



SPECIAL EVENT PERMIT GUIDE

SPECIAL EVENT BASICS

Special Events

The term "special event" means a temporary, short term use of land or structures, not otherwise included as a permitted or accessory use by the zoning regulations. A Special Event Permit is to provide for the temporary use of land for special events that are consistent with its normal use and beneficial to the general welfare of the public. The City of Shawnee has three classifications of special events.

Type 1

Small-scale promotional activities intended to attract to a specific place or business; on-site fundraising or non-commercial events.

Examples include: tent sales, sidewalk sales, outdoor seasonal sales, fundraising or non-commercial events for nonprofit organizations, grand openings and going out of business sales.

Type 2

Commercial activities related to a specific place, business, organization, event or district not associating with an on-site business; fundraising activities on behalf of a nonprofit religious, educational or community service organization sponsored by and held at an off-site location or business.

Examples include: Christmas tree sales not associated with an on-site business, small outdoor festival, live entertainment at a venue without an approved Special Use Permit, sporting events, or regularly occurring scheduled events that are intended to foster community spirit -- not requiring street closure or other City resources.

Type 3

Public events intended primarily for entertainment or amusement such as carnivals, concerts, large-scale festivals. No more than two (2) are permitted per location per calendar year.

**The term "special event" does not include garage sales, transient merchants, or off-site promotional signs and sales, or mobile restaurants.*

Special Event Permits

Special Event Permits are required for all Type 1-3 events. The following chart shows the Special Event Permit application review timeline. Applicants are encouraged to apply before the stated minimum deadlines.



Special Event Permit Time Limitations

Type 1

- No more than 10 days at one time
- No more than 6 per year
- Outdoor seasonal sales permitted for up to 17 weeks per year per location
- Hours of operation restricted to between 8:00 a.m. and 9:00 p.m.

Type 2

- No more than 10 days at one time
- No more than 4 per year
- Outdoor seasonal sales permitted for up to 8 weeks per year per location
- Hours of operation restricted to between 8:00 a.m. and 10:00 p.m.

Type 3

- Duration and hours of operation limits determined by the Governing Body
- No more than two per year

APPLICATION GUIDE

Permit Requirements

Completed Special Event Permit application via the Shawnee CitizenServe Portal, https://www.cityofshawnee.org/departments/community_development. Applicants must have an account to submit an application.

- Application Fee
 - Type 1 - \$0
 - Type 2 - \$60
 - Type 3 - \$135
- A letter from the applicant describing the proposed event, the hours of operation, the duration of the event, anticipated attendance, and any structures or signs used in conjunction with the event;
- A sketch plan showing the location of the proposed activities, structures and signs in relation to existing buildings, parking areas, streets and property lines;
- A letter from the property owner or manager, if different from the applicant, agreeing to the special event;
- Parking Plan
 - Identify expected parking demand, on and off-site public and private parking areas, shuttle locations, or other alternative transportation plans as needed. Property owner approval is required if using off-site private parking areas.
- Public Safety Plan, including identification of:
 - Primary on-site contact during the event
 - Fire protection (indoor)
 - On-site fire extinguishers and fire hydrants
 - Emergency vehicle access points
 - Emergency exiting plan for indoor events
 - Weather monitor for inclement weather
 - Shelter in-place and evacuation plan
 - Crowd control managers for events of 500 people or more, or when determined necessary by the Fire or Police Department
- Fire Department Review
 - Information regarding open-flame cooking, including locations and type of fuel to be used.
 - Location and sizes of tents or canopies.
 - For tents 400 square feet or more in size, a flammability certificate or fire retardant rating shall be provided (see attachment 1).
 - Elevated stages 400 square feet or more in size require engineered sealed plans (see attachment 2).

