City of Missouri City

SPECIAL EVENT PERMITS

The following requirements must be met in order to obtain a permit to operate a special event within the Missouri City limits.

- **All Special Event Permit Applications must be submitted at least 5 business days prior to the event.**

- **If food or drinks are to be served during the event, a Temporary Health Permit Application must also be submitted at least 5 Business days prior to the event.**

- **If requesting signage to be placed in the designated Right-Of-Way areas (as found in Appendix A, Section 13.8.B of the City of Missouri City Code) please attach a map to the application showing the location of said signs and list their dimensions.**

- **Applications must be completed.**

Any contact information provided on the application should be the most direct way to reach the responsible person(s). It is preferred that any phone numbers given should also have message capabilities in case of a missed call.

Please complete the application form. If you should have any questions, please call one of the following city employees:

Travis Huff or Paul McKeever at (281) 403-8600

Thank you for your interest and cooperation in hosting your special event in the Missouri City.

SPECIAL EVENT PERMIT APPLICATION
(Please PRINT all answers)

Organization_____

Name of Applicant_____

Responsible Individual(s)_____

Email and Phone Number (required)_____

Type of Organization (civic, non-profit, other)_____

Name & Type of Event_____

Name of Property Owner (Not Tenant)_____

Property Owner Phone#_____

Address or Location of Event_____

Signature of Property Owner_____

Date Submitted_____**Event Date**_____**Event Hours**_____

Date sign(s) displayed_____**Date sign(s) removed**_____

Number of signs: Right-of-Way _____ **Private Property**_____

***** NO HAND-HELD SIGNS ARE ALLOWED AFTER AUGUST 1, 2012. *****

ALL SIGN LOCATIONS MUST BE SHOWN ON MAP PROVIDED. SIGNS MUST BE REMOVED (1) ONE DAY AFTER THE EVENT HAS CONCLUDED. "APPLICANT UNDERSTANDS THAT NO SIGNS, MATERIALS, OBJECTS OR EQUIPMENT SHALL BE PLACED IN THE RIGHT-OF-WAY EXCEPT AS ALLOWED AND INDICATED HEREIN AND THAT NO PERSONS SHALL STAND IN THE STREET OR ROW IN AN EFFORT TO SOLICIT OR ATTRACT INTEREST IN THE SPECIAL EVENT."

Number of Staff_____ **Number of Participants Estimated**_____

Security will be provided by_____

Food or drinks served? ○ **Yes** ○ **No**
NOTE: If yes, health permit is required to be submitted concurrently with this application.

Will electricity be used? ○ **Yes** ○ **No**

If yes, from what source? _____ **(Electrical permit may be required)**

If outdoor lighting is provided, will it be shielded from the adjacent property? ○ **Yes** ○ **No**

Will hard surface parking be provided? ○ **Yes** ○ **No**

If yes, then number of parking spaces. _____

If no, then explain the type of surface reserved for parking._____

Will tents/canopies be used? ☐Yes ☐No
NOTE: If yes, a tent/canopy (fire rating) certificate is required with a Fire Permit Application and fee for a temporary membrane structure.

Will there be alcohol sales? ☐Yes ☐No
NOTE: If yes, an alcohol permit is required.

Will outdoor sound amplification be used? ☐Yes ☐No

How will disposal of solid waste be provided?

_____

NOTE: APPLICANT MUST PROVIDE SCALED SITE PLAN AS AN ATTACHMENT SHOWING NORTH ARROW, PROPERTY LINES, STREETS, ACCESS, PARKING, LOCATION OF BUILDINGS, TENTS, SANITATION, SIGNAGE, ETC.

Application Check	**Date**	**Code Inspector**	**Date**
Health Inspector	**Date**	**Director, Development Services**	**Date**

*****FOR DEPARTMENT USE***:**
Date of the most recent special event at requested location: _____

Missouri City Fire Marshal's Office

FIRE PREVENTION DIVISION

Tent, Canopy, & Temporary Membrane Structure Submittal Requirements

APPROVAL REQUIRED. Tents and membrane structures having an area in excess of 200 square feet (19 m2) and canopies in excess of 400 square feet (37 m2) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Exceptions: *1. Tents used exclusively for recreational camping purposes.*

2. Fabric canopies open on all sides which comply withal of the following:

2.1. Individual canopies having a maximum size of 700 square feet

2.2. The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet total.

2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

TENT- A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

CANOPY- A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

AIR-SUPPORTED STRUCTURE- A structure wherein the shape of the structure is attained by air pressure and occupants of the structure are within the elevated pressure area.

MEMBRANE STRUCTURE- An air-inflated, air-supported, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy. See Chapter 31 of the International Building Code.

A detailed site plan shall be provided for all applications and include the following:

- Distance from tent, canopy, or membrane structure to;
  - other tents, canopies, or membrane structures.
  - property lines or lot lines
  - other buildings on the property
  - parking areas
  - internal combustion engines
- Size of tent
- Location of anchor points
- Type of material or fabric

Site Plan Attached: ☐ *(applications will not be accepted without a site plan)*

When will the structure be erected? _____ . When will the structure be removed? _____

How many consecutive days will the structure be in use? _____.

Will cooking be done inside or under the structure? _____

Will the structure have 50 or more occupants at one time? Yes ☐ No ☐

If yes, a detailed floor plan shall be provided and include:

- Means of egress
- Occupant load
- Seating arrangement
- Types of heating (if applicable)
- Types of electrical equipment

For additional information or assistance in completing this form, refer inquires to:
Missouri City Fire Marshal's Office 281-403-4311