



CITY OF BELTON, MISSOURI

Event Permit

520 Main Street Belton, MO 64012

P 816-331-4331

www.belton.org cityclerk@belton.org

The City of Belton has created the Event Permit application to improve tracking and response to requests for events. This unified process allows applicants to submit one application which is shared with staff and City Council.

An event is defined as a temporary gathering or activity held on a city street or on city property that involves non-traditional or non-routine use of the property. Examples may include corporate events, commercial events, festivals, fairs, art shows, or public performances.

An application for an event permit shall be filed **not less than 60 days** before the date of the proposed event. This allows adequate time for City Council and staff approval and for neighbor notification. Applications will be processed in the order they are received. **The event permit fee is \$25, cash or check, and shall accompany the application. The event permit fee is non-refundable.**

The Belton Police Chief or Belton Fire Chief have the authority to revoke an event permit upon violation of the conditions of the permit.

If you are applying for a parade or residential block party, please complete the parade or block party application.

Organization sponsoring the event _____

The applicant or co-applicant is responsible to be on site for the duration of the event.

Applicant responsible for the event and this application _____

Applicant email _____ Cell (____) _____

Co-Applicant responsible for the event and this application (if applicable) _____

Co-Applicant email _____ Cell (____) _____

Event name _____

Purpose of the event _____ Est. attendance _____

Event date(s) _____ Start time _____ End time _____

Street closure date(s) _____ Start time _____ End time _____
(include set up/tear down)

Rain out date _____ Start time _____ End time _____
(if applicable)

If the same event will be held multiple times throughout the year at the same location and same time of day, the applicant may complete a single application with each date listed.

Location of event

Main Street – there are 2 standard maps for closing Main Street. Please review each map carefully and choose which map you'd like to use.

300-500 block of Main Street (The Annex parking lot and Loop Rd will remain open.)

300-600 block of Main Street (The Annex parking lot and the 500 block of Loop Rd will be closed.)

Other location – submit a detailed location map for staff to review. (Google map) Locations will be reviewed on a case-by-case basis. Considerations will be city resources, traffic control, safety, and public infrastructure. Please allow additional time for staff review.

Will you be using any of the following?

➤ Please include a detailed map of the location/set up of these items.

- Tents/Canopies ____ Personal pop-up tent/canopy ____ Commercial large tent/canopy – Belton Fire Marshal approval is required
- Generator(s) – please see the attached requirements for generators
- Mobile Vendors, as defined (food trucks, retail vendors) – please provide a list of vendors on a separate sheet. Separate licensing is required.
- Stage/Grandstand/Bleachers/Tables/Chairs
- Loudspeaker/Amplified Sound/Musical Instruments (Band)/Radio
- Fireworks (UDC 16-1, 5608.6) – Belton Fire Marshal approval is required
- Carnival/Circus (UDC 38-7, permitted zoning) – T.U.P. and Belton Fire Marshal approval is required
- Bounce House/Inflatables
- Portable Toilets
- Dumpster – the sponsoring organization is responsible for disposing of all trash generated by the event. If there is no dumpster, describe how you will dispose of trash. _____
- Dispensing, Consuming, or Selling Alcoholic Beverages – please provide a list of vendors on a separate sheet. Separate licensing is required.
- I will not be using any of the items listed above

- In an emergency, the fire department and other emergency personnel will need access to the street(s).
- Electrical cords may not be run across a street. Cords may run on the ground along a sidewalk, if they are secured to the ground (with tape or a rug) to ensure they will not be a trip hazard.
- The City Noise Ordinance is attached. Loud noise is not allowed between 10 pm and 7 am.
- Staff will contact the applicant about additional licenses, permits, or approvals, as applicable.

I acknowledge this is only an application and does not approve the event. I acknowledge the City Council will review this application and associated MOU, if applicable, and has final granting authority to close a public street for an event.

I acknowledge that, as the event sponsor, I assume full responsibility for all risks and liabilities associated with organizing and conducting the event. I agree to indemnify, defend, and hold harmless the City of Belton against any claims, damages, losses, liabilities, or injuries arising from or related to the actions of organizations, participants, or any activities associated with the event.

I acknowledge I am responsible for neighbor notification upon receiving City Council approval. Staff will provide a list of neighbor contacts and instructions. The City reserves the right to amend the notification listing.

