

Special Event Permit Guide

City of Milwaukee Department of Public Works

When Do I Need a Special Event Permit?

- If the event is located in or has a direct impact on the public right-of-way and is “short term” or “temporary” in nature.
 - Festivals, Parades, Marches, Bike Races and Rides
 - Parking Restriction(s)
 - Sidewalk usage
- If the use of public property is under the jurisdiction of the Department of Public Works, i.e. Civic Center Plaza, Water Tower Park, etc.

How Do I Apply for a Special Event Permit?

- Complete and submit a Special Event Permit Application no less than 30 days prior to the event date. (90 days if the event is scheduled to be held in the downtown area)
 - Include a petition signed by property owners who would be directly impacted by the event

Permit Application Process

- Upon receipt by the Special Event Permit Office, the application is reviewed to ensure all necessary information is provided.
- The application is then forwarded to MPD, DPW Traffic, and the District Alderperson for their review and approval.
- Once the application is approved, a permit is written to reflect the conditions agreed upon for use of the public right-of-way.
 - A meeting with the applicant may be requested to coordinate details and ensure compliance.
- If fees are assessed, an invoice is sent to the permittee for remittance.
- Permit is issued upon receipt of payment.
- Copies of the Permit are sent to effected agencies, i.e., Fire Department, DPW Infrastructure, DPW Sanitation, Milwaukee County Transit, etc.

Things to Consider

- ✓ Do I have community support?
- ✓ Does my event require security?
 - Events large in nature require a security plan
- ✓ How will I maintain cleanliness and provide enough receptacles for garbage and recycling needs?
- ✓ Do I have the necessary permits from other City Departments?
 - Noise Variance for amplified sound (DNS 286-5571)
 - Tent Permit for structures having two or more sides and larger than 400 sq ft. (Development Center 286-8210)
 - Sale of alcoholic beverages, merchandise, and food items (License Division 286-2238)

Final Recommendations

- Please read all applications carefully.
- Only submit applications which are complete and contain all required information. If you have questions, contact the Special Event Permit Office at 286-3329 for guidance.
- Permit applications must be cancelled at least five (5) working days prior to the event or fees will be imposed.