



License Information Sheet

Form
TCOP-info

Temporary Change of Plan Permit



\$75*

License Fee

*p. 3 for deadline calendar
and information on \$25 late-
fee.



Duration of
event*

*see p. 2

License Term



Ch. 85-39

Code Reference

Milwaukee.gov/ordinances

Who Needs a License?



- Any licensee who wishes to temporarily change the plan of operation for their business must obtain a permit.
- Permits may be used to temporary change hours, extend the premises of a business, or allow other changes to the regular plan of operation.



- Businesses that do not currently hold a Public Entertainment Premises License are required to obtain a Temporary Public Entertainment Premises license instead of a Temporary Change of the plan of operation permit.

Getting Started

- ☐ Review the application guide
- ☐ Submit all of the following:
 - ☐ A complete Temporary Change of Plan Permit Application
 - ☐ Payment

Quick-Start Guide



See our [Quick-Start Guide](#) for detailed instructions on submitting an application, licensing requirements, the approval process, and other important information.

Resources



Want to learn more?
Visit our website!

Milwaukee.gov/RedTapeRescue



TCOP Information

Form TCOP-info March 2026

Additional Permits

Applicants are encouraged to contact the Permit Desk at (414) 286-8210 or developmentcenterinfo@milwaukee.gov to determine if additional permit are needed for an event.

Tents/Stages

If you will be putting up any tents 600 sq. ft. or larger or any other temporary constructions such as a stage, additional permit must be obtained from the department of Neighborhood Services.

Public Property

If an extension of your premises encroaches upon public property you must obtain a Special Event Permit from the Department of Public Works. Contact the Special Event Permit Office, (414) 286-3329, 841 N. Broadway, Rm. 516. <https://city.milwaukee.gov/dpw/AdministrativeServices/SpecialEvents>

Alcohol Extension of Premises

Alcohol licensees extending the premises of the license may not serve beverages in bottles, cans, or glass containers. Beverages may only be sold in single-service cups. To request an exception to the single service cup requirement, file a single Service Cup Exception Application (form PL-37E) with the Milwaukee Police Department—License Investigation Unit at least 60 days prior to the date of the event, unless waived by the Chief of Police.

Important

Approval

Filing The district alderperson for the location for which the permit is requested will approve or deny the application.

Denied applications may be appealed if filed prior to the filing deadline. Applications filed after the deadline may not be appealed.

Issuance/Posting of Permit

Filing of the application does not allow you to hold the event. The permit must be approved, the fees paid, and the permit issued and posted in your establishment before the event can be held. The permit should be posted in an easily see place for the duration of the event.

Temporary Permits Filing Deadlines

If you want a temporary permit for an event being held between:			Then your permit application must be filed at least on or before:	In order for the permit application to be scheduled on the agenda for the Licenses Committee meeting held on:
Saturday, December 20, 2025	and	Saturday, January 31, 2026	Thursday, October 16, 2025	Tuesday, December 2, 2025
Sunday, February 1, 2026	and	Friday, February 13, 2026	Thursday, November 20, 2025	Tuesday, January 6, 2026
Saturday, February 14, 2026	and	Friday, March 6, 2026	Thursday, December 11, 2025	Tuesday, January 27, 2026
Saturday, March 7, 2026	and	Friday, March 27, 2026	Friday, January 2, 2026	Wednesday, February 18, 2026
Saturday, March 28, 2026	and	Friday, April 24, 2026	Thursday, January 22, 2026	Tuesday, March 10, 2026
Saturday, April 25, 2026	and	Friday, May 15, 2026	Friday, February 20, 2026	Wednesday, April 8, 2026
Saturday, May 16, 2026	and	Friday, June 5, 2026	Thursday, March 12, 2026	Tuesday, April 28, 2026
Saturday, June 6, 2026	and	Friday, June 26, 2026	Thursday, April 2, 2026	Tuesday, May 19, 2026
Saturday, June 27, 2026	and	Friday, July 17, 2026	Thursday, April 23, 2026	Tuesday, June 9, 2026
Saturday, July 18, 2026	and	Monday, August 3, 2026	Thursday, May 14, 2026	Tuesday, June 30, 2026
Tuesday, August 4, 2026	and	Friday, September 25, 2026	Thursday, June 4, 2026	Tuesday, July 21, 2026
Saturday, September 26, 2026	and	Friday, October 16, 2026	Friday, July 24, 2026	Wednesday, September 9, 2026
Saturday, October 17, 2026	and	Saturday, November 7, 2026	Thursday, August 13, 2026	Tuesday, September 29, 2026
Sunday, November 8, 2026	and	Friday, November 27, 2026	Thursday, September 3, 2026	Tuesday, October 20, 2026
Saturday, November 28, 2026	and	Friday, December 18, 2026	Thursday, September 24, 2026	Tuesday, November 10, 2026
Saturday, December 19, 2026	and	Sunday, January 31, 2027	Thursday, October 15, 2026	Tuesday, December 1, 2026