

Permitting and Licensing Portal

Apply for Building Permits, Contractor Licenses, Schedule Inspections and Pay Fees.

Need Help?

- This site works best with the newest versions of Firefox and Chrome.
- You will receive important information via email regarding your account registration, as well as the status of your permit applications. You may need to check your junk and spam folders. The automated emails will come from CityworksNoReply@pittks.org

Log In

Don't have an account? [Sign Up](#)

Username (email)

Password

Log In

[Forgot Password?](#)

5.2.1-Release

Sign up for an account



Create Application



Welcome to the Permitting and Licensing Portal
To begin click **Create Application**

Once signed in, select “Create Application”

Video How To Links:

- [Video for how to Create an Account](#)
- [Video for how to Apply for a Permit](#)
- [Video for how to Schedule an Inspection](#)

If you have issues or questions, please contact us at buildingservices@pittks.org or call (620) 231-4170

Select an Application

 search Applications...

Applications

Categories

-  Building Permits & Contractor Licensing
-  Planning and Zoning
-  Land Bank
-  General Business Licenses
-  Special Permit

Applications

- Code Enforcement Case

- Special Event Permit


Select “Special Event Permit”

Begin Application

Application Help

Special Event Defined

The term "special event" shall mean a temporary, short-term use of land or structures, not otherwise included as a permitted or accessory use by this Zoning Ordinance, for one or more of the following types of activities:

1. Type 1. Fund-raising or non-commercial events for nonprofit religious, educational, or community service organizations; including any on-site signs and structures in conjunction with the event.
2. Type 2. Temporary banners attached to the wall of a building or placed across street rights-of-way.
3. Type 3. Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as signs, searchlights or balloons.
4. Type 4. Commercial activities intended to sell, lease, rent or promote specific merchandise, services or product lines, such as a tent sale, trade show, farmers market, Christmas tree sales, or product demonstration.
5. Type 5. Public events intended primarily for entertainment or amusement, such as concerts, festivals, carnivals, circuses or parades. The term "special event" shall not include amusement enterprises, garage sales at an individual residence, transient merchants, or off-site promotional signs.

Special Events Not Requiring a Permit

Special events meeting the Type 1 definition are allowed without a Special Event Permit, provided all of the following performance standards are met:

1. The special event is conducted entirely on private property owned or leased by the sponsoring organization as a permanent facility.
2. Any structure use in conjunction with the special event shall meet all applicable yard setbacks, shall be the subject of a valid building permit, and shall be promptly removed upon cessation of the event.
3. The special event shall be restricted to hours of operation between 6:00 a.m. and 10:00 p.m., to a maximum duration of four (4) days, and to a maximum frequency for similar events of two (2) times per calendar year.

Read the description, and select "OK"



OK

Select an Application

 search Applications...

Applications

Categories

 Building Permits & Contractor Licensing

 Planning and Zoning

 Land Bank

 General Business Licenses

 Special Permit

Applications

Code Enforcement Case



Special Event Permit



Select “Begin Application”



