



Event Permit Checklist

Department Type of Permit Example	Telephone #
Animal Control <ul style="list-style-type: none">• Pony Rides• Petting Zoo	816-513-9808
Fire Department <ul style="list-style-type: none">• Fireworks Permit• Tent or Canopy Permit• Place of Assembly Permit• LPG-Compressed Gas• Hay Storage• Outdoor Cooking• Fire/Safety Inspection	816-513-4645
Health Department <i>Temporary Food Permits</i> <ul style="list-style-type: none">• Festivals• Carnivals• Parades• Church Suppers (open to public) <i>Noise Permits</i> <ul style="list-style-type: none">• Outdoor Music	816-513-6315 816-513-6313
NCSD / Regulated Industries <i>Special Event Permit</i> <ul style="list-style-type: none">• Limited Liquor License• Not For Profit Group Organizations• Sale of beer & light wine <i>Carnival Permit</i> <ul style="list-style-type: none">• Mechanical Rides <i>Dance Hall Permits</i> <ul style="list-style-type: none">• Dances (inside or outside)• Bands• DJ	816-513-4561
Public Works / Street & Traffic <i>Street Closures</i> <ul style="list-style-type: none">• Neighborhood Block Party• Festivals• Parade Permit	816-513-2646 816-513-2581



Fire Department

Fire Prevention Division

635 Woodland Ave., Suite 2103
Kansas City, Missouri 64106

(816) 513-4645
Fax: (816) 513-4689

Tents, Canopies and Concession Stands

Re: General Requirements

Tents that are greater than 400 square feet and tents without sides (canopies) greater than 700 square feet require Fire Department permits.

Fire Extinguishers: Minimum fire extinguisher coverage shall be provided in every tent, canopy, and temporary membrane structure as follows:

- 200 to 500 square feet: one 2-A:10-BC
- Each additional to 1,000 square feet: two 2-A:10-BC, travel distance is not to exceed 75 feet

Cooking: Concession stand utilized for cooking shall have a minimum of 20 feet clearance on all sides. A Class K rated fire extinguisher shall be provided within 30 feet of any cooking appliance which employs vegetable or animal cooking oils or fats. All other concession stands, tents employing cooking shall have a minimum of a 2-A:10-BC type fire extinguisher. Gas, solid and liquid fuel burning cooking equipment located outside of a tent shall not be located within 30 feet of such structures.

Compressed Gases: L.P.G. shall be limited to that within the manifold. Storage of L.P.G. cylinder(s) shall be outside of the tent or canopy area. LP gas cylinder(s) shall not be stored in tent or membrane structure or within 25 feet from any structures. All compressed gas cylinders (including LPG) shall be secured to prevent tipping or falling.

Flammable/Combustible Liquid Storage: Shall be located at least 50 feet outside any tent, canopy or temporary membrane structure.

Smoking: No smoking signs shall be posted in all tents, canopies, and concession stands. No smoking is also to be posted in adjacent areas used to store combustible materials and in L.P.G. storage areas 15 feet away.

Hay Storage: Is to be a minimum of 20 feet away from all tents and canopies that contain an assembly occupancy.

Automotive Parking: Is limited to 20 feet away from all tents and canopies.

Generators: Are to be 20 feet away from all tents and canopies.

Certificates: Certificate of flame retardancy shall be provided for all tents and canopies.

Plans: A measured site plan shall be provided showing tent locations, sizes, exiting and locations of other structures.

Tent Separation: The minimum distance between tents, should be no less than ten (10) feet.

Place of Assembly Permit: An additional Place of Assembly permit is required for each tent/canopy which is large enough to hold fifty (50) or more people.

On April 9, 2015, the City Council passed Ordinance # 150169 which set the fees as follows:

Initial Fire Permit	\$ 70.00
Each additional permit	\$ 70.00