



## SPECIAL EVENT and AMUSEMENT RIDES or DEVICES

### PERMIT REQUIREMENTS



### SPECIAL EVENT PERMIT

A Special Event Permit authorizes the operation or conducting of an amusement activity or event on a temporary basis within the Unincorporated Areas of the County. Generally these are events/activities for the public.

A Special Event Permit is required for an amusement activity that includes a circus, carnival, fair, turkey shoot, art display, trade or animal show, concert, dance, rally, parade, athletic competition and any similar activity. (Reference County Zoning Ordinance Section 1003.167.) Some examples of Special Events are: Parish & School Picnics, Community Festivals, Cinco de Mayo Days, Commercial or Charity Garage Sales, Triathlons, Runs, Bike & Walk-a-thons, Craft Shows, Barbeque Fund Raisers, Boat Races, Grand Openings, Soap Box Derby, Oktoberfest, Mud Volleyball, etc.

The application process for the Special Event Permit requires processing coordination with and approvals from the County Zoning, Police, Health, Transportation, and Licensing Departments.

The above types of events/activities, when located within a Municipality, must be authorized by the individual Municipality under their own, if any, adopted regulations.

Temporary Food Service Permits are also required for any food/drink concessions associated with a Special Event/Activity. For more information about Temporary Food Service Permits contact the Health Department at 314-615-8900.

Amusement Ride or Device Permits are also required for any individual rides or devices that may be present or associated with a Special Event/Activity such as a school picnic, carnival, fair, etc. More information on Amusement Ride or Device Permits can be found in this flyer.

A Pyrotechnic (Fireworks) Display Permit is also required for any display that may be associated with an event such as a fair, July 4<sup>th</sup> picnic, etc. For more information about

Pyrotechnic Display Permits contact the Public Works Special Events Permit Processor at 314-615-7866.

### Application Filing Information – Special Events

1. Submit the application a minimum of four (4) weeks in advance of the planned event/activity to allow ample time for processing the application by the Department of Public Works with the other County Departments.
2. A site plan, which shows the location of all existing structures, all activity areas, paths for emergency vehicles, parking areas, etc. must be submitted with the application.
3. Event Organizers are responsible for obtaining any other permits or licenses which may be required by the governing municipality, other St. Louis County agencies and/or the State of Missouri.

If a County maintained road will need to be closed for the duration of the event, the Event Organizer must contact the Department of Transportation and request permission well in advance of the event.

If a tent will be erected, a copy of the flame retardant certificate must be provided. If any tents are over 900 square feet, a Temporary Structure Permit is also required in addition to the Special Event Permit.

4. Permit cost for most events is \$79.00, payable to "Treasurer – St. Louis County". Submit permit fee payment with the application.
5. Completed application, attachments, and permit fee should be submitted to:

Department of Public Works  
Attention: Special Event Permits  
41 S. Central Avenue, 6<sup>th</sup> Floor  
St. Louis, MO 63105

Questions regarding the Special Events Permit may be directed to 314-615-7866. Licensing questions may be directed to 314-615-5104 and 314-615-5107. Questions regarding portable toilets and/or food concessions may be directed to 314-615-8900.

## SPECIAL EVENT WITHIN A COUNTY PARK

A Special Event Permit is required for events held within a County Park such as any exhibition, fair, exposition, show, theatrical or minstrel performance, professional athletic exhibition or event, circus, carnival, concert or any other kind of outside activity open to the public, other than an exhibition or performance sponsored or partially sponsored by the County. (Reference SLCRO Section 803.100).

Not all events in a County Park require a Special Event Permit. If in a County Park, contact the County Parks Event Coordinator. If your particular event requires a Special Event Permit from the Department of Parks, the Parks Event Coordinator will assist and direct you.

## SPECIAL EVENT PLANNING and PERMIT GUIDE

The County publishes a "Special Event Planning and Permit Guide" which can be found on the Public Work's web site at [www.stlouisco.com/YourGovernment/CountyDepartments/PublicWorks](http://www.stlouisco.com/YourGovernment/CountyDepartments/PublicWorks). This Guide provides additional information on the various permits and licenses required together with application forms and instructions.

## AMUSEMENT RIDE or DEVICE PERMIT

The Amusement Ride or Device Permit is a permit to install, erect, set-up and/or operate the individual temporary ride(s) or device(s) normally associated with an event or activity such as a circus, carnival, school picnic, fair, etc. This includes mechanical rides, go-karts, rock climbing walls, bungee jumping, inflatable devices, mechanical bulls, etc.

The requirements for the Amusement Ride or Device Permit are found in Chapter 22 of the Mechanical Code as adopted by the County.

The Amusement Ride or Device Permit does not authorize the overall event, function or activity. Within the Unincorporated Areas of the County and within any County Park, a Special

Event Permit is required for these kinds of events which authorizes the overall amusement activity/event. (Reference County Zoning Ordinance Section 1003.167 & SLCRO Section 803.100.)

When the activity/event is located within a Municipality that contracts with the County for Code Enforcement of Amusement Rides and Devices, the Event Organizer must obtain approval of the overall activity/event from the Municipality.

## Application Filing Information—Amusement Rides/Devices

1. Submit the application a minimum of four (4) weeks in advance of the planned event to allow ample time for processing the application by the Department of Public Works.
2. The amusement ride/device permit application must list all rides and devices to be set up, including food trailers and games.
3. The following must also be submitted with the application request for permit:
  - a. The individual or company is required to have financial responsibility with St. Louis County. The County's Financial Responsibility Form must be completed and submitted along with a Certificate of Insurance for \$1,000,000 dollars per occurrence general liability for bodily injury and property damage.
  - b. A hand drawn plot plan to include locations of the rides and devices, any buildings, nearby roads and overhead power lines. Show separation distance between rides and devices and a clear entrance for emergency vehicles.
  - c. Non Destructive Test results required by the CPSC or the manufacturer of the device.
  - d. Proof of the annual State of Missouri inspection.
  - e. Permit cost is \$32.00 processing plus \$45.00 per ride/device and \$30.00 per inflatable/device (min. total fee for a single device is \$79.00), payable to "Treasurer – St. Louis County". Submit permit fee payment with the application. There are additional inspection fees for evening & weekend inspections.

4. If the event is in Unincorporated St. Louis County contact Zoning Enforcement at 615-2525 to determine if a Special Event Permit is required.
5. The completed application, attachments, and permit fee should be submitted to:

Department of Public Works  
Attention: Mechanical Inspection Section  
41 S. Central Avenue, 6<sup>th</sup> Floor  
St. Louis, MO 63105

Questions regarding Amusement Ride or Device Permits may be directed to 615-7849. Questions regarding the Special Event Permits may be directed to 314-615-7866.



. For more information on services provided by Public Works please visit our website at:

[www.stlouisco.com/YourGovernment/CountyDepartments/PublicWorks](http://www.stlouisco.com/YourGovernment/CountyDepartments/PublicWorks)

or

Call Public Works General Information 314-615-5184

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