Special Event/Temporary Use

BLUE SPRINGS MISSOURI

Permit required 10 business days before event. Depending on the scope of the event, fee may be required.

Contact Details

Application Date:_____ Title:_____

Company Name:_____ E-Mail:_____

First Name:_____ Business Phone:_____

Last Name:_____ Mobile Phone:_____

Company Address:_____

City:_____ Postal Code:_____

State:_____ County:_____

Event Details

Event Type:

☐Outdoor Event	☐Walk/Run	☐ Mobile Charitable Solicitations (Boot Blocks)
☐Parade	☐Outdoor Sale/Tent Sale	
☐Block Party	☐Other	

Location Name:_____ Event Beginning Date:_____

Owner of Location:_____ Event Beginning Time:_____

Street Address:_____ Event Ending Date:_____

City:_____ Event Ending Time:_____

State:_____ Anticipated Attendance:_____

Zip:_____

Specific Details

Parade or Walk/Run

Number of Vehicles _____

Number of People:_____

Types of Vehicles (autos, floats etc..):

_____

_____

Block Party

Do you need barricades from the City?
☐Yes ☐No

Location of barricades:_____

Do you need traffic cones from the City?
☐Yes ☐No

Location of traffic cones:_____

Mobile Charitable Solicitations (Boot Block)

(Organizations are limited to 4 events per calendar year)

Intersections Requested:_____

Number of People Collecting:_____

Requirements

- Detailed diagram of event including the address of property with site plan showing buildings, streets, and location of event. The drawing needs to have accurate dimensions showing there attendees/visitors will assemble, event parking, and traffic circulation. Additional information may be required.
- Letter of permission from the property owner
- If tents are involved, contact Codes Administration at 816-220-4565
- If outdoor entertainment or additional signage if involved, contact City Planning at 816-220-0142
- Statement of confirmation of ADA compliance
- Applicant may need to provide Proof of Event/Business Insurance
- If organization is a non-profit, copy of state non-profit verification

Acknowledgement: A commercial establishment may not use loudspeakers at any time that create a "noise disturbance" that annoys or disturbs a reasonable person of normal sensitivities that is located on another piece of property at any time and a loudspeaker cannot be used at all on a public right-of-way on public space between 11 p.m. and 6 a.m. the following. In addition, no person shall make, create or cause, continue, or cause to be or continue, any noise disturbance between the hours of 11 p.m. and 6 a.m. the following day. Initial:_____

Return all Information and Check to:
City of Blue Springs, Business Services Division
903 W Main Street, Blue Springs, MO 64015

By signing below, you certify that the information given in this application is true to the best of your knowledge.

Signature of Applicant: Title:

Printed Name: Date:

Office Use Only

Codes Administration	☐Approved	☐Disapproved	☐Event Fee?
Date	Code Administration Staff		Fee Amount Due if Applicable
Police Department	☐Approved	☐Disapproved	☐Event Fee?
Date	Police Department Staff		Fee Amount Due if Applicable
Business Services	☐Approved	☐Disapproved	☐Event Fee?
Date	Business Services Staff		Fee Amount Due if Applicable

Please keep a copy of the signed and approved permit onsite throughout your event