



TEMPORARY CHANGE OF PLAN PERMIT 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/license

Who needs a permit?

Any licensee who wishes to temporarily change the plan of operation for their business must obtain a permit.

Permits may be used to temporarily change hours, extend the premises of a business, or allow other changes to the regular plan of operation.

Exemptions

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 to the Plan of Operation Permit.

License Period

Length of the event. A separate application and fee is required for each event. The dates of the event must be consecutive.

Fee

\$50 if filed before deadline

\$75 if filed after deadline

See page 2 for filing deadlines.

Payment Options:

- Check made payable to: City of Milwaukee.
- Online with a credit card after application is filed and invoice is generated. Invoice number is required.
- Cash in person only.

Approval

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.

Additional Permits Needed

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

Tents/Stages

If you will be putting up any tents 400 sq ft or larger or any other temporary constructions such as a stage, additional permits must be obtained from the Department of Neighborhood Services. Contact the Permit Desk at (414) 286-8211, 809 N. Broadway 1st floor.

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 <http://city.milwaukee.gov/SpecialEvents.gov>

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.

Posting of Permit

Filing of an 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 seen place for the entire time of the event.

Regulations

Milwaukee Code of Ordinances 85-39

Table 1. Filing Deadlines.

(A)			(B)	(C)
If you want a temporary change of plan permit for an event being held between:			Then your permit application must be filed on or before:	In order for an appeal of denial to be scheduled on the agenda for the Licenses Committee meeting held on:
12/21/19	and	01/24/20	10/17/19	12/03/19
01/25/20	and	02/14/20	11/21/19	01/07/20
02/15/20	and	03/06/20	12/12/19	01/28/20
03/07/20	and	03/27/20	01/03/20	02/19/20
03/28/20	and	04/17/20	01/23/20	03/10/20
04/18/20	and	05/30/20	02/13/20	03/31/20
05/31/20	and	06/19/20	03/26/20	05/12/20
06/20/20	and	07/16/20	03/30/20	06/02/20
07/17/20	and	08/03/20	04/16/20	06/23/20
08/04/20	and	09/25/20	06/04/20	07/21/20
09/26/20	and	10/16/20	07/23/20	09/08/20
10/17/20	and	11/07/20	08/13/20	09/29/20
11/08/20	and	11/27/20	09/03/20	10/20/20
11/28/20	and	12/18/20	09/24/20	11/10/20
12/19/20	and	01/31/21	10/15/20	12/01/20

[!] The dates in Column C do not apply to applications filed after the deadline.



TEMPORARY CHANGE OF PLAN PERMIT APPLICATION

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Date of Request:	Aldermanic District #:
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Section 1 Licensee Information

Check only those licenses for which you are requesting a change: Alcohol Food Public Entertainment Other: _____

Licensee (Name of Sole Proprietor, All Partners, or Agent of Corporation or LLC):	Contact Phone #
Corporation or LLC Name: (if applicable)	Business/Trade Name:
Business Address:	
Email Address:	<input type="checkbox"/> Check here if you would like your permit emailed.

Section 2 Event Information

Name of Event:

List Dates and Times (include a.m. or p.m.): *Dates must be consecutive. If they are not, separate applications must be filed.*

Check all that you are requesting and complete the section(s) indicated:

<input type="checkbox"/> Extension of Premises	Section 3	<input type="checkbox"/> Change of Entertainment for Licensed Public Entertainment Premises	Section 4
<input type="checkbox"/> Change of Hours	Section 5	<input type="checkbox"/> Change of Age Restriction for Licensed Class B/C Premises	Section 6
<input type="checkbox"/> Other	Section 7		

Section 3 Extension of Premises

Check all areas you wish to extend and indicate the relationship of each area to the licensed premises (Example: parking lot at the north side of the premises). The area must be contiguous to the current licensed premises.

<input type="checkbox"/> Sidewalk at the _____ of the premises	<input type="checkbox"/> Parking lot at the _____ of the premises
<input type="checkbox"/> Street at the _____ of the premises	<input type="checkbox"/> Yard at the _____ of the premises
<input type="checkbox"/> Other: _____	

Check all that apply for the area(s) on the premises where the event will take place. At least one box must be checked.

<input type="checkbox"/> I own	<input type="checkbox"/> I will obtain a special event permit (see information sheet for details)
<input type="checkbox"/> I lease	<input type="checkbox"/> I have permission from a special event organization

Will you be putting up any tents that are 400 sq. ft. or larger? NO YES

Will you be putting up any temporary construction, such as a stage? NO YES

If you answered "yes" to either/both questions, contact Neighborhood Services (see information sheet for details)

Section 4 Change of Entertainment for Licensed Public Entertainment Premises

Check ONLY the types of entertainment that will be at the event but are not listed on your Public Entertainment Premises License:

<input type="checkbox"/> Bands	<input type="checkbox"/> Karaoke	<input type="checkbox"/> Patrons Dancing	<input type="checkbox"/> Disc Jockey	<input type="checkbox"/> Comedy Acts
<input type="checkbox"/> Dancing by Performers	<input type="checkbox"/> Magic Shows	<input type="checkbox"/> Theatrical Performance	<input type="checkbox"/> Patron Contests	
<input type="checkbox"/> Poetry Readings	<input type="checkbox"/> Battle of the Bands	<input type="checkbox"/> Wrestling	<input type="checkbox"/> Instrumental Musicians	
<input type="checkbox"/> Adult Entertainment/ Strippers/Erotic Dance	<input type="checkbox"/> Other: _____			

Will sound amplification equipment be used? No Yes If yes, describe: _____

Will entertainment be held outside? No Yes If yes, list dates and times (include a.m. or p.m.): _____

Entertainment Outdoor Closing hours: 10:00pm Sunday-Thursday; 12:00am Friday & Saturday; unless a different time, either earlier or later, is established by the Common Council in its approval of the licensee's plan of operation.

Office Use Only

Filed:	Initials:	App#	Late-cc mgr: <input type="checkbox"/> No <input type="checkbox"/> Yes: Initials:
<input type="checkbox"/> Food Temp Ext:Q/UnQ HD	DNS: <input type="checkbox"/> Approved: _____		<input type="checkbox"/> Print current lic/attach w/ app in LIRA
Paid:	CC: <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	Issued:	Lic#: _____ Initials: _____

Section 5 Change of Hours

Are the event times outside the approved hours of operation as listed on your licenses? No Yes If yes, describe below:

Approved Hours of Operation (include a.m. or p.m.):

Proposed Hours (include a.m. or p.m.):

*Maximum Hours of Operation for Alcohol Establishments: Class A: 8:00 am to 9:00 pm Sun-Sat
Class B/C: 6:00 am to 2:00 am Sun-Thurs, 6:00 am to 2:30 am Fri & Sat*

Section 6 Change in Age Restriction for Licensed Class B/C Premises

Proposed Age:

Section 7 Other

Describe proposed change(s):

Section 8 Acknowledgements & Signature

Check the boxes to acknowledge your understanding:

APPLICANTS FILING AFTER THE FILING DEADLINE:

I am filing this application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

- I affirm my understanding that any decision made by the local alderperson is final and not subject to appeal; and
- I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application.

ALL APPLICANTS:

- I understand that the filing of an application does not constitute authorization to hold any event, that the event for which the permit is sought cannot be held unless and until a valid Temporary Change of Plan of Operation Permit has been issued, and that the permit cannot be issued unless and until the fee has been paid and the application has been approved.
- I understand the permit must be posted in a conspicuous place in the premises for the duration of the event.

Signature of Agent or Owner