



## PERMANENT CHANGE TO BUSINESS PLAN OF OPERATION APPLICATION 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) [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

### APPLICATION

Complete the Permanent Change to Business Plan of Operation Application to request permanent changes be made to your plan of operation on file with our office.

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

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### APPROVAL & ISSUANCE

Filing of the application does not allow you make the changes.

Changes must be approved and a new license or letter confirming approval issued to you before the changes can be implemented.

If your appearance before the committee is needed, you will receive a notice in the mail.

### CHANGES INCLUDE:

#### Change of Hours

- Businesses operating between 12:00 am and 5:00 am may need to also obtain an Extended Hours Establishment License.

#### Change of Floor Plan

- Describe the changes and include a new floor plan with the application.
- Approval from the Department of Neighborhood Services is also required. Contact the Development Center, Permit Desk at 809 Broadway, 1st floor, (414) 286-8211, <http://city.milwaukee.gov/build>
- Alcohol/Food Establishments: A Permanent Extension of Premises Application is required if you are adding any square footage to the licensed premises. Do not submit this form.

#### Other Changes:

Examples of other changes include but are not limited to:

- A Public Entertainment Premises licensee adding or removing types of entertainment.
- A Class B/C premises licensee with an age restriction requesting to lower or remove the restriction.
- Litter, noise, security, or sanitation plan changes.
- A Recycling, Salvaging or Towing business adding activities such as non-consensual towing or dealing in junk/valuable metal, waste tires, or salvaged motor vehicle parts.
- An Amusement Machine & Jukebox Distributor licensee changing the number of games or jukeboxes they own.
- A Rooming House licensee appointing a new Milwaukee County Representative.



# PERMANENT CHANGE TO BUSINESS PLAN OF OPERATION APPLICATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
 200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
 (414) 286-2238 EMAIL: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)

Check/List All License Type(s): Alcohol Beverage Food Other(s):

Legal Entity Name (Sole Proprietor, Partnership, Corporation or LLC):

Agent's Name (Corp/LLC):

Trade Name:

Business Address (include city/state/zip code): Aldermanic District:

**REQUEST TO CHANGE HOURS OF OPERATION AS FOLLOWS:**

Day of the Week	Current Hours of Operation:		Proposed Hours of Operation:		Number of Customers expected each day	Class B Taverns: Age Restriction for each day (if over 21) (This is optional) If none, write "none"
	Open	Close	Open	Close		
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Prohibited Hours of Operation: Class A: 9:00 PM to 8:00 AM  
 Class B/C: Monday thru Friday 2:00 AM – 6:00 AM; Class B/C: Saturday thru Sunday 2:30 AM – 6:00 AM  
 Food: 12:00 AM to 5:00 AM (unless an Extended Hours license is also held)

**REQUEST TO CHANGE FLOOR PLAN AS FOLLOWS:**

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New floor plan(s) must be submitted with this application.  
 (See next page for detailed floor plan instructions.)

**\*\* Alcohol/Food Establishments:**  
 A Permanent Extension of Premises Application is required if you are adding any square footage to the licensed premises. Do not submit this form.

Office Use Only:

Filed \_\_\_\_\_ Initials \_\_\_\_\_ App#s \_\_\_\_\_

MPD \_\_\_\_\_ LC \_\_\_\_\_ CC \_\_\_\_\_ License #s \_\_\_\_\_

**REQUEST TO CHANGE BUSINESS OPERATIONS AS FOLLOWS:**

Current business operations: \_\_\_\_\_

Proposed change(s) to the business operations: \_\_\_\_\_

Besides the changes requested above, there are no further changes. The current plan of operation (including floor plan) will be followed. I understand any changes to the plan of operation (including floor plan) need to be requested and approved before implementing.

\_\_\_\_\_  
Print Name of Individual, Partner, or Agent of Corp/LLC

\_\_\_\_\_  
Signature of Individual, Partner, or Agent of Corp/LLC

## Detailed Floor Plan

### Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Any application submitted without the detailed floor plan (including all required items as listed below) will be returned.
- Even if the premise has been previously licensed and a floor plan submitted a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 ½ x 11 inch size paper.
- A separate sheet of paper must be filed for each floor where business will be conducted. This includes the basement even if it used only for storage.
- Handwritten plans are acceptable.
- Plans do not need to be architectural drawings and need not be to scale.

### ALL FLOOR PLAN MUST INCLUDE THE FOLLOWING:

1.  Dimensions of the premises (length x width) and  
 Total square feet of the premises
2.  Label all entrances and exits
3.  Show building/licensed premises in relation to surrounding streets and  
 Provide street names
4.  Label all parking areas on the premises (do not include street parking) This is required even if the parking is shared, for example, a strip mall and  
 Provide the dimensions (length x width) of all parking areas on the premises. The parking area(s) should be marked on the floor plan for the first floor showing the relation to the building.
5.  Label all seating areas, food preparation areas and bars (as applicable)
6.  Mark the North point (N↑) on each page
7.  Write the date on each page
8.  Write the legal entity name (and agent's name if a corporation or LLC) on each page
9.  Write the trade (business) name on each page
10.  Write the premise address on each page
11.  Label all trash cans inside and outside of the premises
12.  Label all outdoor areas used for the sale or service of alcohol beverages and/or food (for example, patios, beer gardens, sidewalk cafes and decks) and
13.  Provide the dimensions (length x width) of all outdoor areas used for the sale and service of alcohol beverages and/or food.

### ALCOHOL APPLICANTS ONLY:

1.  Label all alcohol storage areas (coolers, etc.) and  
 Provide dimensions (length x width) of the alcohol storage areas
2.  Label all alcohol display areas (behind the bar, shelves, etc.) and  
 Provide dimensions (length x width) of the alcohol display areas

### FILLING STATION APPLICANTS ONLY:

1.  Label all gas pumps