service Portal accompanied by the following. Incomplete submittals will not be considered.

1. Plans, cross section and/or photographs that depict your proposal
2. Adjoining property owners: All names and addresses of all abutting and opposite property owners.
3. The following questions must be addressed in the application – What is the practical difficulty or hardship? What code section are you appealing? Alternative fire protection system?
4. Survey or plot plan. (If applicable)
5. \$250.00 appeal fee (nonrefundable).

The City Code (Section 15.06) establishes a “Board of Building and Fire Code Appeals” for the purpose of determining the suitability of alternate materials and construction and to permit the interpretations of the provisions of the Building, Electrical & Fire Codes. Meetings of the Board are conducted via Zoom at 9:00 a.m. on the second Friday of the month.

All applications and submittals must be completed online no later than the application date and time indicated below to be considered for the schedule’s meeting date. The advance application date is necessary to meet legal notification requirements.

<b>APPLICATION DATE</b>	<b>MEETING DATE</b>	<b>APPLICATION DATE</b>	<b>MEETING DATE</b>
December 26, 2025	January 9, 2026	June 26, 2025	July 10, 2026
January 30, 2025	February 13, 2026	July 31, 2025	August 14, 2026
February 27, 2025	March 13, 2026	August 28, 2025	September 11, 2026
March 27, 2025	April 10, 2026	September 25, 2025	October 9, 2026
April 24, 2025	May 8, 2026	October 30, 2025	November 13, 2026
May 29, 2025	June 12, 2026	November 27, 2025	December 11, 2026