



## PARKING LOT LICENSE AND WEIGHTS & MEASURES (TIMING DEVICE) LICENSE INFORMATION

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

### Who needs a Parking Lot License?

Any building or piece of land on which motor vehicles are stored in exchange for a fee.

Parking lots with spaces for 15 or fewer cars are exempt.

If a City-owned lot is managed by another entity, the other entity (the management company) must obtain a Parking Lot License.

License expires 1 year from date of issuance.

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### Who needs a Weights & Measures (Timing Device) License?

Any parking lot which uses timing devices to measure the time during which a paid-for-service is dispensed.

License expires 2 years from date of issuance.

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### Application

Submit the following:

- License Fees:
  - \$50 for Parking Lot
  - \$30 per device for Weights & Measures (if needed)
- Business License Application (ccl-busapp)
- Business License Plan of Operation (ccl-busplan)
- Parking Lot License and Weights & Measures (Timing Device) License Supplemental Plan of Operation (ccl-plwmpplan)
- Site Plan (see sample)

### Fingerprints

Not required.

### Downtown Parking Lots

All parking lots located downtown within zoning district C9 require the applicant to meet in person with a Milwaukee Police Department (MPD) community liaison officer to review the plan of operation and to conduct a Crime Prevention Through Environmental Design (CPTED) survey.

After the application is filed, you will be contacted by the MPD to schedule the review.

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### Approval and Issuance

After review by MPD, we will receive a police report. The application will then be scheduled for hearings before the Licenses Committee and Common Council. If there are police items and/or objections to the granting of the license, you will receive a notice in the mail to appear before committee.

After the license is approved, the license can be issued provided the License Division has the following:

- A copy of your Wisconsin Sellers Permit
- Proof of DFI registration
- Approval from the Department of Neighborhood Services

See the Business License Application Information sheet for detailed information.

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### The Following Signs Must be Prominently Posted on the Premises

#### Names of Owners, Operators, Maintainers, and Rates

Signs must be posted at each entrance of the parking lot bearing the names of the owners, operators and maintainers, and the rates of charges. The rates must be displayed before 8:00 a.m. and cannot be increased for 24 hours thereafter.

#### Contact Person Providing 30 Minute Onsite Response

A sign listing the name, address, and phone number of a contact person who will be available all times parking service is offered must be posted and maintained in a conspicuous place on the parking premises. This person must provide for the exit or removal of a vehicle from the premises within 30 minutes of being notified.

All signs must be a minimum of 18 by 24 inches.

The vertical height of the lettering for the rates shall be a minimum of 3 inches, and the vertical height of all other lettering must be a minimum of 1.5 inches.

### Regulations

- See the Milwaukee Code of Ordinances Chapter 84-20.
- Available online at [www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances)



**PARKING LOT LICENSE AND WEIGHTS & MEASURES  
(TIMING DEVICE) LICENSE SUPPLEMENTAL  
PLAN OF OPERATION**

OFFICE OF THE CITY CLERK LICENSE DIVISION  
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(414) 286-2238 [license@milwaukee.gov](mailto:license@milwaukee.gov) [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

Legal Entity Name:

Parking Lot Address:

Number of Parking Spaces:

### Security Plan

Describe in detail the security measures that will be taken to protect patrons from harm:

Describe in detail the security measures that will be taken to protect vehicles and property inside vehicles from theft, vandalism or other damage:

Describe in detail plans to comply with City Ordinance which states a person must be available at all times parking service is offered with a response time of no greater than 30 minutes:

### Weights & Measures License

Will timing devices be used to establish parking charges?  No  Yes If yes, how many? \_\_\_\_\_ x \$30 per device

### Signature of Property Owner

Print Name of Property Owner:

Signature of Property Owner:

