

# DNC Event Venue GUIDELINES

This document is to aid in determining capacity and does not include all requirements. Inspectors will address site specific requirements.



DEPARTMENT OF  
**NEIGHBORHOOD SERVICES**



**Which of the following most closely resembles the space you are requesting to use?**

## EXISTING ASSEMBLY SPACE

(restaurant, tavern, banquet hall)

**You are already established as an assembly space and require no other action if nothing is to change. Use your existing capacities.**

- If you did not previously serve food and beverage, a recalculation for bathrooms will be required, along with a temporary occupancy permit.

**Temporary occupancy only required if making changes.**

## OUTDOORS

(NOT in tent)

MCO 261-97

**Your space is outdoors and NOT contained in a tent.**

- One person per 6 sq. feet of ground area used or intended to be used.
- Outdoor areas shall have direct access to a public way (street, alley, sidewalk).
- If serving food and beverage, toilet facilities will need to be supplied at a ratio of one toilet per 40 people.
- If no food and beverage, toilet facilities will need to be supplied at a ratio of one toilet per 90 people.

**Temporary occupancy required.**

## EVENT TENT

MCO 261-42

**Your space is outdoors and contained within a tent.**

- Tents or other air supported structures that cover areas over 600 sq. feet or serve an occupant load of over 50 require a tent permit from the Permit & Dev. Center.
- The capacity of any tent shall not exceed one person for each 6 sq. feet of tent area.
- Occupants must be able to exit the tent without reentering or going through a building or structure on the site.
- If serving food and beverage, toilet facilities will need to be supplied at a ratio of one toilet per 40 people.
- If no food and beverage, toilet facilities will need to be supplied at a ratio of one toilet per 90 people.

**Temporary occupancy required.**

## INDOOR Non-Traditional Assembly Space

(NOT on ground floor level)

**If event space is located on a floor level other than the ground floor level, a design professional (registered architect or P.E.) will be required to evaluate your space according to IBC and IEBC requirements.**

**Temporary occupancy required.**



**You are NOT currently an assembly space and are located on the ground floor level with exit doors leading directly outdoors.**

- If food and beverage are served, the capacity shall be calculated on the basis of one person for each 10 sq. feet, otherwise calculated at one person for each 7 sq. feet.
- If serving food and beverage, toilet facilities will need to be supplied at a ratio of one toilet per 40 people.
- If no food and beverage, toilet facilities will need to be supplied at a ratio of one toilet per 90 people.

**The following are minimum exiting requirements based on calculated capacity:**

- Capacity of 299 or less = Minimum 2 exit doors with panic hardware of 36" width
- Capacity of 499 or less = Minimum of 2 exits, each being double doors of 72" width (containing panic hardware) OR 3 separate exit doorways with one set of double doors with 72" width and two single doors of 36" width (containing panic hardware)
- Capacity of 999 or less = Minimum of 3 separated exits with doors totaling 200" in width (3 sets of double 36" doors containing panic hardware OR 6 single 36" doors containing panic hardware)
- Capacity of 1000 or more = Minimum of 4 separated exits (3 sets of double 36" doors containing panic hardware OR 6 single 36" doors containing panic hardware). Plus one additional 36" door for each 165 people beyond 1000 people.

**Temporary occupancy required.**

**To begin an application for temporary occupancy, please visit:**

**Permit & Development Center**  
**809 N. Broadway**  
**Milwaukee, WI 53202**

(414) 286-8210  
milwaukee.gov/permits  
DevelopmentCenterInfo@milwaukee.gov

Any temporary occupancy will bring inspectors to your site. At that time, it can be evaluated for any site specific conditions that may need to be corrected. Inspectors will review egress paths and possibly require additional and/or emergency lighting to be put in place to ensure that persons with disabilities are being accommodated, essentially ensuring that your space is safe.

These guidelines are provided solely for the purpose of DNC events. Temporary occupancies are null and void after the expiration date.

### Other helpful information:

**For a noise variance:**

Department of Neighborhood Services  
- Environmental Division  
milwaukee.gov/DNS  
(414) 286-3280

**For permitting in the right of way:**

Department of Public Works  
milwaukee.gov/DPW  
(414) 286-3329

**For temporary public entertainment premise:**

License Division  
milwaukee.gov/license  
(414) 286-2238

**For serving of food and beverage:**

License Division  
milwaukee.gov/license  
(414) 286-2238

Health Department  
milwaukee.gov/health  
(414) 286-3674

- Generators may require an electrical permit (DNS)
- Tents require a permit (Permit & Development Center)
- Tents or anything occupying the right of way require a special events permit (DPW)