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**DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF FIRE SAFETY**

**MEMORANDUM 001-2**

**AMUSEMENT RIDE PERMIT  
AND ITINERARY**

Date: April 22, 2022  
To: Amusement Ride Owners  
From: Gus Guadamuz Deputy Chief Elevator/Amusement Ride Inspector  
RE: Permits and Itinerary Changes

**Please note the following regulations regarding the issuance of Amusement Ride Permits.**

**11 CSR 40-6.0301 (2)** State Operating permits shall be issued by the division upon receipt of the following:

- (A) Completed Application for Amusement Ride Permit:
- (B) Completed Amusement Ride Inspection Report signed by an approved qualified inspector, to include a state inspection check-list:
- (C) Current certificate of insurance with one (1) million dollars minimum liability insurance coverage
- (D) Permit fee of thirty dollars (\$30) per ride.

**11 CSR 40-6.031 (3)** Ride owners shall affix permit inspection decal issued by the division to a basic structure of the ride and readily accessible to the authorized inspector.

*Cancellations and additional location scheduling is required* by State Code of Regulations 11 CSR 40-6.033 (1). Please submit any changes or additions to your itinerary when needed. This is now to be done on the online Amusement Ride Itinerary form for your convenience.  
(<https://survey123.arcgis.com/share/caf53b1401494aecb9b8ad67428ba074>)

**11 CSR 40-6.033 (1)**

(1) “ The owner of a portable amusement ride(s) shall file with the division an annual event itinerary on a division form indicating the information listed below at least fourteen (14) days prior to the first scheduled setup or within five (5) days when cancellations or additional location occur:”

Please make arrangements in advanced if you are traveling to Jefferson City to obtain permits. The administrative office is closed at 4:30pm.

**The approval of *temporary* use of paper permits due to COVID 19 has expired.**

Gus Guadamuz  
Deputy Chief Elevator/Amusement Ride Inspector