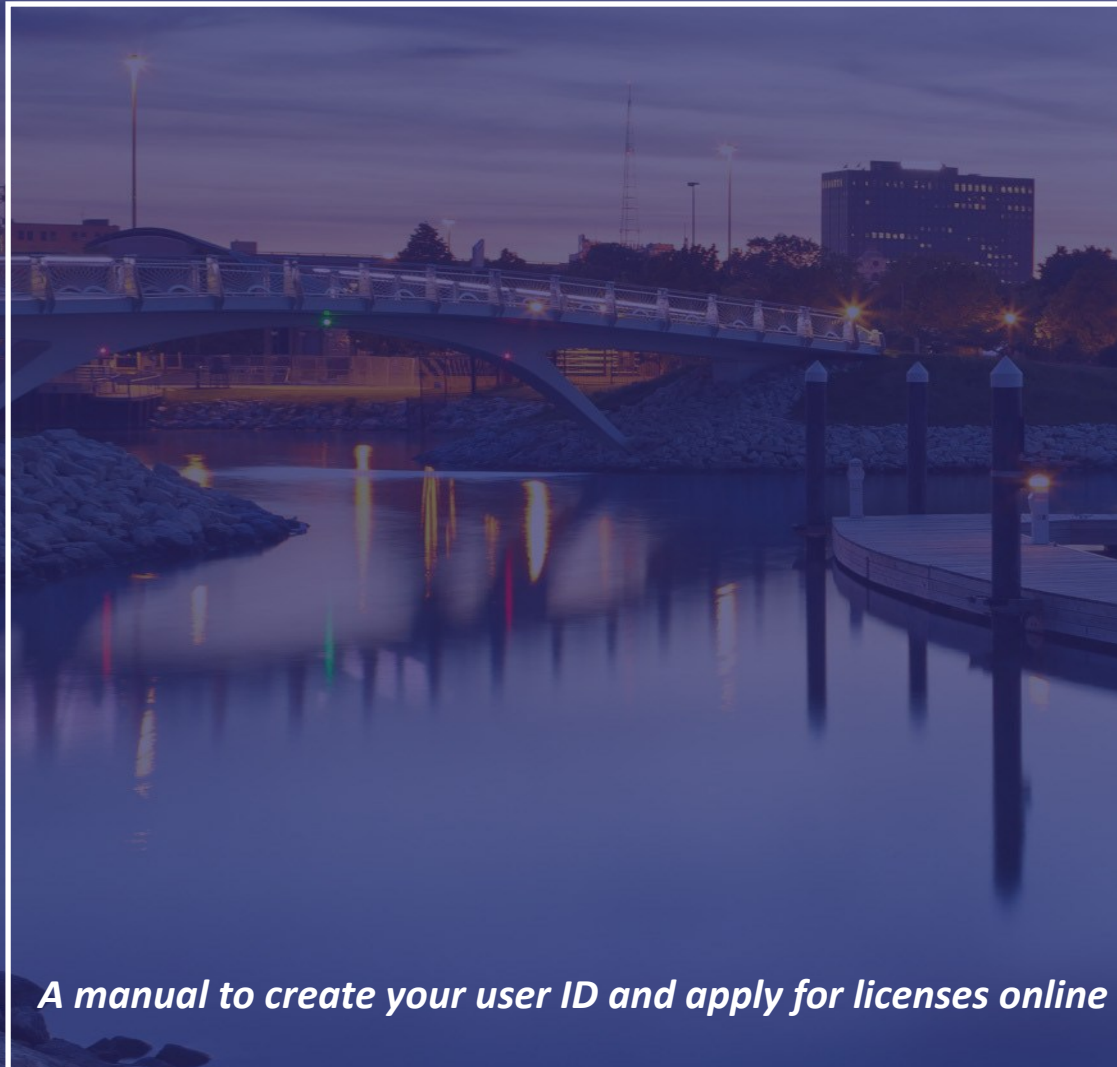




A manual to create your user ID and apply for licenses online

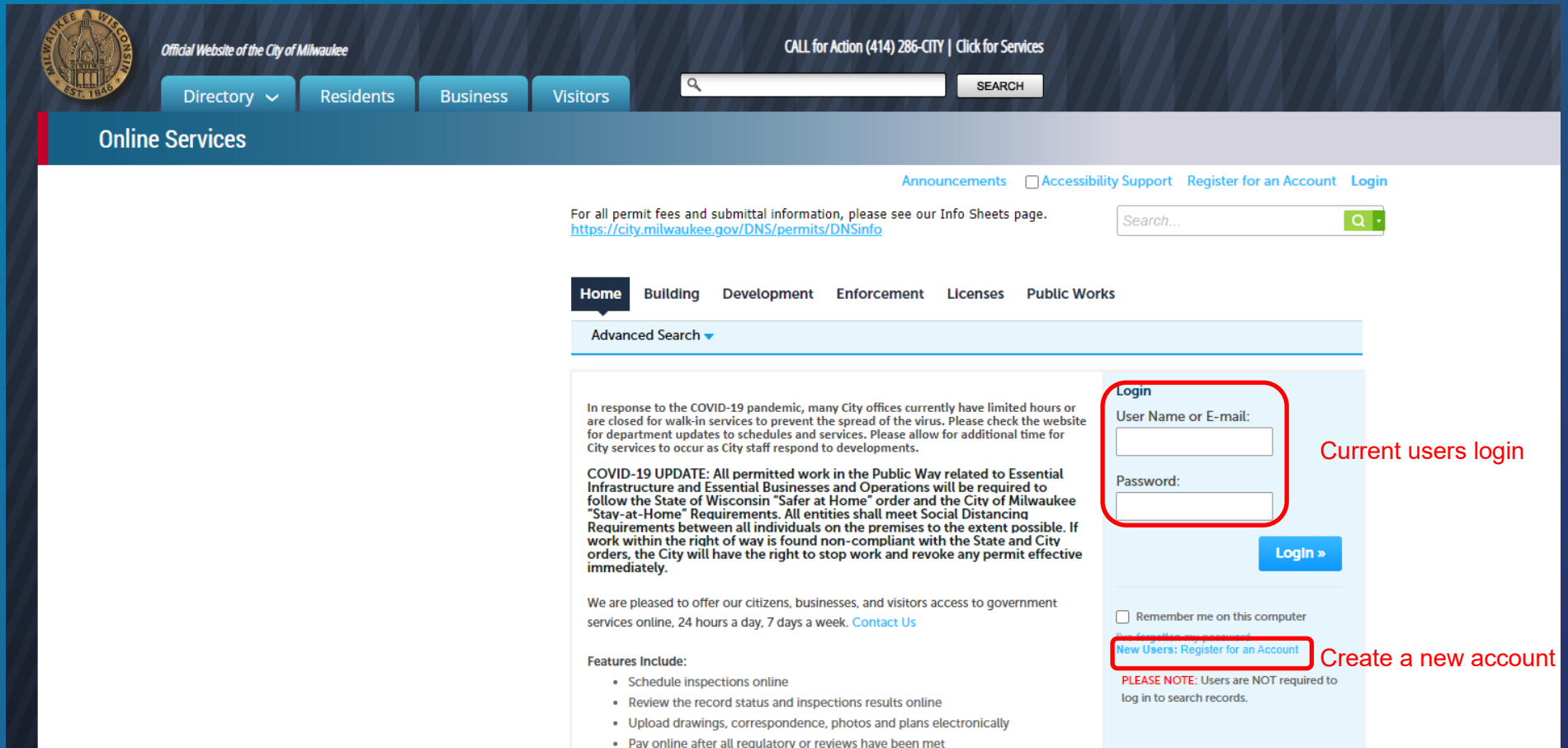
City of Milwaukee
License Division

Form
USERGUIDE



Applying Online is easy, convenient, and quick

Go to www.milwaukee.gov/lms to log in or create an account



Official Website of the City of Milwaukee

CALL for Action (414) 286-CITY | Click for Services

Directory Residents Business Visitors

Online Services

Announcements Accessibility Support Register for an Account Login

For all permit fees and submittal information, please see our Info Sheets page.
<https://city.milwaukee.gov/DNS/permits/DNSinfo>

Search...

Home Building Development Enforcement Licenses Public Works

Advanced Search

In response to the COVID-19 pandemic, many City offices currently have limited hours or are closed for walk-in services to prevent the spread of the virus. Please check the website for department updates to schedules and services. Please allow for additional time for City services to occur as City staff respond to developments.

