Blue Springs, Missouri
Community Development
Business Services Division

Special Event/ Temporary Use Permit

Business Services Division
903 W. Main Street, Blue Springs, MO
Ph: 816-228-0131

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

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

Applicant/Business/Organization Responsible for Event (please include d/b/a if applicable)

Applicant's Address | City | State | ZIP

Contact Name | Phone Number

Contact Name | Email Address

EVENT INFORMATION

Event Name | Anticipated Attendance

Location Name | Owner of Location | Location Zoning

Street Address | City | State | ZIP

Event Beginning Date | Event Beginning Time | Event Ending Date | Event Ending Time

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

APPLICANT MUST PROVIDE THE ADDITIONAL 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 where attendees/visitors will assemble, event parking and traffic circulation. Additional information may be required.
- Letter of permission from property owner
- If tents are involved, contact Codes Administration at (816) 220-4565
- If outdoor entertainment or additional signage is 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 non-profit, copy of state non-profit verification

_____
Initial

A commercial establishment may not use loud speakers 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 loud speaker 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.

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 | Printed Name

Title | Date

OFFICE USE ONLY

❑ Codes Administration ❑ Approved ❑ Disapproved ❑ Event Fee?

Date | Codes Administration Staff | Fee Amount Due if Applicable

❑ Police Department ❑ Approved ❑ Disapproved ❑ Event Fee?

Date | Police Administrator | 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.