

If you are hiring a vendor to provide materials or services that require a permit, request that the vendor provide the permit as part of your agreement. Vendors that provide these services in St. Louis County should be aware of what permits are required.

Applications for an Amusement Rides/Devices Permit will also require proof of financial responsibility, proof of insurance, proof of annual state inspection and non destructive test results. The vendor should be able to provide this information.

General liability insurance for bodily injury and property damage may be required for events held in St. Louis County Parks.



St. Louis County Government
General Information (314) 615-5000

St. Louis County Department of Health
(314) 615-8900

St. Louis County Department of
Highways and Traffic
(314) 615-8504

St. Louis County Department of
Parks and Recreation
(314) 615-4FUN

St. Louis County Police Department
(314) 889-2341

St. Louis County Department of
Public Works
(314) 615-5184

St. Louis County Department of
Revenue
(314) 615-4217

Permit Requirements for Special Events



Saint Louis
COUNTY

41 South Central Avenue
Clayton, Missouri, 63105
Business Hours
Monday thru Friday
8:00 am to 5:00pm

Phone: (314) 615-5000
www.stlouisco.com

Permit Requirements for Special Events

If you are planning a special event in unincorporated St. Louis County, a municipality in St. Louis County or in a St. Louis County Park, permits will be required to help protect the health and safety of you and your guests. This brochure will help you determine what permits are required for your particular event or activity.

Examples of the events that require a Special Event Permit are:

- Parish or School Picnics
- Festivals
- Commercial or Charity Garage Sales
- Triathlons, Bike & Walk-a-thons
- Craft/ Art Shows & Fairs
- BBQ Fund raisers
- Grand Openings

Activities at the event that will require permits are:

- Food Concessions
- Amusement Rides & Inflatables
- Parades
- Fireworks

Support facilities at the event that will require permits are:

- Porta-potties
- Canopies or tents
- Additional or expanded utility services.

IF YOUR EVENT IS IN:

- An **unincorporated** area in St. Louis County, you should contact the St. Louis County Department of Public Works Special Events Permit Processor. (314) 615-5184
- In a **municipality** in St. Louis County, you should contact the offices of the municipality where the event will be held. Some municipalities contract with St. Louis County to provide permit services. They may direct you to contact the St. Louis County Department of Public Works Special Events Permit Processor. (314) 615-5184
- **St. Louis County Park**, contact the St. Louis County Parks Special Events Coordinator. If your event requires a Special Event Permit, the Special Events Coordinator will assist you. (314) 615-8371

Although a Special Event Permit may be required for your event, it is not an all encompassing permit. Additional permits may be required depending on the activities and services you will offer.

Submission of your permit applications is required 30 working days prior to your event.

Food Concessions will require a **Temporary Food Service Permit** from the St. Louis County Health Department. (314) 615-8900

Portable Restrooms will require a **Permit to Operate Portable Sanitation Units** from the St. Louis County Health Department (314) 615-8900

Amusement Rides or Devices will require an **Amusement Ride or Device Permit** from the St. Louis County Public Works Department. (314) 615-5184

Pyrotechnics (Fireworks) Displays will require a **Pyrotechnic Display Permit** from the St. Louis County Public Works Department. An additional permit may be required by the Fire Department where the event is held. (314)615-5184

Parades will require a permit from the St. Louis County Police. (314) 889-2341

Block Parties or events that require closing a County maintained road will require permission from the St. Louis County Department of Highways and Traffic. The appropriate Fire Department should be notified once permission is granted. (314) 615-8504

If **Canopies** or **Tents** are erected, a copy of the flame retardant certificate will be required. This certificate may also be required by the Fire Department where the event is held. Canopies or Tents over 900 square feet (30'x30') will require a **Temporary Structure Permit** from the St. Louis County Public Works Department. (314) 615-5184

Dispensing or selling **Alcoholic Beverages** will require a license from the State of Missouri and St. Louis County Department of Revenue. (314) 615-4217