COVID-19 UPDATE: All permitted work in the Public Way related to Essential Infrastructure and Essential Businesses and Operations will be required to follow the State of Wisconsin "Safer at Home" order and the City of Milwaukee "Stay-at-Home" Requirements. All entities shall meet Social Distancing Requirements between all individuals on the premises to the extent possible. If work within the right of way is found non-compliant with the State and City orders, the City will have the right to stop work and revoke any permit effective immediately.

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week. [Contact Us](#)

Features Include:

- Schedule inspections online
- Review the record status and inspections results online
- Upload drawings, correspondence, photos and plans electronically
- Pay online after all regulatory or reviews have been met

Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[New Users: Register for an Account](#)

PLEASE NOTE: Users are NOT required to log in to search records.

Current users login

Create a new account

HOW TO CREATE AN ACCOUNT

1

Read and accept the *Disclaimer of Liability*;

Online Services

Announcements

For all permit fees and submittal information, please see our Info Sheets page.
<https://city.milwaukee.gov/DNS/permits/DNSinfo>

Home Building Development Enforcement Licenses Public Works

Advanced Search ▾

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

Disclaimer of Liability

The City of Milwaukee makes information available on its web site to enhance public knowledge and promote a better understanding of the City and its government. The City attempts to provide accurate, complete, and timely information. The City, however, cannot guarantee the quality, content, accuracy, or completeness of the information, text, graphics, links, and other items contained on its web pages because the material comes from a variety of sources, collected and maintained for different purposes. The City also retains the right to change any content on its web site without prior notice.

☒ I agree to the

Continue Registration >

* Required Fields

USER NAME: *

Must enter a User Name:

E-MAIL ADDRESS: *

Must enter a E-mail Address:

PASSWORD: *

Must enter a Password:

TYPE PASSWORD AGAIN: *

Must enter a Type Password Again:

ENTER SECURITY QUESTION: *

Select

Must enter a Enter Security Question:

ANSWER: *

Must enter a Answer:

☐ I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

☒ Applicant
☐ Individual
☐ Operator

* Required Fields

FIRST: *

MIDDLE:

LAST: *

NAME OF BUSINESS:

WORK PHONE:

MOBILE PHONE:

2

proceed to enter your account information under “Login information”; then select “Applicant” and complete the following “Contact Information” prompts.

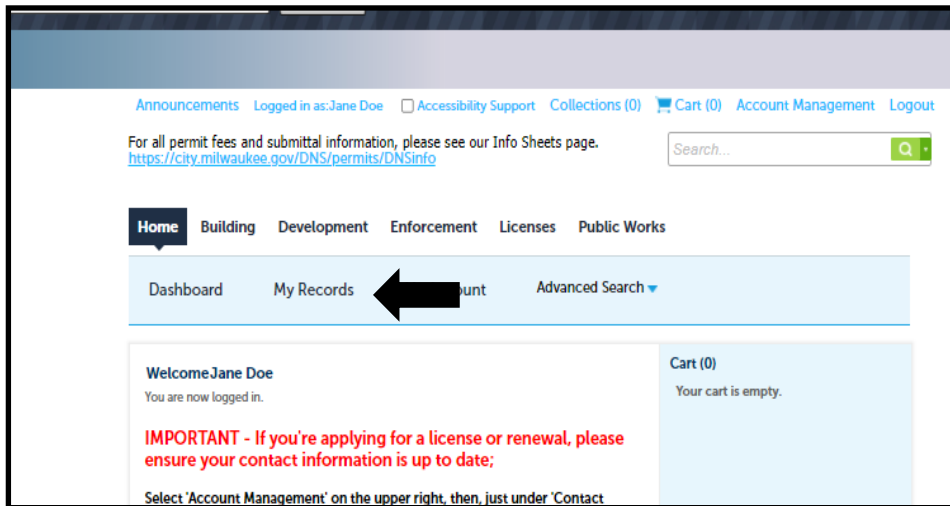
3

Your account is now set up. You can access it using the Login Form at www.milwaukee.gov/lms.

