



City of Saint Paul Event Planner Guide to City Staff - www.stpaul.gov Updated: March 1, 2018

Questions regarding	Contact	Department	Telephone No.	Email Address
Banners	Ashley Skarda	Safety and Inspections	651-266-9013	ashley.skarda@ci.stpaul.mn.us
Banners (Light Pole and Skyway)	Peter Leggett	Mayor's Office	651-706-5293	peter.leggett@ci.stpaul.mn.us
Barricades (Parade) Barricades Type III (10 or fewer)	Chris Reese Chris Gulden	Public Works Public Works	651-266-9717 651-266-9778	christopher.reese@ci.stpaul.mn.us chris.gulden@ci.stpaul.mn.us
Block Party Permits	Sgt. Charles Anderson	Community Engagement Unit	651-266-5648	charles.anderson@ci.stpaul.mn.us
Community Festivals	Sgt. Charles Anderson	Community Engagement Unit	651-266-5648	charles.anderson@ci.stpaul.mn.us
Emergency Management <i>(Weather, preparedness and planning, infrastructure assessment)</i>	Mike Lovas	Emergency Management	651-266-5497	mike.lovas@ci.stpaul.mn.us
Film Permits - Right of Way If on parkland	Right of Way Brad Meyer	Public Works - ROW Parks and Recreation	651-266-6151 651-266-6377	pw-rowpermits@ci.stpaul.mn.us brad.meyer@ci.stpaul.mn.us
Fireworks If on parkland also need to contact	James Perucca Stacy Gillings	DSI – Safety and Inspections Parks and Recreation	651-266-8996 651-632-2447	james.perucca@ci.stpaul.mn.us stacy.gillings@ci.stpaul.mn.us
First Aid and/or Stand by Ambulance	Bob Pitts	Fire	651-228-6263	robert.pitts@ci.stpaul.mn.us
Harriet Island/Raspberry Island/Upper Landing Park/Kelley's Landing <i>(all other parks see Park Permits)</i>	Kate Frye	Parks and Recreation	651-292-7010	kate.frye@ci.stpaul.mn.us
Licenses – Special Events (Alcohol)	Barb McMonigal-St. Dennis	Safety and Inspections	651-266-9137	barb.mcmonigal-st.dennis@ci.stpaul.mn.us
Licenses – Special Events (Gambling)	Tom Ferrara	Safety and Inspections	651-266-9087	tom.ferrara@ci.stpaul.mn.us
Licenses – Special Events (Food and Beverage)	See Lee	State of MN – Public Health	651-201-4807	see.lee@state.mn.us
Mayor's Office Representative	Peter Leggett	Mayor's Office	651-706-5293	peter.leggett@ci.stpaul.mn.us
Metro Transit – Buses	Greg Tuveson	Street Operations	612-349-5407	greg.tuveson@metrotransit.org
Metro Transit – Light Rail	Catrina Boucher	Rail Operations	612-341-5687	catrina.boucher@metrotransit.org
Meter Hooding/Use of Street Division – Public Works	Right of Way	Public Works	651-266-6151	pw-rowpermits@ci.stpaul.mn.us
MnDOT for Placing of Signs on Roadways or Freeway Ramp Closures	Buck Craig	MnDOT	651-234-7911	buck.craig@state.mn.us
No Parking Signs	Traffic Operations	Public Works	651-266-9777	n/a
Noise Variance	Barb McMonigal-St. Dennis	Safety and Inspections	651-266-9137	barb.mcmonigal-st.dennis@ci.stpaul.mn.us
Parades/Races/Public Assemblies	Sgt. Charles Anderson	Community Engagement Unit	651-266-5648	charles.anderson@ci.stpaul.mn.us
Park Permits (Harriet/Raspberry Island/Upper Landing/Kelley's Landing) – see above) or Parks Special Events Coordinator	Brad Meyer Stacy Gillings	Parks and Recreation Parks and Recreation	651-266-6377 651-632-2447	brad.meyer@ci.stpaul.mn.us stacy.gillings@ci.stpaul.mn.us
Permit for events 5,000+ est. attendance	Sgt. Charles Anderson	Community Engagement Unit	651-266-5648	charles.anderson@ci.stpaul.mn.us
Propane Permits for Temp. Heat or Cooking	Dave Bergman	Safety & Inspections/Fire Inspection Division	651-266-8944	david.bergman@ci.stpaul.mn.us
Public Assembly	Sgt. Charles Anderson	Community Engagement Unit	651-266-5648	charles.anderson@ci.stpaul.mn.us

Skyway System Use Permits	Tom Ferrara	Safety and Inspections	651-266-9087	tom.ferrara@ci.stpaul.mn.us
Recycling & Composting (Green Gatherings)	Kris Hageman	Public Works	651-266-8866	kris.hageman@ci.stpaul.mn.us
Stages/Temporary Structures/Bleachers	Steve Ubl	Safety and Inspections/ Building Inspection	651-266-9021	stephen.ubl@ci.stpaul.mn.us
State Capitol Complex Permitting	Anne Johnson	State Capitol Complex	651-201-2330	anne.johnson@state.mn.us
Street Closures	Sgt. Charles Anderson	Community Engagement Unit	651-266-5648	charles.anderson@ci.stpaul.mn.us
Temporary Electrical Wiring, including Generator Requirements	Dan Moynihan	DSI/Electrical Inspection	651-266-9036	dan.moynihan@ci.stpaul.mn.us
Tents/Canopies A permit from the Fire Dept. is required for tents and canopies. Approval for their use, a site plan, and an inspection prior to event start is required for Tents larger than 200 sq. ft. (tents have a roof and sides or drops on two or more sides). Canopies larger than 400 sq. ft. (canopies have a roof and are open or unenclosed on three or more sides). <i>If on parkland – permit required by Parks for any size. Contact Park staff.</i>	James Perucca Dave Bergman	Safety & Inspections/Fire Inspection Division	651-266-8996 651-266-8944	james.perucca@ci.stpaul.mn.us david.bergman@ci.stpaul.mn.us
Traffic Control Plans/Road Closures/Construction	Eriks Ludins	Public Works	651-266-9810	eriks.ludins@ci.stpaul.mn.us
Union Depot General Manager	Tannen Loge	Union Depot	612-400-2573	tannen.loge@am.jll.com
Water Services	Jodi Wallin	Saint Paul Regional Water Services	651-266-6308	jodi.wallin@ci.stpaul.mn.us