



Planning a special event like a block party or festival is a big job. Part of that job is obtaining the permits you need from Milwaukee's City government. This site contains the most frequently used permit applications and/or information on how to get them.

Using the [Special Events Permit Checklist](#), determine which permits you need, and fill out the appropriate applications available online or contact those agencies directly for the applications. Place the completed permit applications in an envelope, and return it with the proper postage to the Milwaukee Development Center. Our address is:

Milwaukee Development Center  
809 N. Broadway,  
P.O. Box 324  
Milwaukee, WI 53201-0324

If you wish to drop off the package, bring it to the Development Center between 8 a.m. and 4 p.m. Monday through Friday. The Center is located on the 1<sup>st</sup> floor. You can also fax the applications to (414) 286-0232. Please include a cover sheet that contains your name, telephone number and the words Special Events Packet.

The Development Center will route the permit applications to the appropriate department. You'll receive a call from each department when the permits are ready for pick-up. If there are fees charged, you will need to pay the fees when you pick up the permits. *If you have questions about how to fill out the permit forms, please call the department whose number is listed on the application.*

To ensure that your permits can be issued in time for your event, we strongly recommend that you turn in completed applications to the Development Center at least 45 days before your event. If you have a large event, we ask that you turn in the applications at least 60 days before your event.

Not all applications for permits and licenses issued by the City Clerk's Office are available on the computer. See the [information sheet](#) for details about those permits that allow you to sell beer, wine and non-food items. Those applications are available during normal business hours in room 105, City Hall, 200 E. Wells Street.

**Best of luck with your event!**