Signature of Applicant _____ Date _____

Signature of Co-Applicant, if applicable _____ Date _____

Office Use Only

_____ \$25 permit fee _____ Additional licenses, permits, or approvals have been issued

_____ Date Neighbor notification emailed _____ Date Neighbor notification mailed

Date & Resolution numbers of City Council approved Permit and/or MOU _____

This application is APPROVED / DENIED this _____ day of _____, 20____.
City Manager _____

Event Permits – Portable Generator Requirements

If there are any questions on the requirements below, please contact Chris Beal, Fire Marshal, at cbeal@beltonfire.org or 816.441.5207, or Demetrius Ramirez, Chief Building Official, at dramirez@belton.org, or 816.892.1261.

International Fire Code – Section 1204: Portable Generators

1204.1 Portable generators.

The use, operation and maintenance of portable generators shall comply with this section.

1204.2 Listing.

Portable generators manufactured after January 1, 2021, shall be *listed* and *labeled* in accordance with [UL 2201](#).

1204.3 Operation and maintenance.

Portable generators shall be operated and maintained in accordance with the manufacturer's instructions. Keep the generator dry; do not use it in the rain or wet conditions. If needed, protect the generator with a canopy. Never manipulate a generator's electrical components if you are wet or standing in water.

1204.4 Grounding.

Portable generators shall be grounded in accordance with [NFPA 70](#). Make sure the generator is properly grounded, and the grounding connections are tight. Consult the manufacturer's instructions for proper grounding methods.

1204.5 Operating locations.

Portable generators shall be operated only outdoors a minimum of 5 feet (1524 mm) from any building openings such as windows and doors or air intakes. Portable generators shall not be operated within buildings or enclosed areas. Additional separation shall be provided for tents, membrane structures and outdoor assembly events as specified in [Chapter 31](#).

1204.6 Cords and wiring.

Extension cords and temporary wiring used to connect portable generators shall be in accordance with [Section 603](#) and shall be provided with GFCI protection. Always plug electrical appliances directly into the generator using the manufacturer's supplied cords or extension cords that are grounded (3 pronged). Inspect the cords to make sure they are fully intact and not damaged, cut, or abraded. Never use frayed or damaged extension cords. Ensure the cords are properly rated in watts or amps for intended use.

1204.8 Refueling.

Portable generators shall not be refueled while operating. Fueling from a container is permitted only when the engine is shut down and the engine surface temperature is below the auto ignition temperature of the fuel.

1204.10 Fire extinguisher.

A *listed* portable fire extinguisher complying with [Section 906](#) with a minimum rating of 2-A:20-B:C shall be provided not more than 50 feet (15 240 mm) from the portable generator.

CODE OF ORDINANCES
Chapter 14 - NUISANCES
ARTICLE IV. NOISE

Sec. 14-128. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Business district means any of the zoning districts which is determined to be business by the city council.

Construction means any site preparation assembly, erection, repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities, or similar property.

Noise means any sound which annoys or disturbs humans or which causes or tends to cause an adverse psychological or physiological effect on humans.

Noise disturbance means any sound which:

- (1) Endangers the safety or health of humans or animals;
- (2) Annoys or disturbs a reasonable person of normal sensitivities; or
- (3) Endangers or injures personal or real property.

Noise-sensitive zone means any area designated by this Code for the purpose of ensuring exceptional quiet. Noise-sensitive zones shall include the following:

- (1) Quiet zones.
- (2) Schools during operations.
- (3) Libraries during operations.
- (4) Churches.
- (5) Hospital.
- (6) Nursing homes.

Real property boundary means an imaginary line along the ground surface, and its vertical extension, which separates the real property owned by one person from that owned by another person, but not including intra-building real property divisions.

Residential district means any of the zoning districts determined to be residential by the city council.

Sound-producing device means a radio, compact disc player, television, tape player or recorder, phonograph, musical instrument or any other similar sound-producing instrument or device.

(Code 1976, § 15-166; Ord. No. 00-2681, § 1, 2-25-2000)

Sec. 14-129. Noise disturbances prohibited.

- (a) The creating of any unreasonably loud, disturbing and unnecessary noise within the city is hereby prohibited.
- (b) Noise of such character, intensity or duration as to be detrimental to the life or health of any individual or which results in disturbance of the public peace and welfare is prohibited.
- (c) No person shall make, continue, or cause to be made or continued, any noise disturbance, except when necessary in performance of construction work.
- (d) Noncommercial public speaking and public assembly activities conducted on any public space or public right-of-way shall not be considered a violation of this section.
- (e) Any operator of any ambulance or fire truck and any officer of the law while engaged in necessary public business or any operator of any vehicle of the city while engaged in necessary public business shall be exempted from the terms and prohibitions contained in this article.

