



## TEMPORARY EXTENSION OF PREMISE INFORMATION FOR FOOD DEALER ESTABLISHMENTS

Office of the City Clerk License Division  
200 E. Wells St. Room 105, Milwaukee, WI 53202  
(414) 286-2238 email: license@milwaukee.gov www.milwaukee.gov/license

### **LICENSE REQUIRED:**

A temporary extension of a food dealer premises would extend operations to outside areas on a temporary basis. A food dealer premises cannot be extended inside.

### **REQUIREMENTS:**

The extension area must be contiguous to the current licensed food premise.

20 Temporary Extensions of Premises may be obtained per license year. Each temporary extension must be for consecutive days.

If the days are not consecutive, separate applications must be submitted.

(For example: Tailgate parties every Sunday for football games would require an application for EACH Sunday.)

### **APPLICATION:**

Complete the Temporary Extension of Premises Application for Food Dealer Establishments (ccl-textfood).

Section 1, 2, 3 and 5 must be completed by all applicants.

Section 4 must be completed by all applicants filing less than 15 days before the event.

Incomplete applications and applications submitted without the required fee or notarizations will be returned.

### **SITE PLAN:**

Required

### **FEE:**

\$50 if filed 15 days or more before the event

\$100 if filed less than 15 days before the event

Fee must be submitted at the same time the application is filed. Make checks payable to: *City of Milwaukee*. Credit cards are accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

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### **CONTROL OF PREMISES REQUIRED:**

The area(s), which the licensee wishes to include in any temporary extension, must be under the control of the licensee. The licensee must own or lease the area(s), have a special event permit or have permission from a special event organization to use the area(s). The area(s) must be contiguous (in direct contact) with the licensed premises.

### **TEMPORARY EXTENSION OF PREMISE APPLICATION FOR ALCOHOL BEVERAGE ESTABLISHMENTS REQUIRED:**

If this extension will also include alcohol beverages

### **SPECIAL EVENT PERMIT REQUIRED:**

If the location requested in a temporary extension extends into or encroaches upon public property or public thoroughfares, then contact the Special Event Permit Office, (414) 286-3329, 841 N. Broadway, Rm 516.

More information related to special event permits is available at <http://www.mpw.net/Pages/faq9.htm>.

### **ADDITIONAL PERMITS:**

If you will be putting up tents 10 x 10 or larger or temporary construction such as a stage, additional permits must be obtained from the Department of City Development. Contact the Permit Desk at (414) 286-8211, 809 N. Broadway 1<sup>st</sup> floor.

### **HOURS OF OPERATION:**

The hours allowed under an issued special event permit supersede any hours granted with the temporary extension.

### **PARTIAL FEE REFUND:**

If an application is withdrawn or denied, you are eligible for a partial refund of your fee(s) provided the refund is requested no later than one year from the date of withdrawal or denial of the application.

If a permit is not issued, the refund must be requested no later than one year from the date of application, unless the extension has been granted, in which case no later than one year from the date of granting.



# TEMPORARY EXTENSION OF PREMISES APPLICATION FOR FOOD DEALER ESTABLISHMENTS

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)

## SECTION 1 – EVENT AND LICENSEE INFORMATION

Event Name:	Date(s): must be consecutive    Start Time:    End Time:
Licensee (Name of individual; each partner; or agent, if a Corporation or LLC):	_____
Corporation or LLC Name (if applicable):	_____
Business Name:	Business Address:

## SECTION 2 – EXTENSION DETAILS

Check (v) all that apply, and list for each the relationship of the area to the premises (Example: parking lot at the north side of the premise.).  
**[!] Important:** The area must be located in an area contiguous to the current licensed premise.  
 A food license cannot be extended inside an establishment.

Sidewalk at the \_\_\_\_\_ of the premise     Parking lot at the \_\_\_\_\_ of the premise  
 Street at the \_\_\_\_\_ of the premise     Yard at the \_\_\_\_\_ of the premise  
 Other: \_\_\_\_\_

Check (v) all that apply for the area(s) listed above. At least one box must be checked.  
 I own     I lease     I will obtain a special event permit     I have permission from a special event organization

Will there be alcohol in the extension area?     NO     YES    If yes, also complete a Temporary Extension of Premises Application for Alcohol Beverage Establishments.

## SECTION 3 – FOOD

List All Menu Items:	Prepared Outside?
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

How will you control temperature for potentially hazardous foods? (check all that apply)

Hot Holding:     Steam Table     Oven     Charcoal Grill     Gas Grill     Steamer     Stove     Holding Case     Other: \_\_\_\_\_

Reheating/Cooking:     Oven     Charcoal Grill     Gas Grill     Stove     Fryers     Other: \_\_\_\_\_

Cold Holding:     Refrigerator     Freezer     Refrigerated Truck     Dry Ice     Drained Ice     Other: \_\_\_\_\_

List other equipment to be used:     Sinks     Tables     Other: \_\_\_\_\_

What will be used for utensil washing? \_\_\_\_\_

What will be used for hand washing? \_\_\_\_\_

Materials used for booth construction (if applicable): WALLS:     Wood     Canvas     Other: \_\_\_\_\_

FLOOR:     Wood Rack     Plywood     Shredded Bark     Concrete     Other: \_\_\_\_\_

**Sketch on the reverse side the layout of the Temporary Food Establishment relative to the licensed premises indicating the location of the following:**

1. Location of cooking and holding equipment
2. Location of hand washing and utensil washing facilities (if not using shared facilities)
3. Location of trash disposal containers

Location of work tables, food and single-service storage

## SECTION 4 - SIGNATURE

I understand that I must meet the requirements of the Wisconsin Food Code during all times of operation under this extension.

\_\_\_\_\_

Print Name of Individual, Partner, Agent or 20% or more shareholder

\_\_\_\_\_

Signature

**Office Use Only:**     Confirm eligibility (20 per license year)    15+ days before event?     Yes     No    If no, late fee due

Initials \_\_\_\_\_ Filed \_\_\_\_\_ Food License# \_\_\_\_\_     Removed from HD Queue

Paid \_\_\_\_\_ License # \_\_\_\_\_