



Special Events and Banners

Permits are required for events that take place in the public way, such as block parties, street festivals, photo shoots and parades. These permits are issued by the Department of Public Works Special Event Permit Office. This office also issues permits for banners and other decorations to be hung from light poles located in the public way. Permits issued by the City Clerk's License Division for newspaper vending boxes are also monitored by the DPW Special Event Permit Office.

[Special event permits](#) are required to ensure public safety and the coordination of activities on streets and sidewalks. The application process allows for planning assistance, coordination with other events, arranging for City services and equipment, and sharing information among interested parties such as police, fire and transit agencies.

Application is made on a [Special Event Application Form](#). Submit the completed application to the Special Event Permit Office, located in room 516 of the Zeidler Municipal Building, 841 N. Broadway, Milwaukee, 53202. The application is forwarded to the Common Council member in whose district the event would take place. The alderperson may require the applicant to obtain consent from individuals who would be affected by the event and to distribute informational flyers to those living and/or working in the area of the event.

Permits are issued only with the approval of the alderperson and only after any fees have been paid. The process may take a few days during slower winter months, or up to

several weeks during other seasons when more applications are received. During the busiest time (June, July and August), applications are accepted no later than two weeks before an event.

Permits may necessitate a fee for police assistance and equipment such as street barricades and parking meter hoods. Insurance is required for large events but not for neighborhood block parties.

Applications for [vertical](#) or cross street banners require a list of specific poles to be used and the proposed design of the banner. The permit holder is responsible for installing and maintaining the banners. Specific standards regarding permitted size, content and pole attachment have been established.

Quick Facts

Application fee: None
Related fees: Fees for special equipment and/or police services.
Final approval: Special Event Permit Office, Dept. of Public Works
Typical review and approval time: 3 days to 3 weeks
For more information: 286-3329