(Code 1976, § 15-167; Ord. No. 00-2681, § 2, 2-25-2000)

Sec. 14-130. Specific prohibitions.

The following acts, among others, are declared to be violations of this article. This enumeration shall not be deemed to be exclusive:

- (1) *Animals and birds.* Owning, keeping or harboring any animal or bird which frequently or for continued duration, howls, barks, meows, squawks or makes other sounds which create a noise disturbance across a residential real property boundary, or within a noise-sensitive zone. This provision shall not apply to the keeping or maintaining of livestock more than 75 feet from the nearest residential dwelling.
- (2) *Power tools.* Operating or permitting the operation of any mechanically or electrically powered saw, drill, sander, grinder, lawn or garden tool, paint sprayer, or similar device used outdoors in residential areas between the hours of 10:00 p.m. and 6:00 a.m. so as to cause a noise disturbance across a residential real property boundary.
- (3) *Firearms and similar devices.* The use or firing of firearms, guns or similar devices which creates a sound which causes a noise disturbance across a real property boundary or on a public space or right-of-way.
- (4) *Loading and unloading.* Loading, unloading, opening, closing or other handling of boxes, crates, containers, building materials, garbage cans, or other objects between the hours of 10:00 p.m. and 7:00 a.m. in such manner as to cause a noise disturbance across

a residential real property boundary or within a noise-sensitive zone, except when necessary in the performance of construction work.

- (5) *Loudspeakers/public address systems.*
- a. Using or operating for any noncommercial purpose any loudspeaker, public address system, or similar device between the hours of 10:00 p.m. and 7:00 a.m. such that the sound therefrom creates a noise disturbance across a residential real property boundary or within a noise-sensitive zone.
 - b. Using or operating for any commercial purpose any loud speaker, public address system, or similar device such that the sound therefrom creates a noise disturbance across a real property boundary or within a noise-sensitive zone, or between the hours of 10:00 p.m. and 7:00 a.m. on a public right-of-way or public space.
- (6) *Noise-sensitive zones.* Creating or causing the creation of any sound within any noise-sensitive zone so as to disturb or disrupt the activities normally conducted within the zone, provided that signs are prominently displayed indicating the presence of the zone.
- (7) *Places of public entertainment.* Operating, playing or permitting the operation or playing of any radio, television, drum, musical instrument, sound amplifier or similar device which produces, reproduces or amplifies sound at a level greater than 85 dBA as read by the slow response on a sound level meter at any point which is normally occupied by a customer in any place of public entertainment with a seating capacity of less than 500 persons, unless a conspicuous and legible sign is located outside such place near each public entrance stating:
- "WARNING: SOUND LEVELS WITHIN MAY CAUSE PERMANENT HEARING IMPAIRMENT."
- (8) *Powered model vehicles and aircraft.* Operating or permitting the operation of powered model vehicles or model aircraft so as to create a noise disturbance across a residential real property boundary, in a public space, or within a noise-sensitive zone between the hours of 10:00 p.m. and 7:00 a.m. the following day.
- (9) *Radios, television sets, musical instruments and similar devices.* Operating, playing or permitting the operation or playing of any radio, television, phonograph, tape player, or recorder, compact disc player, drum, musical instrument, sound amplifier, which produces, reproduces, or amplifies sound in the following circumstances:
- a. Between the hours of 10:00 p.m. and 7:00 a.m. in such manner as to create a noise disturbance across a real property boundary or within a noise-sensitive zone.
 - b. In a manner which creates a noise disturbance at a greater distance than 50 feet from such device or in a public right-of-way or public space. The operation of any such device between 10:00 p.m. and 7:00 a.m. within a public right-of-way or public space shall be prima facie evidence of a violation.
 - c. In such manner as to create a noise disturbance to any person other than the operator of the device when operated by any passenger on a common carrier.
 - d. This subsection shall not apply to noncommercial spoken language.