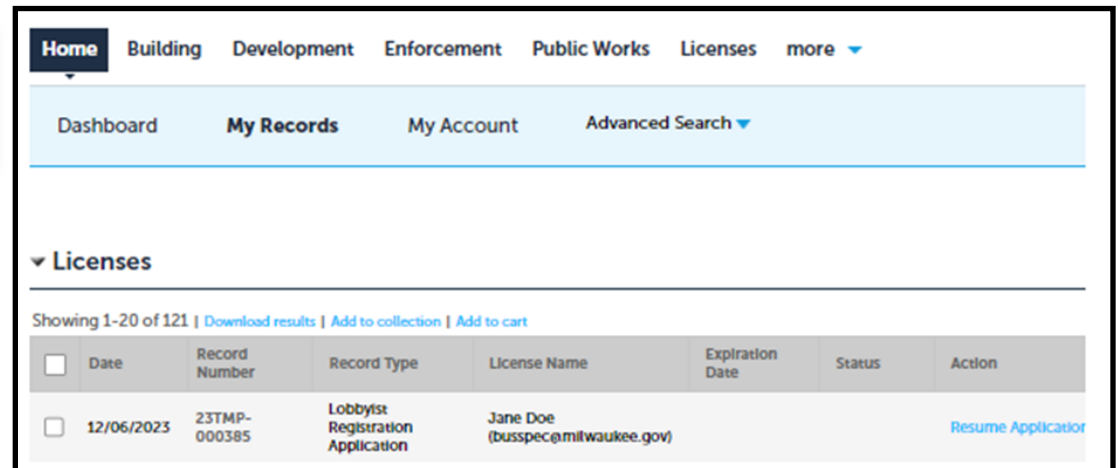
You can review your account information on the home tab once you log in.

HOW TO CHECK MY RECORD AND PROGRESS

On the home tab, select “My Records”. Then, select the Licenses drop-down, which will show current license applications and the status



The “Status” will change upon license approval, denial, or nonrenewal.

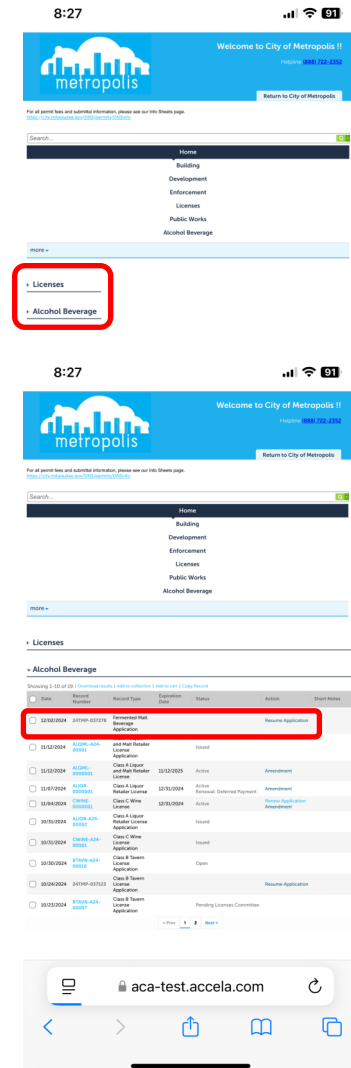
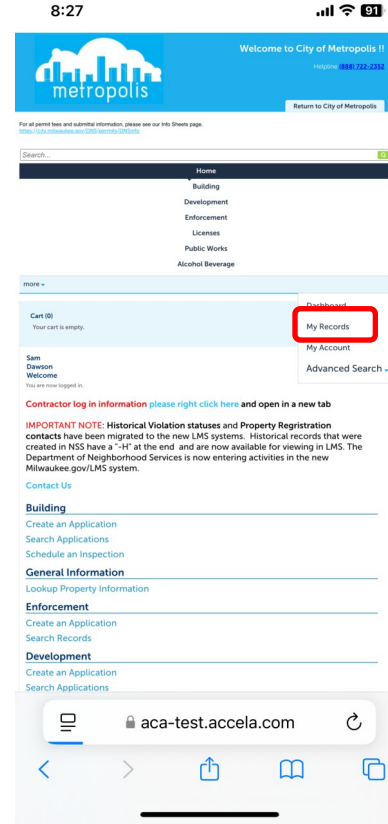
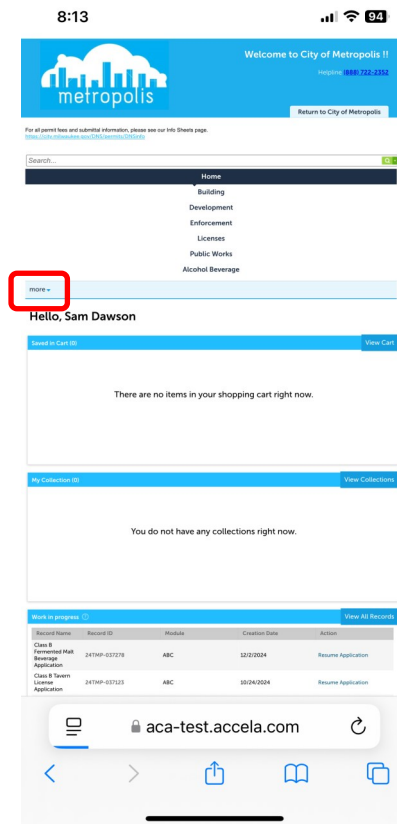