**For questions and to schedule Fire Department inspections,
contact the Fire Marshal at 913-631-1080.**

- Traffic Control Plan for all Type 3 events, parades, or other special events requesting road closures.
 - Identification of the desired detour route
 - Pedestrian and emergency vehicle access points
 - Barricade locations
 - Other traffic control devices to be used, like cones and signage
 - Identification of times traffic will be impacted
 - All control measures must comply with the Manual on Uniform Traffic Control Devices (MUTCD) guidelines
- Public events hosting 500 or more people at any given time, where alcohol will be served or brought in by participants, will be required to submit an application for a security assessment with the Police Department.

For questions regarding Police Department requirements, contact the Patrol Division Commander at 913-631-2150.

- Any additional information deemed necessary by the Community Development Director.

This application guide is intended as a summary of City ordinances related to Special Event Permits, [Chapter 17.67](#) of the Shawnee Municipal Code. For further information, contact the Community Development Department at 913-742-6011 or at Planning@cityofshawnee.org.

APPLICATION GUIDE ATTACHMENTS

Attachment 1. Tent Label Example

<h1>Certificate of Flame Resistance</h1>		
REGISTERED FABRIC NUMBER F-140.01	ISSUED BY JOHNSON OUTDOORS INC. BINGHAMTON, NEW YORK 13902 Manufacturers of the Finest Tent Products Described Herein	Date of Manufacture OCTOBER 2007
<p>This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier. Made in the USA.</p>		
NAME: DALLAS PARTY TENT AND EVENT		
CITY: ARLINGTON, TX		
<p>Certification is hereby made that: The articles described on this certificate have been manufactured with an approved flame retardant chemical in compliance with California State Fire Marshal Code, NFPA-701*, A-A-55308, FMVSS-302, CAN/ULC-S109-MB7, CPAI-84, Underwriters Laboratory of Canada, and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43006G.</p>		
Type, color, & weight of material: 14 OZ		Vinyl: WHITE BLOCK OUT
Description of item certified: EVOLUTION 40X40		
<p>Flame Retardant Process Will Not Be Removed By Washing. Eureka! Tent tops that are designed to meet Temporary Building codes are supported with a Registered Architect Stamp. For that stamp to remain valid, the tent top must be installed with 100% Eureka! Manufactured fabric components.</p>		
Snyder Manufacturing, Inc. Manufacturer of Flame Retardant Vinyl Laminates	 TENT DEPARTMENT, JOHNSON OUTDOORS INC.	*Large Scale

Attachment 2. Fire Code Guidelines and Inspection Information

Approval Required

Stages over 400 square feet require plans submitted by a Kansas registered design professional.

The following documents shall be submitted to the fire code official and the building official for review before a permit is approved:

1. Construction documents: Construction documents shall be prepared by a registered design professional in accordance with the International Building Code and ANSI E1.21 where applicable. Construction documents shall include:

1.1. A summary sheet showing the building code used, design criteria, loads and support reactions.

1.2. Detailed construction and installation drawings.

1.3. Design calculations.

1.4. Operating limits of the structure explicitly outlined by the registered design professional including environmental conditions and physical forces.

1.5. Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings. 1.6. Means for adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.

2. Designation of responsible party: The owner of the temporary special event structure shall designate in writing a person to have responsibility for the temporary special event structure on the site. The designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgments regarding the structure's safety and to coordinate with the fire code official.

3. Operations plan: The operations plan shall reflect manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents.

An inspection shall be conducted for tents and membrane structures over 400 square feet.

3103.2 Approval required.

Tents and membrane structures having an area 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. Tents open on all sides which comply with all of the following:

2.1. Individual tents having a maximum size of 700 square feet (65 m²).

2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.

2.3. A minimum clearance of 12 feet to all structures and other tents.

Site Plan and Floor Plan

3103.6 Construction documents.

A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. The construction documents shall include an analysis of structural stability.

Distances

Fire Department access and clearance to structures shall be maintained.

503.2.1 Dimensions

Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches.

12 feet of clearance shall be maintained around the tent or membrane structure.

3103.8.6 Fire break.

An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official.

Documentation

Tents and membrane structures shall be flame treated.

3104.2 Flame propagation performance treatment.

Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit.