

# Temporary Event Permit Checklist



If you are planning to host a temporary event in Kansas City, this checklist will help guide you through the permitting process. The Temporary Event Permit Checklist is intended to serve as a reference document and does not include all the information necessary to plan or operate a temporary event within city limits. Please note that event organizers may be **required to obtain multiple permits** depending on the size and scope of the event.

<b>Determine the Size and Scope of the Event</b> Before applying for any permits, identify: <ul style="list-style-type: none"><li>• Number of attendees</li><li>• Use of public space (streets, sidewalks, parks)</li><li>• Noise, alcohol, food vendors, staging, etc.</li></ul>	KC Event Hub suggests using Evenegry   <a href="http://www.evenegry.com">www.evenegry.com</a> to help get a scope of the event.  <b>Smaller events</b> - Block parties, film productions, and park events will only need at least one permit  <b>Larger events</b> – Festivals, parades, and circuses might require more than one permit
<b>Permits found on Compass KC</b> <ul style="list-style-type: none"><li>• Block party permit</li><li>• Dumpster permit</li><li>• Excavation permit</li><li>• Festival permit</li><li>• Parade permit</li><li>• Hauling permit</li><li>• Loading zone permit</li><li>• Oversized hauling permit</li><li>• Residential parking</li><li>• Banner installation</li><li>• Street plate permit</li><li>• Traffic control permit</li></ul>	All city permits can be found on Compass KC <a href="http://www.Compasskc.kcmo.org">www.Compasskc.kcmo.org</a>  For larger events that need multiple city permits (festivals, art fairs, parades and other events requiring noise permits, alcohol permits and food permits)  Will need to Fill out application through KC Event Hub <a href="https://kceventhub.org/">https://kceventhub.org/</a>
<b>Festival Application</b>  Can be found on <a href="http://www.Compasskc.kcmo.org">www.Compasskc.kcmo.org</a>	You will need the following documents <ol style="list-style-type: none"><li>1. <a href="#">Festival Petition</a> - Completed/Signed Petition Form with 100% Approval.</li><li>2. Traffic Control Drawing - MUTCD Part VI Compliant Drawing for street closure.</li></ol>
<b>Block Party Application</b>  Can be found on <a href="http://www.Compasskc.kcmo.org">www.Compasskc.kcmo.org</a>	You will need the following documents <ol style="list-style-type: none"><li>1. <a href="#">Block Party Petition Form</a></li></ol>
Additional permits you may need: <ul style="list-style-type: none"><li>• <b>Noise Permit:</b> Needed if amplified sound is involved</li><li>• <b>Alcohol Permit:</b> Must also be reviewed by the state liquor control board</li></ul>	<ul style="list-style-type: none"><li>• <b>Noise waiver:</b> \$50 per day and requires neighborhood petition for event under <a href="#">health department</a>.   816-513-6315</li><li>• <b>Catering permit:</b> for alcohol and food vendors under <a href="#">regulated industries</a>.   816-513-4561</li></ul>
<b>Food Vendors</b>  Must have proper health permits	<b>Public Event Notification Form:</b> for businesses licensed as an event space   <a href="#">Regulated Industries</a>   816-513-4561

## FOR QUESTIONS CONCERNING TEMPORARY EVENTS PLEASE CONTACT RELEVANT PARTIES

### Kansas City Public Works Department

City Hall, 414 E. 12th St, Kansas City, MO 64106

Website: <https://www.kcmo.gov/city-hall/departments/public-works>

Phone: (816) 513-9970 Email: [pubworks@kcmo.org](mailto:pubworks@kcmo.org)

### Kansas City Parks and Recreation

4600 E 63rd St, Kansas City, MO 64130

Website: <https://kcparks.org>

Phone: (816) 513-7500 Email: [Parks@kcmo.org](mailto:Parks@kcmo.org)

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<p><b>Park events:</b> Needed if you are bringing in any type of equipment into the park for your event, if you want to sell, seek donations, or charge an admission fee, or if you wish to ensure no other organized event will occur during your event, then some type of park permit/contract is required.</p> <p><b>Nothing may be sold on park property.</b> If you wish to have items for sale at your event, you or your organization must obtain a Facility Use &amp; Concessions Agreement approved by the KCMO Board of Parks and Recreation Commissioners.</p>	<p><b>Kansas City Parks and Rec</b>   816-513-7787 All park event permit requests must be submitted at least 30 days out for a General Permit (no sales) and at least 90 days out for a Board Approved/Specific Use Permit (sales)</p> <p><b>Request a park:</b> \$50 non-refundable deposit to schedule an event/wedding in KC Parks <a href="https://kcparks.org/park-event-request-form/">https://kcparks.org/park-event-request-form/</a></p> <p><b>Park Permit Fees:</b> <a href="https://kcparks.org/park-event-permit-fees/">https://kcparks.org/park-event-permit-fees/</a></p> <p><b>Parks event checklist:</b> <a href="https://kcparks.org/wp-content/uploads/2024/05/KCPARKS-EVENT-PERMIT-CHECK-LIST-2.pdf">https://kcparks.org/wp-content/uploads/2024/05/KCPARKS-EVENT-PERMIT-CHECK-LIST-2.pdf</a></p>
<p><b>Large outdoor event application</b></p> <p>KC Event hub FAQ for more information on permitting requirements <a href="https://kceventhub.org/faqs/">https://kceventhub.org/faqs/</a></p>	<p><b>How to apply</b></p> <ol style="list-style-type: none"><li>1. Register / login at <a href="http://www.kceventhub.org">www.kceventhub.org</a></li><li>2. Must apply at least 90 days before event</li><li>3. After an internal review your event will be published online</li><li>4. Review the department permits and fees <a href="KCMO-dept-permit-fees1.pdf">KCMO-dept-permit-fees1.pdf</a></li><li>5. Contact any additional departments (police, fire, ems)</li><li>6. Fulfill all city requirements and plans</li></ol>

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