



Department of Public Works

SPECIAL EVENT PERMIT

Procedures for Obtaining a Special Event Permit

1. Before a business can hold a special event within the City of Crestwood, a Special Event Permit application must be approved. A special event is defined in section 26-188 of the City of Crestwood Municipal Code.
2. Application must be submitted a minimum of fifteen (15) days in advance of the proposed date of the event.
3. Submit completed City of Crestwood Special Event Permit application (**including property owner's signature**) to the Department of Public Works along with a site plan depicting the proposed location as well as any additional structures, lighting, parking and signage that will be used in conjunction with the proposed event.
4. A fee in the amount of \$50.00 shall be paid to the City when 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 will be necessary for you to contact the City of Crestwood Department of Fire Services to schedule an 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 all St. Louis County building code requirements. 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 314-729-4724.



DEPARTMENT OF PUBLIC WORKS

One Detjen Dr. Crestwood, MO 63126
Telephone: 314-729-4724 Fax: 314-729-4729

APPLICATION FOR SPECIAL EVENT PERMIT

Application Date _____

Applicant Name and Address: _____

_____ Phone #: _____

Contact Person: _____ Phone #: _____

Location of Event: _____

Address of Event: _____

Description of Event: _____

Date(s) of Event _____ Time of Event _____

Size (Sq. Ft.) and Type of Accessory Structure: _____

_____ Date _____

(Applicant's Signature)

_____ Date _____

(Property Owner or Authorized Agent Signature)

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OFFICE USE ONLY

Permit #: _____

Approval Date: _____

Routing Approval Section

Routing Approval: Signature Date Approved

Crestwood Police Department: _____

Crestwood Fire Services: _____

Director of Public Works: _____

Payment Section

Date Paid: _____ Amount of Payment: _____

Payment Method: Cash _____ Check _____ Check # (if applicable): _____

Comments _____