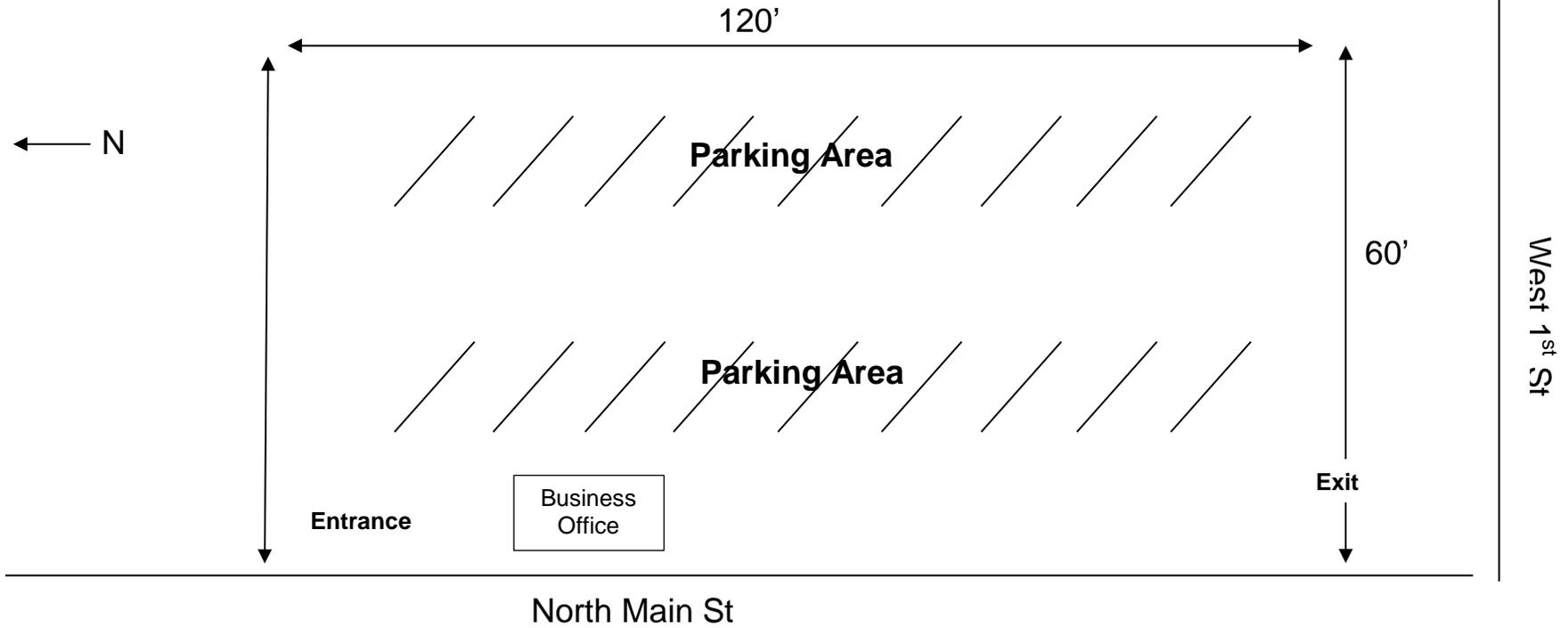
### Signature of Applicant

I understand and will comply with all requirements as stated in the Milwaukee Code of Ordinances.

\_\_\_\_\_  
Sole Proprietor, Partner, or 20% or more Shareholder  
(if no 20% or more shareholders, corporate officer  
must print name and sign)

\_\_\_\_\_  
Signature of additional partner or 20% or more shareholder

## Sample Parking Lot Site Plan



1<sup>st</sup> Floor

John A. Doe Agent for "ABC Corporation"  
"ABC Parking"  
1000 N. Main Street  
March 1, 2018

### REQUIREMENTS:

- A floor plan is needed for each floor:  
If there are multiple floors that are identical, the same plan can be used, but needs to be labeled with the floor numbers (for example: Floors 1-6)
- Must be on 8 ½ x 11 size paper
- Can be handwritten and does not need to be to scale.

#### Include/Label the following:

- All entrances and exits
- All parking areas
- Provide the length x width for each floor
- Floor Number
- Address
- North Point
- Names of all bordering streets
- Legal Entity Name (and Agent's name if Corp/LLC)
- Trade Name
- Date