HOW TO CHECK MY RECORD AND PROGRESS:

Mobile Devices

If using a Mobile Device, you can find the “My Records” tab by selecting “More” from the menu at the top of your screen. This will open a dropdown menu with access for your Dashboard, Records, Account, and Advanced Search.

After selecting “My Records”, you will see the same Licenses and Alcohol Beverage Record options as the desktop version.



Temporary Food Dealer Application

User Guide



HOW TO APPLY FOR A TEMPORARY FOOD DEALER LICENSE

Home City Clerk Building Development Enforcement Licenses Public Works

Dashboard My Records My Account Advanced Search ▼

Hello, licensetest

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
Food Dealer				

Review the Disclaimer of Liability. Once you have read the disclaimer, check the “I have read and accepted the above items” box, before selecting “Continue Application”.

Once your account is set up and you have logged-in, select “City Clerk” from the menu at the top of the page.

Home Building Development Enforcement Licenses Public Works more ▼

Apply for a License Search Applications

Online Application

IMPORTANT - If you're applying for a license or renewal, please ensure your contact information is up to date;

Select 'Account Management' on the upper right, then, just under 'Contact Management', scroll to the right and select 'Action' then 'View'. Please then review and make any needed updates.

For additional license and renewal information, please visit the City Clerk site via [right clicking here](#), and opening in a new tab.

Welcome to the City of Milwaukee's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Disclaimer of Liability

The City of Milwaukee makes information available on its web site to enhance public knowledge and promote a better understanding of the City and its government. The City attempts to provide accurate, complete, and timely information. The City, however, cannot guarantee the quality, content, accuracy, or completeness of the information, text, graphics, links, and other items contained on its web pages because the material comes from a variety of sources, collected and maintained for different

☒ I have read and accepted the above terms.

[Continue Application »](#)

HOW TO APPLY FOR A TEMPORARY FOOD DEALER LICENSE

To select the correct license application, either use the search bar to look for “Temporary” or select “Temporary Business License Applications” and find the Temporary Food Dealer Application. Once selected, click Continue Application.

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



Search

- ▶ BUSINESS LICENSE APPLICATIONS
 - ▶ Contractor Registration
 - ▶ Environmental
 - ▶ Food Drink and Entertainment
 - ▶ Miscellaneous Licenses
 - ▶ PUBLIC PASSENGER VEHICLE
 - ▶ VEHICLE RELATED
- ▼ TEMPORARY BUSINESS LICENSE APPLICATIONS
 - ☐ Temporary Change of Plan Application
 - ☒ Temporary Food Dealer Application
 - ☐ Temporary Public Ent. Premises Application
 - ☐ Temporary Tattoo & Body Piercing Application
- ▶ PREMISES BUSINESS LICENSES
 - ▶ Licenses
- ▶ OTHER BUSINESS LICENSE APPLICATIONS

[Continue Application »](#)

BUSINESS LICENSE INFO—CONTACT INFO

In the Operating Information Section, mark whether food processing will be done onsite during the event and whether any food requires temperature controls.

In the Business Contact Info section, first add the Business Entity. If this is a new business, select “Add New”. If it is a renewal, select “Look Up” and search for your business.

Business Entity

If filing as a Sole Proprietor

1. Add yourself as the Business Entity with Contact Information for your Business
 - Select sole proprietor
 - Select Occupancy Type from the list
2. Add yourself as the Agent-Sole Proprietor-1st Partner with Contact Information

If filing as a Partnership

1. Add yourself and all partners with contact information as the Business Entity
2. provide name/contact information for the first partner as Agent-Sole Proprietor-1st Partner
3. provide name/contact information for additional partner-shareholders
4. Occupancy Permit Status: Select appropriate item from the list. All partners must sign.