Begin Application

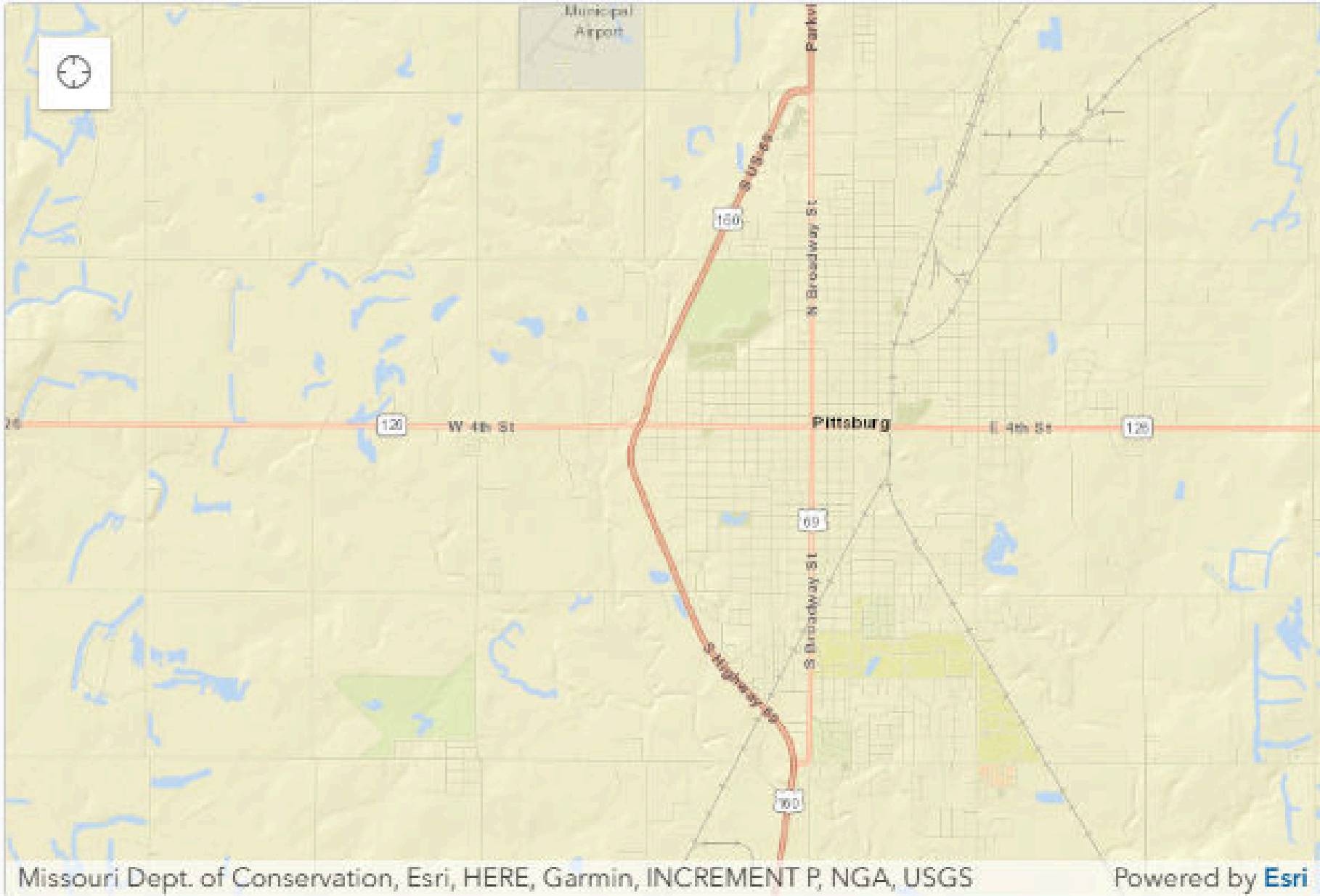
1 Main

Brief Description (For Permits) or Business Name (For Licenses)

TEST Special Event Name

Address (Location of Project)

TEST Special Event Address



Enter the name of the special event, and the location.

Cancel Clear Next

2 AppData

3 People

4 Rel Docs

Select "Next"

Select which type of event you will be hosting.

2

AppData

Special Event Type (checkbox which type)

Type 1. Fund-raising or non-commercial events for nonprofit religious, educational, or community service organizations including any on-site signs and structures in conjunction with the event



Type 2. Temporary banners attached to the wall of a building or placed across the street rights-of-way



Type 3. Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as signs, searchlights, or balloons



Type 4. Commercial activities intended to sell, lease, rent or promote specific merchandise/services/product lines such as tent sale, trade show, farmers market, Christmas tree sales, or product demo



Type 5. Public events intended primarily for entertainment/amusement such as concerts/festivals/carnivals/circuses/parades (not at individual residences, transient merchants, or off-site promo signs) ?



Special Event Permit Details

Enter the information about your event. If using barricades of the common consumption area, please attach maps of each at the end of the application.

Special Event Permit Details

! Event Name

TEST

! Proposed Date From

09/18/2026

! Proposed Date To

09/18/2026

! Proposed Time From

Text
3:00 PM

! Proposed Time To

Text
5:00 PM

! Have you notified and received permission from all other businesses and property owners within the boundaries that are being requested for closure?

☒ Yes

☐ No

! Are you requesting barricades?

☒ Yes

☐ No

Please describe the location(s) of barricades requested

TEST Description of where you will need barricades.

! Will alcohol be served at this event?

☒ Yes

☐ No

Do you intend to utilize the common consumption area?

☒ Yes

☐ No

What drinking establishments will be participating?

List the businesses serving alcohol.

