

Event Organizers are responsible for obtaining all approvals, permits and licenses required for an event. In addition to the Special Event Application and Permit, you may be required to obtain approval for specific items associated with your event; or, complete and submit applications for additional licenses or permits.

If any of these Additional Permits/Licenses are required for your event, You should complete the attached checklist and application for each type of permit /license required and submit these with your Special Events Application to the City Clerk's Office. These permits and licenses will be reviewed along with your Special Events Application. Copies of the above listed Permits and Applications are attached for your convenience.

Park Shelter Reservation Application – Many of Oshkosh's parks have shelters which are available for public use. You must contact the City Parks Department to reserve a shelter. Fees are listed on the Parks Department webpage at: www.ci.oshkosh.wi.us/Parks/park_shelter_fee_schedule.asp

Temporary Restaurant Permit – Required if food or beverages, other than prepackaged items, will be sold or served at an event. Temporary Restaurant Permits are issued by the Health Services Division. Information related to this permit is available under the Food Protection Heading from the Health Services Division webpage at: www.ci.oshkosh.wi.us/Health_Services/environmental_health_services.asp

Temporary Class "B" Retailers License – Required if your event will be selling or distributing beer/alcohol at your event. Applications for Temporary Class "B" licenses are issued through the City Clerk's Office.

Temporary Use Permit -- Required for temporary use of a structure or site on private property within the City of Oshkosh. Temporary uses include, but are not limited to, temporary signs; tents greater than 200 square feet; and outside sales activities. Temporary Use Permits are issued through the City's Planning Services Division. An application for Temporary Use Permit is available online at the Division's webpage at: www.ci.oshkosh.wi.us/Community_Development/Planning_Services/assets/pdf/application_forms/temporary_use_permit.pdf

Fireworks and Burning permits – Required if you will have any type of fireworks or open flame in a public assembly area. See www.oshkoshfd.com click on "Prevention" in the left side column for more information.

Other Requirements:

Diggers Hotline – (800-242-8511) must be contacted whenever a tent or other temporary structure will be erected and the ground will be penetrated by stakes, tools or equipment.

The Winnebago County Sheriff's Department should be contacted whenever any water patrol activities may be necessary in coordination with the event.

Wisconsin Department of Natural Resources (WDNR) should be contacted regarding any water resource implication of the event, including the use of fireworks over the waterways.

Application for Permission to Detour State Trunk Highway Traffic – If your event would require closing or temporarily detouring traffic on any State Trunk Highway within the City, permission must be obtained through the Wisconsin Department of Transportation and an Application for this permission must be filed through the City.