If filing as a Corporation or Limited Liability Company

1. Select LLC or Corporation, the legal entity name is the LLC or Corporation, provide business name and contact information as the Business Entity
2. provide name and contact information for the agent (also include percent of ownership interest if agent is also a shareholder)
3. provide the name and contact information for all Business shareholders that own 20% or more ownership interest
4. Occupancy Permit Status: Select appropriate item from the list. Two 20% or more shareholders must sign. If there are no 20% or more shareholders, a corporate officer must print their name and title and sign.

Select from Account

Add New

Look Up

Operating Information

OPERATING INFORMATION

*Will any food processing be done onsite at event?: ☒ Yes ☐ No

*Will you be selling/serving any food items that require temperature control?: ☒ Yes ☐ No

Bed and Breakfast Business License Application

Contact Information

* Legal Entity Name ? Milwaukee B&B Inc. * Doing Business As (DBA) Milwaukee B&B

* Address Line 1 200 E Wells St

* City: Milwaukee * State: WI * Zip: 53202

* E-mail: samueltdawson@gmail.com * Business Phone: 414-555-5555

* Type of Ownership: Corporation

* Occupancy Permit Select one from the List: has been obtained

Reason Occupancy Permit is not needed:

Add the Business Entity information, including the Legal name as it is registered with the Wisconsin Department of Financial Institutions. Be sure to list the proper Ownership type, as well as provide the status of your occupancy permit.

BUSINESS LICENSE INFO—CONTACT INFO

Once the Business Entity Information is entered, scroll down to “Add Additional Contact Address” to add a mailing address.

Contact Information

* Occupancy Permit Select one from the List:

has been obtained

Reason Occupancy Permit is not needed:

Prior Name Information

Showing 0-0 of 0

First	Middle	Last	Title	Suffix
No records found.				

Add a Row Edit Selected Delete Selected

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue Clear Discard Changes

In the Contact Address Information, select “Mailing” under Address Type, complete the form, and select “Save and Close”. Review your information for accuracy and select “Continue”.

Contact Address Information

* Address Type:

Mailing

* Address Line 1:

200 E Wells St

Address Line 2:

Address Line 3:

* City:

Milwaukee

State:

WI

* ZIP Code:

53202

Country/Region:

United States

Save and Close

Save and Add Another

Clear

Discard Changes

Contact Information

from the List:

has been obtained

Reason Occupancy Permit is not needed:

Prior Name Information

Showing 0-0 of 0

First	Middle	Last	Title	Suffix
No records found.				

Add a Row Edit Selected Delete Selected

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		200 E Wells St	Actions

Continue

Clear

Discard Changes

Temporary Food Information

Next, add the event information. To do this, select “Add an Event” which will open the event module. Enter the event information and select “Save”.

EVENTS

Showing 0-0 of 0

Event Name	Start Date	End Date	Event Address
No records found.			

[Add an Event](#) [Edit Selected](#) [Delete Selected](#)

EVENTS

* Event Name:

Test Event

* Start Date:

04/01/2025

* End Date:

04/01/2025

* Event Address:

200 E Wells St. Milwaukee

Submit

Cancel

EVENTS

Showing 1-1 of 1

☐	Event Name	Start Date	End Date	Event Address	
☐	Test Event	04/01/2025	04/01/2025	200 E Wells St. Milwaukee WI 53202	Actions

[Add an Event](#) [Edit Selected](#) [Delete Selected](#)

After adding the event information, complete the Food Processing, Temperature Control, and Scales sections.

Food Processing

FOOD PROCESSING

Processing is defined as assembling, grinding, cutting, mixing, baking, coating, stuffing, packing, bottling, grilling, canning, extracting, fermenting, distilling, pickling, freezing, drying, smoking, or packaging.

Snacks and Beverages: ☐
Meals: ☒
Will any food processing be at an offsite location?: ☐ Yes ☒ No

If processing food offsite provide the address of offsite location. Will require Food Dealer license for Offsite location.:

Temperature Control

TEMPERATURE CONTROL

REQUIRED

* List of food items requiring temperature control:

Meat, dairy

Scales

SCALES

* Will any scales be used?:

☒ Yes ☐ No

* Do your scales already have Weights & Measure licenses?:

☒ Yes ☐ No

Are you adding additional scales to your Weights & Measures License?:

☐ Yes ☒ No

Supplemental Licenses

In the next section, you will see a table of able supplemental licenses needed for your application based on previous responses. Review the list before continuing your application.

