

EVENT PLANNER WORKSHEET FOR EVENTS ON CITY STREETS

Here is a 'to do' list that will help you plan for a successful event

- If you have not done so already, please visit the [City events and permitting webpage](#) to determine the type of permit you require. Once you determine the permit you need you can fill out the permit online, save it as a .pdf file, and send it via email (SPPD-CommunityEngagementUnit@ci.stpaul.mn.us) to the Saint Paul Police Department Community Engagement Unit.

If you do not have computer access, contact the Saint Paul Police Department Community Engagement Unit by phone (651-266-5485). They can help you figure out what kind of permit you need, and send you a permit application form.

- You will most likely be invited to a 'permit committee' meeting in advance of your event. The meeting is held at the City Hall annex, Room #41, 27 W 4th Street, Saint Paul, MN 55102 on the first Wednesday of the month. You will be contacted with the month you will be required to attend. It is usually the month prior to your event. The meeting is usually scheduled to take place between 1:30 PM and 3:30 PM. Please come prepared to discuss your event.
- You need to submit a copy of your event **insurance** (see attached insurance requirements information form). Note: Requirements include \$1.5 million individual and \$3 million aggregate. "City of Saint Paul" must be named as an additional insured.
- Are you planning on **providing, serving, or selling food or beverages (non-alcoholic)** at your event? If so, please contact See Lee (651-201-4807 or see.lee@state.mn.us) at the Minnesota Department of Health. She will let you know what/if any permits are needed.
- You'll need a **first aid/safety plan**. Please contact Bob Pitts (651-228-6263 or robert.pitts@ci.stpaul.mn.us) at the Saint Paul Fire Department. He will give you some tips/suggestions and let you know what he requires for your event.
- There might be **road construction** that will interfere with your event. Please contact Eriks Ludins (651-266-9810 or eriks.ludins@ci.stpaul.mn.us) at Saint Paul Public Works regarding **road construction** plans that may be scheduled during the time of your event.
- Do you need to have **meters hooded or no parking signs posted**? Please contact Public Works – Right of Way at 651-266-6151 or PW-ROWpermits@ci.stpaul.mn.us.
- Are you going to **amplify sound or sell merchandise**? Please contact Barb McMonigal-St. Dennis (651-266-9137 or Barb.mcmonigal-st.dennis@ci.stpaul.mn.us) at the Saint Paul Department of Safety and Inspections (DSI) to apply for a **noise variance**. It is important to do this in a timely manner as you will be added to the City Council agenda well in advance of your event. Also, she can advise you about any permits needed to **sell merchandise**.
- Will you be setting **up tents or lighting fireworks** or other pyrotechnics? Please contact James Perucca (651-266-8996 or james.perucca@ci.stpaul.mn.us) at DSI to discuss your plans.

- Planning on setting up a **stage or other structure**? Please contact Steve Ubl (651-266-9021 or Stephen.ubl@ci.stpaul.mn.us) at DSI for information and requirements.
- Using **propane**? Please contact Dave Bergman (651-266-8944 or david.bergman@ci.stpaul.mn.us) at DSI for information and to apply for propane permits.
- Will your event involve **electrical wiring and/or generator(s)**? If so, please contact Dan Moynihan (651-266-9036 or dan.moynihan@ci.stpaul.mn.us) at DSI regarding temporary permits. Dan would also be inspecting any light towers you might have.
- If your event is on an **MTC bus route**, or may interfere with a bus route, please contact Greg Tuveson (612-349-5407 or greg.tuveson@metrotransit.org) at MTC Street Operations to coordinate.
- Do you need **barriers, signage, or other traffic management equipment**? If you need less than (10) barriers, please contact Saint Paul Public Works at 651-266-9700. If you need more than ten barriers, contact a reputable contracting company that can provide equipment for your event.