Define the geographic boundaries of the consumption area

Define the boundaries, and attach a map of the CCA area.

! Anticipated Attendance

Text
100

! Will a tent be used for this event?

☒ Yes ☐ No

If used, what are the dimensions of the tent?

Describe width, height, and depth of tent.

If used, what type of tent?

Describe what type of tent.

! Will temporary signage be used?

☒ Yes ☐ No

! Will there be any flames?

☒ Yes ☐ No

If there will be flames, describe the use and what fire protection measures are to be taken.

Fire extinguishers, buckets of water, ect.

! Will there be sales during this event?

☒ Yes ☐ No

If there will be sales, provide your Kansas Sales Tax ID number

Text
#####

If you are not required to collect Kansas Sales Tax, please provide your exemption information

Comment

! Is this a walking, running, or cycling event?

☐ Yes ☒ No

Once finished entering your information, select "Next".



1 Main

2 AppData

3 People  Enter your information, and the property owner's information.

Add Person

Applicant [more....](#)

Use My Information

Property Owner [more....](#)

Use My Information

Name
TEST TEST

Name

Address Line1
201 W 4th St

Address Line1

City Name
Pittsburg

State
KS

Zip Code
66762

City Name

State

Zip Code

Phone (Primary)
620-231-4170

Phone (Secondary)

Phone (Primary)

Phone (Secondary)

Email
permitservices@pittks.org

Email

Comment

Comment

Once complete, select "Next."



Cancel

Clear

Previous

Next

4 Rel Docs

1 Main

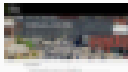
2 AppData

3 People

4 Rel Docs

Click the paperclip icon to add your site map, barricade map, and/or common consumption map.

 Add  Delete all ☒ See Required

 Screenshot 2026-09-14 143727.png
Attached By: 

 Label

729.38 KB
09/18/2026 

Click “Label” to label each document – the application will not submit if they are not labeled.



Terms and Conditions

By clicking accept, I confirm this application has been completed by the owner or authorized agent and agree to all terms and conditions outlined by the City of Pittsburgh. Permit will be issued after review process and payment has been received.

Accept the Terms and Conditions to complete your application.

You will be notified via email when fees are due and your permit is issued.

Decline

Accept



Welcome to the Permitting and Licensing Portal

To begin click [Create Application](#)

Video How To Links:

- [Video for how to Create an Account](#)
- [Video for how to Apply for a Permit](#)
- [Video for how to Schedule an Inspection](#)

Once submitted, you can check the status of your application on the homepage.

If you have issues or questions, please contact us at buildingservices@pittks.org or call (620) 231-4170

If you are not the applicant you are not responsible for paying the fees.

Submitted

Unfinished Applications

Incomplete/On Hold

In Review

Fees Due

Issued Permits

Active Licenses

Renewal Licenses

Finaled Permits

Submitted

< 1 to 5 of 286 items. >

search

Sort ▼

Special Event Permit SEP2026-1023	201 W 4TH, KS, 66762 TEST Special Event Name	Pending Actions...	Created 09/18/2026
--------------------------------------	---	-----------------------	-----------------------

Click the dropdown to check status, pay fees, ect.

Application

Special Event Permit SEP2026-1023	201 W 4TH, KS, 66762 TEST Special Event Name	Pending Actions...	Created:09/18/2026 Expires:03/18/2027
--------------------------------------	---	-----------------------	--

Addresses

Address	Location Type	Location Id
201 W 4TH, KS, 66762	-	-

Conditions

Condition	Applied	Completed
No conditions to display.		

Data

Special Event Type (checkbox which type)
Type 1. Fund-raising or non-commercial events for nonprofit religious, educational, or community service organizations including any on-site signs and structures in conjunction with the

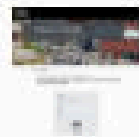
Check the workflow items to check where your permit is in the approval process.

Workflow

Description	Result	Target End	Completed	M	Comments
Application Intake		09/23/2026 2:12 PM		1	
DOT Letter				2	
Traffic Approval				3	
Fire Approval				3	
Building Official Approval				3	
Police Approval				3	
Fee Assessment				4	
Issue Permit				5	
Send Calendar Invite				6	
Permit Final				7	

Related Documents

 Add  Delete all ☒ See Required



Screenshot 2026-09-14 143727.png
Attached By: jewel.lunday

Event Site Map

729.38 KB
09/18/2026