Step 2: Temporary Food Information > Supplemental Licenses

* indicates a required field.

Custom Lists

Supplemental Licenses

Showing 0-0 of 0

Record Type	Application Type	Child Record ID
No records found.		

Add a Row



Edit Selected

Delete Selected

Save and resume later

[Continue Application »](#)

DOCUMENTATION—Attach Documentation

Next you are asked to attach documents for your application. To do so, click “Add”, and in the File Upload window, select “add”, search for and select the documents you wish to upload, and select continue. With each document, select the type from the dropdown menu (i.e. DFI Registration or Plan—Floor Plan” and click “Save” before continuing the application.

File Upload

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

DFI.pdf	100%
Floor Plan.pdf	100%

Continue

Add

Remove All

Cancel

Step 4: Documentation > Attach Documentation

It is recommended to select Save and resume later at the bottom of this page if you need to return to this section later. In this section, you will need to upload supporting documentation. Any information not submitted along with this application, may cause delays in processing and possibly even denial. A list of required documents can be found at this link: [Food Dealer Plan](#)

* indicates a required field.

17. Attach Documents

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mhc;mhtml;mssc;msscphp;pit;scr;scs;shb;sys;vbs;vxd;wsc;wsf; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

DFI Registration

Remove

File:

DFI.pdf

100%

Description:

spell check

*Type:

Plan - Floor Plan

Remove

File:

Floor Plan.pdf

100%

Description:

spell check

Save

Add

Remove All

Save and resume later

Continue Application »

REVIEW

In Step 5, you can review the entirety of the Food Dealer Restaurant Business Application. If you notice any incorrect information, you can simply select the “Edit” button next to that section and you will be taken to that portion of the application to make your edits.

Once you have reviewed the application and the information is accuracy, read the certification related to local ordinance and procedures, before checking the signature box and selecting continue application.

Step 5: Review

Save and resume later

Continue Application »

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on.

Record Type

Restaurant Food Dealer Business License Application

Business Entity

Edit

Test Restaurant Inc.
Test Restaurant
200 E Wells St
Milwaukee, WI, 53202

Business Phone: 414-555-5555
E-mail: testrest@gmail.com

Type of Ownership: Corporation
Occupancy Permit Select one from the List: has been obtained
Prior Name Information
No Custom Lists data for the sub group above.

Agent-Sole Proprietor-1st Partner

Edit

Individual
Sam Dawson
Birth Date: 12/04/1993
200 E Wells St
Milwaukee, WI, 53202
Business Owner Title: Owner
Percentage of Ownership: 100
Prior Name Information
No Custom Lists data for the sub group above.

E-mail: samueldawson@gmail.com
Driver's License/State ID # WDL123456789
Issuing State: WI

Additional Agent & Shareholders

Edit

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Address

Edit

200 E WELLS ST
103
MILWAUKEE WI 532023510

Parcel

Edit

GRAPH NUMBER: 00723456789

17. Attach Documents

Edit

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mhc;mhtml;msc;msp;msi;php;piif;scr;scs;shb;sys;vbe;vbs;xdd;wsc;wsf;
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
DFI.pdf	DFI Registration	129.96 KB	07/10/2024	Actions ▼
Floor Plan.pdf	Plan - Floor Plan	129.96 KB	07/10/2024	Actions ▼

I/we understand that I am/we are required to inform the City Clerk within 10 days of changes in any of the information supplied in this application.
I/we have knowledge of the City Ordinances currently regulating the license applied for herein, and understand that the license may be subject to suspension, non-renewal or revocation, if I/we violate any rule or regulation relating to this license.
I/we understand that I/we shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; and shall not seek such information as a

☒ By checking this box, I agree to the above certification.

Date: 07/10/2024

Save and resume later

Continue Application »

PAY FEES

Next, you will be presented with the fees due at the time of application submission. Review the fees. If correct, select “Check Out”. If incorrect, review your application for any errors.

Tattoo and Body Piercing Business License Application

1	2	3 Tattoo & Piercing Plan	4 Documentation	5 Review	6 Pay Fees	7 Record Issuance
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Step 6: Pay Fees

Listed below are the preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Preinspection Fee for all Establishments	1	\$123.00
Combined Tattoo & Body Piercing	1	\$550.00

TOTAL FEES: \$673.00

Note: This does not include additional fees which may be assessed later.

