



Special Event Permit Checklist

809 N. Broadway

Milwaukee, WI 53202-3617

414-286-8211

Read through the "event element" column. Place a checkmark next to each item that applies to your special event. For each item you've checked, read across the row to find out what permits are required, and read "other information" as well.

If you click on the items in bold under the columns, it will connect you to that application or information form. Application forms can be completed online. You need to print them out and either mail, fax or hand deliver the forms to the Development Center. See "other information" to find out how to get applications that are not listed in bold.

Event element	Application form	Other information
Amplified sound	Noise Variance Permit	Permit fee is \$40.00. Call (414) 286-5571, Dept. of Neighborhood Services for further information.
Animals, live		Contact Dept. of Neighborhood Services at (414) 286-8674 for requirements.
Banner over street	Cross-Street Banner Permit	Fee is \$6 per attachment see Special Events and Banners Information
Beer or wine sold at event		<i>Permit application available from Office of City Clerk, City Hall, Room 105. Apply at least 30 days before event. See information sheet.</i>
Bleachers on private property	City of Milwaukee Application for Permit (See blue information sheet for sample.)	Bleacher contractor should take out this permit at least five working days before event. Bleacher set-up will be inspected. Fee is \$1 per lineal foot, \$50 minimum. For additional information call the Development Center at (414) 286-8208.
Bleachers on street or sidewalk	City of Milwaukee Application for Permit AND Temporary Occupancy Permit	Bleacher contractor should take out permit at least five working days before event. Bleacher set-up will be inspected. Fee for bleacher permit is \$1 per lineal foot, \$50 minimum. For information about temporary occupancy permit fee, call the Development Center at (414) 286-8208.
Block party (organized by private citizens)	Permit Application for Block Party	No fee for this permit See Special Events and Banners Information
Bridge used for event	Special Event Permit Application - Dept. of Public Works	See Special Events and Banners Information
Carnival rides		<i>Permit application available from Office of City Clerk, City Hall, Room 105.</i>
Catalano Square used for event	Special Event Permit Application	See Special Events and Banners Information

City Hall used for event		Call Office of the City Clerk, 286-2221 for permission to use this location.
County Park used for event		Call Milwaukee County Parks Dept., 257-4503, for permission to use a park.
Direct Sellers Permit	Application for Direct Sellers Permit	Permit application available from Office of City Clerk, City Hall, Room 105. (414) 286-2238.
Electrical power	Application for Electrical Permit	Licensed electrician must apply for electrical permit at least five days before event. There is a \$60 minimum fee+ a \$3.00 processing fee. For additional information call the Electrical Section at (414) 286-2532.
Festival Event held on private property lasting 3 days or less	May not require a permit	See What is a Festival? Call Development Center, (414) 286-8210 for further information.
Festival Event lasting four or more days	Requires a Festival Permit with plan of operation and site plan	See What is a Festival? Call Development Center, 286-8210, for any additional information.
Fireworks	Use the Temporary Event permit Form-Fireworks Display	Fee for fireworks permit is \$100 per display.
Food items sold at event	Temporary Event Food License Application	See permit application for fee schedule and other information. Contact Julie Hults, Health Dept., at (414) 286-5746 for more information.
Lincoln Memorial Drive used for event		Call Milwaukee County Parks Dept., 257-4503 for permission.
Music	Noise Variance Permit	Permit Fee is \$40.00. Call Dept. Of Neighborhood Services at 286-5571 for further information.
MacArthur Square/Civic Center Plaza used for event		Call Office of the City Clerk, (414) 286-2238, for permission to use this location.
Noise (music, amplified sound, etc.)	Noise Variance Permit	Permit Fee is \$40.00. Call Dept. Of Neighborhood Services at 286-5571 for further information.
Non-food items sold at event from sidewalk or street		Permit application available from Office of City Clerk, City Hall, Room 105 (414) 286-2238.
Sidewalk used for event	Special Event Permit Application	Fees vary with the size and nature of the event and equipment and services required. See Special Events and Banners Information
Street used for event	Special Event Permit Application - Dept. of Public Works	Fees vary with the size and nature of the event and equipment and services required. . See Special Events and Banners Information
Temporary Extension of a Licensed Premise	Application	Permit information available from Office of City Clerk, City Hall, Room 105. (414) 286-2238.
Temporary retail sales of goods from private property	Use the Temporary Event Permit Form-Seasonal Market Permit	Fee for seasonal market is \$75.00 Call (414) 286-8210, Development Center, if you need additional information.

	Tents erected that are 600 square feet or larger AND have two or more sides	Use the Temporary Event Permit Form-Tent Permit	Permit fee is \$10 per tent, \$50 minimum. Tents smaller than 600 s.f., or tents with fewer than 2 sides, do not require a permit. Call (414) 286-8210, Development Center, if you need additional information.
	Toilets (portable)		Portable chemical toilets do not require a permit.
	Wine or beer sold at event		Permit application available from Office of City Clerk, City Hall, Room 105. Apply at least 30 days before event. See information sheet.
	Water supply		You should make your own private arrangements for water. The City only <u>very rarely</u> allows the use of hydrants for water.

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