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.

Food Extension of Premises
Approval is needed from the Health Department if you are preparing or holding food in the extension area. Contact the Health Department at (414) -286-3874, 841 N Broadway, 3rd Floor

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.

<table>
<thead>
<tr>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
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<tbody>
<tr>
<td>If you want a temporary change of plan permit for an event being held between:</td>
<td>Then your permit application must be filed on or before:</td>
<td>In order for an appeal of denial to be scheduled on the agenda for the Licenses Committee meeting held on:</td>
</tr>
<tr>
<td>12/19/20 and 01/22/21</td>
<td>10/15/20</td>
<td>12/15/20</td>
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<tr>
<td>01/23/21 and 02/12/21</td>
<td>11/19/20</td>
<td>01/19/21</td>
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<tr>
<td>02/13/21 and 03/05/21</td>
<td>12/20/20</td>
<td>02/09/21</td>
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<tr>
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<td>03/27/21 and 04/16/21</td>
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<tr>
<td>04/17/21 and 05/07/21</td>
<td>02/11/21</td>
<td>04/13/21</td>
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<tr>
<td>05/08/21 and 05/28/21</td>
<td>03/04/21</td>
<td>05/04/21</td>
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<td>05/29/21 and 06/18/21</td>
<td>03/25/21</td>
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<td>06/19/21 and 07/10/21</td>
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<tr>
<td>12/18/21 and 01/31/22</td>
<td>10/14/21</td>
<td>12/14/21</td>
</tr>
</tbody>
</table>

[I] The dates in Column C do not apply to applications filed after the deadline.
**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: ____________________________

Email Address: ____________________________

☐ 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:

☐ Extension of Premises  ☐ Change of Entertainment for Licensed Public Entertainment Premises  ☐ Change of Hours  ☐ Change of Age Restriction for Licensed Class B/C Premises  ☐ Other: _______________

**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.

☐ Sidewalk at the ____________________________ of the premises  ☐ Parking lot at the ____________________________ of the premises  ☐ Street at the ____________________________ of the premises  ☐ Yard at the ____________________________ of the premises  ☐ Other: __________________________________________

Parklet through the DPW Active Streets Program at the ____________________________ of the premises

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

☐ I own  ☐ I will obtain a special event permit (see information sheet for details)  ☐ I lease  ☐ I have permission from a special event organization

Will you be putting up any tents that are 400 sq. ft. or larger? ☐ NO ☐ YES If yes, Contact the Permit desk for approval.

Will you be putting up any temporary construction, such as a stage? ☐ NO ☐ YES If yes, Contact the Health Department for approval.

Will you be preparing food in the extension area? ☐ NO ☐ YES

Will you be holding food in the extension area? ☐ NO ☐ YES If yes, Contact the Health Department for approval.

**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:


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.): ____________________________

**Office Use Only**

Filed: ____________________________  Initials: ____________________________  App#: ____________________________  Late-cc mgr: ☐ No ☐ Yes: Initials: ____________________________

☐ Food Temp Ext:Q/UnQ HD  DSN: ☐ Approved: ____________________________  ☐ Print current lic/attach w/ app in LIRA

Paid: ____________________________  CC: ☐ Approved ☐ Denied _______________  Issued: ____________________________  Lic#: ____________________________  Initials: ____________________________

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.
**Section 5   Change of Hours**

Are the event times outside the approved hours of operation as listed on your licenses?  

- [ ] No  
- [x] Yes  

If yes, describe below:

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

**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.

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**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

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**Signature of Agent or Owner**