- e. This subsection shall not apply to activities sponsored by public or private schools, churches, or the city.
- (10) *Construction in residential districts.* The erection (including excavation), demolition, alteration or repair of any building and the excavation of streets and highways in any residential district or section, other than between the hours of 6:00 a.m. and 8:00 p.m. on weekdays, except in the case of urgent necessity in the interest of public health and safety, and then only with a permit from the building inspector, which permit may be granted for a period of 30 days while the emergency continues. If the building inspector should determine that the public health and safety will not be impaired by the erection, demolition, alteration or repair of any building or the excavation of streets between 8:00 p.m. and 6:00 a.m., and if he or she shall further determine that loss or inconvenience would result to any party in interest, he or she may grant permission for such work to be done between the hours of 8:00 p.m. and 6:00 a.m.; provided, however, that this subsection shall not apply to excavations or repairs of bridges, streets, highways, or utilities by or on behalf of the city, the county, or the state during the nighttime when public welfare and convenience renders it impractical to perform such work during the day.
- (11) *Horns or signaling devices.* The sounding of any horns or signal device on any automobile, motorcycle, bus or other vehicle for a prolonged, unnecessary and unreasonable period of time.
- (12) *Noisy vehicles.* The use of any automobile, motorcycle, or other vehicle so out of repair, so loaded or in such operating condition as to create loud and unnecessary grating, grinding, rattling or other noise.
- (13) *Engine exhausts.* The discharge into the air of the exhaust from any steam engine, internal combustion engine, motor vehicle or boat engine, except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.

(Code 1976, § 15-168; Ord. No. 00-2681, § 3, 2-25-2000; Ord. No. 2007-3329, §§ 4—7, 4-10-2007)

Sec. 14-131. Loud sound amplification in vehicles prohibited.

- (a) No person operating or occupying a motor vehicle on a street, highway, alley, parking lot or driveway between the hours of 9:00 p.m. and 8:00 a.m. shall operate or permit the operation of any sound amplification system from within the vehicle so that the sound is plainly audible at a distance of 50 or more feet from the vehicle.
- (b) Sound amplification system means any radio, tape player, compact disc player, loud speaker or other electronic device used for the amplification of sound.
- (c) Plainly audible means any sound produced by a sound amplification system from within the vehicle, which clearly can be heard at a distance of 50 feet or more. Measurement standards shall be by the auditory senses, based upon direct line of site. Words or phrases need not be discernible and bass reverberations are included. The motor vehicle may be stopped, standing, parked or moving on a street, highway, alley, parking lot or driveway.

- (d) It is an affirmative defense to a charge under this section that the operator was not otherwise prohibited by law from operating the sound amplification system, and that any of the following apply:
- (1) The system was being operated to request medical or vehicular assistance or to warn of a hazardous road condition;
 - (2) The vehicle was an emergency or public safety vehicle;
 - (3) The vehicle was owned and operated by the city, or a gas, electric, communications or refuse company;
 - (4) The system was used for the purpose of giving instructions, directions, talks, addresses, lectures or transmitting music to any persons or assemblages of persons in compliance with ordinances of the city; or
 - (5) The vehicle was used in authorized public activities, such as parades, fireworks, sports events, musical productions, and other activities which have the approval of the department of the city authorized to grant such approval.
- (e) This section shall not apply to activities sponsored by public or private schools, churches, or the city.

(Code 1976, § 15-169; Ord. No. 00-2681, § 4, 2-25-2000)

Sec. 14-132. Refuse collection vehicles.

No person shall on or after the effective date of the ordinance from which this article is derived:

- (1) Operate or permit the operating of any compacting mechanism of any motor vehicle which compacts refuse between the hours of 8:00 p.m. and 7:00 a.m. in a residential area or noise-sensitive zone or within 500 feet of either.
- (2) Collect refuse with a refuse collection vehicle between the hours of 8:00 p.m. and 7:00 a.m. in a residential area or noise-sensitive zone, or within 500 feet of either.

(Code 1976, § 15-169.1; Ord. No. 00-2681, § 5, 2-25-2000)

Sec. 14-133. Emergency exception.

The provisions of this article shall not apply to the emission of sound for the purpose of alerting persons to the existence of an emergency, or the emission of sound in the performance of emergency work.

(Code 1976, § 15-169.2; Ord. No. 00-2681, § 6, 2-25-2000)

Sec. 14-134. Enforcement.

The provisions of this article may be enforced by any police officer, code enforcement officer or other official designated by the chief of police or the city manager. (Code 1976, § 15-169.3; Ord. No. 00-2681, § 7, 2-25-2000)