



## **PUBLICATION RENTAL BOX IN CITY HALL LICENSE INFORMATION**

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 LICENSE@MILWAUKEE.GOV  
WWW.MILWAUKEE.GOV

### **DEFINITION:**

The Milwaukee Code of Ordinances allows the issuance of a permit to distribute publications via a rental box at City Hall under specific circumstances. Upon application, a permit may be issued to a “person, group, organization or other association “to distribute “newspapers, newsletters, magazines or other publications which are published daily, weekly, biweekly, monthly or on other similar regular schedules.”

### **LICENSE PERIOD:**

License expires 2 years from date of issuance. License must be issued within 1 year of approval, or a waiver from the Licenses Committee is needed.

### **FEE:**

\$35 per box must be submitted with the application.

### **REQUIRED FORMS:**

Business License Application (ccl-bus app)

Publication Rental Box in City Hall Supplemental Application (ccl-pubboxapp)

### **APPLICATION:**

An application must be completed and signed by the applicant. No more than two spaces will be allotted for the same publication.

After completion of an application provided by the City Clerk’s Office and payment of the fee, the City Clerk will review the application and, if appropriate, issue the permit and designate a box in the City Hall rotunda for distribution of the publication.

ORDINANCES REGULATING DISTRIBUTION OF PUBLICATIONS AT THE CITY HALL COMPLEX ARE LOCATED IN SECTION 84-49 OF THE MILWAUKEE CODE OF ORDINANCES, AND MAY BE VIEWED ONLINE AT [www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances)



**PUBLICATION RENTAL BOX IN CITY HALL  
SUPPLEMENTAL APPLICATION**

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(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

<b>Person Responsible for Proper Maintenance of the Publications (if different from applicant):</b>	
Name:	Business Phone Number:
Address (include city, state and zip code):	
<b>Maintenance of the Box</b>	
Frequency of publication: (i.e. Daily, Monthly, Etc.)	How often will the box be re-stocked?
What are your plans to ensure the box is neat and orderly?	
<b>Publication Information</b>	
Name:	Number of Rental Boxes: (maximum of two) <input type="checkbox"/> 1 Box <input type="checkbox"/> 2 Boxes
Application is hereby made to place a publication as described above, in accordance with the provisions of Milwaukee Code of Ordinances 84-49, for the license period beginning February 1, _____ and ending January 31, _____.	
_____	_____
Signature of Applicant	Date

***SUBMIT THIS FORM ALONG WITH THE "BUSINESS LICENSE APPLICATION"***

**Office Use Only:**

Initials: \_\_\_\_\_ Filed: \_\_\_\_\_ App #: \_\_\_\_\_ Issued: \_\_\_\_\_ Lic# \_\_\_\_\_

Sent LC an email requesting name plate(s)

Sent City Clerk an email requesting approval      Approved:  Yes  No Date: \_\_\_\_\_