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before your can get approval from the agency.

Conditions of Approval

Showing 1-1 of 1 | [Download results](#)

Business Licensing - 1 Pending

Business Licensing

DFI Registration

Corporations require confirmation of the DFI Registration.

[Check Out »](#)

[Continue Shopping »](#)

You will be forwarded to your shopping Cart. Review the Cart contents. Once it is accurate, select “Checkout”. You will be forwarded to a payment page where you can enter your credit card or bank account information to process the payment. Once your information is entered, select “Submit Payment”.

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

Note: Application Payment Receipt is not a valid Permit.

PAY NOW

200 E WELLS ST, 103B, MILWAUKEE WI 532023510

1 Application(s) | \$673.00

► Tattoo and Body Piercing Business License Application
24TMP-037311

Total due: \$673.00

Total amount to be paid: \$673.00

Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

RECEIPT/RECORD ISSUANCE

After your payment has been properly submitted, you will be issued records for your primary and supplemental applications and a receipt.

You can review your application records at any time by selecting “My Records” from the tool bar and selecting the appropriate application record from your list of licenses.

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.
Note: Payment Receipt is not a valid Permit.

To view related records, click on the record number highlighted below and then click Record Info dropdown and select Related Records to view. Note that for Parking Meter Hood records, these will be reviewed prior to Issuance.

200 E WELLS ST, 103, MILWAUKEE WI 532023510

FREST-A24-00006



A notice was added to this record on 07/10/2024.
Condition: DFI Registration Severity: Notice
Total Conditions: 2 (Notice: 2)

[View additional details](#)

PEP-A24-00008

Home Building Development Enforcement Licenses Public Works more ▾

Dashboard

My Records

My Account

Advanced Search ▾

▼ Licenses

Showing 1-20 of 47 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

☐	Date	Record Number	Record Type	License Name	Expiration Date	Status	Action
☐	07/10/2024	FREST-A24-00006	Restaurant Food Dealer Business License Application			Open	
☐	07/10/2024	PEP-A24-00008	Public Entertainment Premises Business License Supplemental			Open	

REVIEWING YOUR RECORD

Once your application is submitted and the application fees are paid, you can check on the status of your record. If there are additional needs in order to proceed towards issuance. You can do things like pay additional fees after your health inspection, upload additional attachments, and see where your application is in the review process.

Record FREST-A24-00006:
Restaurant Food Dealer Business License Application
Record Status: Open

Record Info

Record Details

Processing Status

Related Records

Attachments

Inspections

Payments

Conditions 2

Added to this record on 07/10/2024.
DFI Registration Severity: Notice
Conditions: 2 (Notice: 2)

Approval

Search...

Add to cart

Add to collection

Post

T-A24-00006:
Food Dealer Business License Application
Status: Open

Payments

Conditions 2

ice was added to this record on 07/10/2024.
DFI Registration Severity: Notice
Conditions: 2 (Notice: 2)

View Condition

Add to cart

Add to collection

Post

Outstanding:

Date	Invoice Number	Amount
07/10/2024	1358541	\$800.00
Total outstanding fees: \$800.00		

Paid:

Date	Invoice Number	Amount
07/10/2024	1358540	\$300.00
Total paid fees: \$300.00		

Pay Fees

18

LICENSE ISSUANCE

Home Building Development Enforcement Licenses Public Works more ▾

Dashboard **My Records** My Account Advanced Search ▾

▼ Licenses

Showing 1-20 of 47 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

☐	Date	Record Number	Record Type	License Name	Expiration Date	Status	Action
☐	07/10/2024	FREST-00008	Restaurant Food Dealer Business License		07/10/2025	Active	Amendment

Record FREST-00008:
Restaurant Food Dealer Business License

Record Status: Active
Expiration Date: 07/10/2025

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾

Record Details

▼ More Details

- ☐ Related Contacts
- ☐ Application Information
- ☐ Application Information Table
- ☐ Parcel Information

Create Amendment

Once your license has been issued, you can review it the same way you reviewed the application, by selecting “My Records” on the tool bar and then selecting the appropriate license from your license list. In the License Record, you can see information from your application, as well as the status and expiration date. This is also where you can go to submit an amendment to your license, such as a change in in the plan of operation.