

## **SPECIAL EVENT PERMIT PROCEDURES**

1. Before a business can hold a special event within the City of Crestwood, a Special Event Permit application must be approved.
2. Application must be submitted a minimum of fifteen (15) days in advance of the proposed date of the event.
3. Submit completed Special Event Permit application (**including property owner's signature**) to the Department of Public Works, along with a site plan depicting the proposed location and any additional structures, lighting, parking and signage that will be used in conjunction with the proposed event.
4. A non-refundable fee in the amount of \$85.00 shall be paid to the City of Crestwood when the application is submitted.
5. If you will be employing or are in need of additional security for the event, please contact the City of Crestwood Police Department at 314-729-4800.
6. Prior to the event it may be necessary for the applicant to contact the City of Crestwood Department of Fire Services to schedule a fire safety inspection of the premises. Please contact the Department of Fire Services at 314-729-4742 to schedule this inspection.
7. All tents or additional accessory structures must comply with St. Louis County building code requirements. A Tent permit from the City of Crestwood is required if the structure is greater than 399 square feet. A Temporary Structure permit from St. Louis County is required for any structure greater than 900 square feet, or an occupancy load greater than 50.
8. Should you have any questions, please contact the Public Works Office at 314-729-4720.



**DEPARTMENT OF PUBLIC SERVICES**

One Detjen Drive | Crestwood, MO 63126

**Special Event Permit Application**

Application Fee \$85.00 (Cash or check due at time of application-**non-refundable**) Application Date: \_\_\_\_\_

LOCATION/ADDRESS OF EVENT: \_\_\_\_\_

NAME OF EVENT/BUSINESS: \_\_\_\_\_

Applicant Name and Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date/s of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

If Accessory Structure Needed: Type: \_\_\_\_\_ Size (sq. ft.): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner or Authorized Agent Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

Routing Approval: \_\_\_\_\_ Date Approved \_\_\_\_\_

Crestwood Police Department: \_\_\_\_\_

Crestwood Fire Services: \_\_\_\_\_

Authorized Public Works Personnel: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Section**  
Date Paid: \_\_\_\_\_ Payment Amount: \_\_\_\_\_  
Payment Method: Cash: \_\_\_\_\_ Check \_\_\_\_\_  
Payment Received by: \_\_\_\_\_  
Permit #: \_\_\_\_\_