



KCMO Neighborhood and Community Services  
Regulated Industries Division  
635 Woodland Ave., Kansas City, MO 64106  
816-784-9000

## Daily Dance Hall Permit Instructions, Guidelines and Regulations

### The following documents will need to be uploaded with your application:

- Letter from the property owner approving the event to be held on the premises
- Detailed diagram of the premises
- Clearance from Fire Department for the premises where the event will be held
- A copy of the health permit or temporary food permit for the event site
- A copy of the noise permit – outdoor events only
- A copy of the street closure permit
- A copy of the Certificate of Occupancy
- A copy of the occupant load certificate
- Public Park access – A copy of the approval letter from the Parks Department

### Additional requirements and policies governing events:

1. If the application is denied, you may appeal the denial. For more information please **section 12-147** in the code of ordinances.

2. **Barriers** – A description must be included which describes the type(s) of barrier(s) that will be used to close the street which will prevent alcoholic beverages from leaving the controlled area.

3. **Diagram** – The diagram must show all of the outdoor seating (if any), the location of porta-potties, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event.

4. **Security** – An indication of what security measures will be taken for crowd control must be submitted. For every 100 people projected to be at the event, two armed security officers or police officers must be present.

5. **Fire Permit/Place of Assembly Permit** – A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave, (816) 784-9100. **Sec 10-105(a)(3)(c)**

6. **Health Permit** – A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**. A health permit is required under the following circumstances:

- a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
- b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
- c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
- d. If an existing restaurant-bar is catering *alcohol & food* onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.

7. **Noise Permit** –Outdoor Events – If live music will be performed, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**

8. **Certificate of Occupancy** – A copy of the certificate of occupancy for the premises hosting the event must be submitted from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**

9. **Occupant load certificate** - A copy of the occupant load certificate which states the interior occupant capacity of the p must be submitted from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**

10. **Street closure** – If a public street will be blocked off for the event, a permit for a street closure must be obtained from the KCMO Public Works Department.

11. As required by **section 34-369** of the Code of Ordinances of the City of Kansas City, Mo., all medical staff is required to have current clinical privileges from the office of the EMS Medical Director. For more information, please call (816) 513-6263 or visit them at 2440 Troost Ave., suite 4200, Kansas City, MO 64108.