



Permit & Development Center

809 N. Broadway, Milwaukee, WI 53202 | (414) 286-8207 | milwaukee.gov/permits | DevelopmentCenterInfo@milwaukee.gov

Permit Requirements and Exemptions for Temporary Stages

No permit for Certain Stages:

Per SPS 362.3103, the City of Milwaukee will not require permits for temporary stages if certain conditions are met. Otherwise they shall not be erected, operated, or maintained for any purpose without obtaining a permit from the building official (2015 IBC 3103.1.2).

Criteria for Exemption from Permit:

- Prefabricated and pre-engineered stages less than 120 sq. ft. do not require permits. However, this exemption does not apply if stages are being placed in a building greater than 50,000 cu. ft.
- Stages built on-site do not require permits if they meet the following:
 - a. Stage area may not be greater than 120 sq. ft.
 - b. The stage may not be used by more than 9 individuals simultaneously.
 - c. The stage must meet accessibility standards
 - d. The stage construction must be non-combustible if located in a building.
 - e. Storage under the stage is prohibited.
 - f. The stage must be less than 30 inches in height. Height is measured vertically from the stage level extended to a point 36 inches outside of the edge of the stage.
 - g. Live load requirement of 100 pounds per square foot must be met per 1607.1 for platforms.
 - h. The structure must be properly anchored and stable.

Any stage that does not meet the requirements listed above is required to be reviewed and permitted.

Submittal Requirements (Required Operator & Site Information):

This checklist has been provided to assist you in gathering the proper plan review documents. Submit this information as an “MISC” permit type either into LMS or in-person to the Development Center.

- Name & Address of Site Location.
- Name and Phone Number of Event Sponsor. The temporary structure owner may submit this permit.
- The event shall be located on property owned or leased by the person, firm or organization that is coordinating it. Alternatively, any person, firm or organization may furnish the department with written evidence that the property owner has given the operator permission to use the premises and seek permits.
- Number & Size of Temporary Structure(s).
- List the Erection Date and Take Down Date, and the duration to remain.
- Hours of Operation for the event.
- A plan of the stage indicating: stage dimensions, construction type, anchor type, weight, accessory ramps and stairs, height above grade.
- If the stage is outdoors, a site plan showing the location of the stage, property lines, and any other site information relevant to the construction must be shown.

- If the stage is indoors, a floor plan of the room the stage is in must be drawn to scale or dimensioned indicating: size, capacity, egress plan, fire extinguishers, exit signs, seating arrangement, and egress illumination.
- Event details including:
 - a. Will this event have amplified sound?
 - b. Will food or beverage be sold at the event?
 - c. Will the event organizer employ private security? If so, provide name and phone number of security provider.
- If the event is to occur on the public right-of-way or other public property, the person, firm or organization coordinating the event shall obtain a special event permit in accordance with s. 105-55.5.

All drawings must be to scale, and the scale must be identified on the drawings. In accordance with standard drafting practice, important dimensions must also be indicated by value, i.e. feet and inches. Typical scales for plans and elevations are: 1/4" = 1' and 1/8" = 1'

Standard Approval Conditions

- The means of egress shall be illuminated at all times the stage is occupied.
- Provide guardrails and handrails as required by the 2015 IBC. Stages must be fully accessible including handrail extensions.
- Provide accessible seating per IBC 1108 and IBC 1108.2.3
- Accessible means of egress per. IBC 1009.1
- There shall be a floor or landing at the bottom of the stair. (1009.5 Stairway landings.)
- The space between the floor or ground and the platform above shall only be used for plumbing and electrical wiring to platform equipment.
- Separate electrical permit required.
- Separate special event permit may be required.
- Portable restrooms recognized under Ch. SPS 391 may be substituted for water closets required under IBC chapter 29 for buildings accommodating events or temporary occupancies not exceeding 12 consecutive days or as approved by the department.
- All work to be in accordance with SPS 361.05., ICC/ANSI A117.1-2003 and City of Milwaukee Ordinances CH 295.
- All work shall be in accordance with the IFC, and City of Milwaukee Ordinances Ch 261-42, SPS 362.3103 (per local Code Official), SPS Section 3103
- Call district inspector at (414) 286-2513 for inspection prior to occupancy of the structure. Department of Neighborhood Services will conduct a final inspection upon completion of installation and prior to occupancy. Stages are subject to inspection during use.
- The event sponsor of the temporary structure is required to submit for any festival or special event permit associated with the stages when applicable.

Application & Fees

There are no plan examination fees when plans are only for stages, but permit fees apply. Current fees follow and will be assessed per the latest version of the Milwaukee Code of Ordinance:

The permit fee for the erection of any stage shall be \$10 for each stage.

The minimum fee shall be \$75.

There shall be a processing fee of \$10 for each tent permit issued.

There shall be a training and technology surcharge of 1.6% on each permit fee.