



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

You can apply for this permit if you want to temporarily operate your business in a manner different from that which is currently in your plan of operation on file with our office.

Depending on the change, you may need to obtain additional approval/permits. Changes include:

- **Change of Hours**
 - You may apply to change your hours of operation. Alcohol Beverage Establishments and Public Entertainment Premises must stay within the hours permitted by law as indicated on the application.
- **Extension of Premises**
 - You must have control over all area(s) included in the extension. You must own or lease the area(s), have a special event permit or have permission from a special event organization to use the area(s). The area(s) must be contiguous (in direct contact) with the licensed premises.
 - 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.
 - If the extension area encroaches upon public property or public thoroughfares, 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>
- **Change of Entertainment**
 - For Public Entertainment Premises License holders who wish to temporarily hold additional types of entertainment.
 - If you do not hold a Public Entertainment Premises License and would like to have entertainment temporarily, you must apply for a Temporary Public Entertainment Premises Permit. <http://city.milwaukee.gov/ImageLibrary/Groups/ccl/licenses/Applications/ccl-tpep1.pdf>

- **Change of Age Restriction for licensed Class B/C Premises**

- A Class B/C premises with an age restriction can apply to temporarily lower or remove the restriction.

APPLICATION & FEE

A separate application and fee is required for each event. The dates of an event must be consecutive. If they are not, separate applications must be filed.

The signature of the individual applicant, a partner, or the agent of a Corporation, LLC or Nonprofit Organization is required on the application.

\$50 fee for applications filed on or before the filing deadline.
\$75 fee for applications filed after the filing deadline.
See Column B in Table 1 on Page 2 for Deadline Dates.

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.

FILING DEADLINES & APPROVAL

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

If you file on or before the deadline date, if denied, you may appeal the decision.

If you file after the deadline, you must acknowledge on the application that if denied, and there are no regular meetings of the Licenses Committee and Common Council scheduled between the filing date and the event, the alderperson's decision is final and you cannot appeal.

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 seen place for the entire time of the event.

MILWAUKEE CODE OF ORDINANCES

- Chapter 85-39
- Available at <http://www.milwaukee.gov/ordinances>

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:
12/22/18	and	01/18/19	10/18/18	12/04/18
01/19/19	and	02/08/19	11/16/18	01/02/19
02/09/19	and	03/01/19	12/06/18	01/22/19
03/02/19	and	03/29/19	12/27/18	02/12/19
03/30/19	and	04/19/19	01/17/19	03/05/19
04/20/19	and	05/10/19	02/15/19	04/03/19
05/11/19	and	06/01/19	03/07/19	04/23/19
06/02/19	and	06/21/19	03/28/19	05/14/19
06/22/19	and	07/12/19	04/18/19	06/04/19
07/13/19	and	08/02/19	05/09/19	06/25/19
08/03/19	and	09/27/19	05/30/19	07/16/19
09/28/19	and	10/18/19	07/25/19	09/10/19
10/19/19	and	11/08/19	08/15/19	10/01/19
11/09/19	and	11/29/19	09/05/19	10/22/19
11/30/19	and	12/20/19	09/26/19	11/12/19
12/21/19	and	01/31/20	10/17/19	12/03/19

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

USE OF SINGLE SERVICE CUPS REQUIRED

The licensee may not sell any alcohol or non-alcohol beverages for consumption in bottles, cans or glass containers in the location of the temporary extension. Beverages may only be sold in single service cups for on-premises consumption in the location of the temporary extension.

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.



TEMPORARY CHANGE OF PLAN PERMIT APPLICATION

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 (414) 286-2238 license@milwaukee.gov www.milwaukee.gov/license

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.

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: _____

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?	<input type="checkbox"/> NO <input type="checkbox"/> YES	Office Use
Will you be putting up any temporary construction, such as a stage? If you answered "yes" to either/both questions, contact Neighborhood Services (see information sheet for details)	<input type="checkbox"/> NO <input type="checkbox"/> YES	If yes, Q to DNS <input type="checkbox"/>

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:

Bands Karaoke Patrons Dancing Disc Jockey Comedy Acts
 Dancing by Performers Magic Shows Theatrical Performance Patron Contests
 Poetry Readings Battle of the Bands Wrestling Instrumental Musicians
 Adult Entertainment/ Strippers/Erotic Dance 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"/> N/A		<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 Sole Proprietor; a Partner;
or if a Corporation or LLC, the Agent must sign