

# **SPECIAL EVENT PERMIT CHECKLIST**

## **Complete These Forms**

- Special Event Exempt Worksheet – to determine if the event is exempt from permit
- Special Event Permit

## **Present These Documents**

- Three (3) copies of site plan that:
  - Is drawn to Scale (example: 1"=30'-0") and the scale indicated on site plan
  - Shows a north arrow
  - Shows the shape of the parcel and the parcel dimensions
  - Shows the street names abutting the parcel
  - Shows the shape of the main building and the building dimensions
  - Shows the dimensioned location of the main building on the parcel
  - Shows the parking spaces and indicates the handicapped parking spaces
  - If a multi-tenant building, indicates your proposed tenant space and dimensions
  - If a multi-tenant building, indicates how many square feet you occupy
  - Shows the dimensioned location of the proposed site layout for the event, such as, where interactive inflatable equipment, games, food tables, electrical generators etc. will be placed on the property
- A letter from the parcel owner granting permission for the event indicating dates and times of the event
- Proof of general liability insurance when located on public property. See Section 463.050 (11) of the Fenton Municipal Code

## **Pay These Fees** (due prior to processing)

- \$100.00, or, no fee for not-for-profit organizations

## **Notes**

If a St. Louis County permit is required for mechanical devices, inflatables, generators, or tents related to this Special Event, a SEPARATE Municipal Zoning Approval would be required from the City of Fenton. To inquire if a St. Louis County permit is required, contact the St. Louis County Department of Public Works at 314-615-5184.

If tents or generators are to be installed, you must contact both St. Louis County at 314-615-5184 and Fenton Fire Protection District at 636-343-4188 to inquire if permits are required.

See Chapter 430, Article V of the Zoning Code for Special Event procedures. A copy is available online at [www.fentonmo.org](http://www.fentonmo.org) or through the Community Development Department.

# SPECIAL EVENT EXEMPT WORKSHEET

<b>Type of Event</b>	<p style="text-align: center;"><b>Non-Commercial Event</b> <i>Any fundraising and/or not-for-profit event held outside an enclosed permanent structure</i></p>	<p style="text-align: center;"><b>Commercial Event</b> <i>Any commercial event held outside an enclosed permanent structure with the intent to sell, lease, rent or promote specific merchandise, services, product lines or other aspects of a business including, but not limited to tent sales, arts and craft sales, trade shows or product demonstrations</i></p>	<p style="text-align: center;"><b>Public Attraction</b> <i>Any public event intended primarily for entertainment or amusement such as carnivals, concerts, festivals, barbecues or picnics</i></p>
<b>Exempt If:</b>	<p>Less than 48 hours <b>AND</b> No Mechanical Amusement Devices <b>AND</b> No Inflatable Structures, i.e. Bounce House, etc. <b>AND</b> No Mechanical Games <b>OR</b> Co-Sponsored by City <b>OR</b> Held in Public Park <b>OR</b> Held at Private Residential Dwelling <b>OR</b> Residential Yard Sale (Separate permit req'd)</p>	<p>Co-Sponsored by City <b>OR</b> Held in Public Park <b>OR</b> Held at Private Residential Dwelling <b>OR</b> Residential Yard Sale (Separate permit req'd)</p>	<p>Co-Sponsored by City <b>OR</b> Held in Public Park <b>OR</b> Held at Private Residential Dwelling <b>OR</b> Residential Yard Sale (Separate permit req'd)</p>

**IF Exempt:** Please complete the following; sign; date; and return to Community Development. You will receive a letter from the City of Fenton stating the exemption. A copy of that letter will be forwarded to Fenton Fire Protection District and St. Louis County Police Department, 5th Precinct.

**Name of Event** \_\_\_\_\_

**Date(s) of Event** \_\_\_\_\_ **Address of Event** \_\_\_\_\_

**Hours of Operation (including set-up and tear-down)** \_\_\_\_\_

**Anticipated Total Attendance** \_\_\_\_\_ **Attendance at Peak Time** \_\_\_\_\_

**Anticipated Parking Spaces Req'd at Peak Time** \_\_\_\_\_ **Parking Spaces Available** \_\_\_\_\_

**Description of Event** \_\_\_\_\_

**Event Manager (Please Print)** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Event Manager Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Signature of Event Manager** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

**If NOT Exempt:** Please submit a Special Event Permit found on line at [www.fentonmo.org](http://www.fentonmo.org) or pick up a form at Community Development Department, 625 New Smizer Mill Road, Fenton, MO 63026.  
Oct, 2012

**City of Fenton  
SPECIAL EVENT PERMIT**

**CITY OF FENTON**

**625 New Smizer Mill Road; Fenton, MO 63026-3597  
636-349-8110**

**This request must be submitted twenty-one (21) days  
prior to the actual event**

*Please type or print*

Permit No. \_\_\_\_\_

Fee \_\_\_\_\_

Payment \_\_\_\_\_

Date \_\_\_\_\_

Name of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_ Sponsor of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start Time of Event \_\_\_\_\_ End Time of Event \_\_\_\_\_

Anticipated Start Time of Set-Up \_\_\_\_\_ Anticipated End Time of Tear-Down \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant Mail Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

Description of Event: \_\_\_\_\_

Anticipated Total Attendance \_\_\_\_\_ Anticipated Attendance at Peak Times \_\_\_\_\_

Anticipated Parking Spaces needed at Peak Times \_\_\_\_\_ Parking Spaces Available \_\_\_\_\_

If you will be erecting a tent, using a generator, employing mechanical devices or inflatables, contact St. Louis County and Fenton Fire Protection District for additional permit requirements. Note, if St. Louis County requires a permit a SEPARATE Municipal Zoning Approval will be required from the City of Fenton.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date Signed \_\_\_\_\_

*Office Use Only:*

Approved

Not Approved

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning