

**City of Owensboro**  
 101 E. 4th St.  
 Owensboro, KY 42301  
 270-687-5600

**Owensboro Fire Department**  
 512 W. 9th St.  
 Owensboro, KY 42301  
 270-687-8404 Fax—270-687-8403

## APPLICATION FOR RETAIL FIREWORKS PERMIT

<p style="text-align: center;"><b>Retail Sales Location</b></p> <p>Address or Description of Retail Sales Location: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Primary <u>On Site</u> Manager or Contact Person _____</p> <p><u>On Site</u> Phone Number [ ] Cell [ ] Land Line _____</p>	<p style="text-align: center;"><b>Applicant</b></p> <p>_____</p> <p>Name of Applicant _____</p> <p>_____</p> <p>Address _____</p> <p>_____</p> <p>City _____ State _____ ZIP _____</p> <p>_____</p> <p>Phone Number of Applicant _____</p> <p>_____</p> <p>ID (DL, SSN, or Alt) _____ City Business License _____</p>
<p><b>Consumer Fireworks Retail Sales (“CFRS”) Facility</b></p> <p>[ ] Permanent CFRS Facility [ ] Temporary/Seasonal CFRS Facility</p>	
<p style="text-align: center;"><b>Facility</b></p> <p>The information you are to provide in this box is about the facility itself (tent, hard stand, etc...), not the land or property as described in “Retail Sales Location.” The detailed description shall include the building name and owner, and owner’s contact information, if applicable.</p> <p>_____</p> <p>_____</p> <p>_____</p>	

By signing below I hereby certify and attest to the following:

- I understand, and will comply with, all governances associated with this activity including the Kentucky Revised Statutes, Owensboro Municipal Code, City Ordinance 16-2011, local zoning requirements, and the National Fire Protection Association Standard 1– Fire Code Chapter 65; and
- Attached hereto is a valid Kentucky Retail Fireworks permit, proof that I have been issued an occupational business license from the City of Owensboro, and proof of liability insurance as required; and
- Attached hereto is a facility drawing (s) and site plan for the Retail Sales Location listed above; and
- I, on behalf of myself and any entity I represent as the Applicant, do hereby consent to periodic inspections of the Retail Sales Location by City Officials, fire personnel, and law enforcement at any time; and
- Fireworks being sold at this location were supplied by/from \_\_\_\_\_.
- A seasonal permit, once issued, is valid for a period of 60 days from the effective date. I request the effective date of the permit to be \_\_\_\_\_.

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

Authorized OMPC Official: \_\_\_\_\_ Date \_\_\_\_\_

Authorized Fire Department Official: \_\_\_\_\_ Date \_\_\_\_\_

### **PERMIT PROCESS CHECK LIST:**

- ◇ Apply for and obtain a Kentucky Consumer Retail Fireworks Permit (Fire Department Headquarters located at 512 W. 9th)
- ◇ Obtain and fill out a City of Owensboro Retail Fireworks Permit application (Fire Department Headquarters located at 512 W. 9th)
- ◇ Bring your completed application and required attachments to City Hall and apply for City of Owensboro's Occupational Business License (if you already have an Occupational Business License, you must still go to City Hall to coordinate license update and zoning approval)
- ◇ Bring your completed Retail Fireworks Permit application and completed Occupational Business License application to the Owensboro Metropolitan Planning Commission for approval of the zoning for that site location (Chase Building next to City Hall)
- ◇ Return both applications to City Hall, obtain an Occupational Business License and pay the Retail Fireworks Permit Fee: Seasonal- \$1,000; Annual-\$3,000; Annual Renewal- \$600
- ◇ Return the Retail Fireworks Permit application and all required documents to the Fire Department Headquarters
- ◇ Arrange for an initial inspection of the Retail Sales Location and storage method
- ◇ Receive a Retail Fireworks Permit
- ◇ Submit to periodic and unscheduled Fire, Law Enforcement, and Life Safety Inspections

### **REQUIRED SIGNS CHECK LIST:**

- ◇ At each entrance to the facility: "Fireworks—No Smoking" (2" minimum letters)
- ◇ At cash register: "Must be at least 18 years old to purchase consumer fireworks"
- ◇ At each exit and cash register: "No Fireworks Discharge within 300 Feet" (4 inch minimum letters)
- ◇ Permit must be prominently displayed

### **SAFETY CHECKLIST (general guide- not all inclusive):**

- ◇ A minimum of three clear exits are maintained at all times
- ◇ Only permitted consumer fireworks are available for sale
- ◇ A facility evacuation plan exists and employees understand how to implement the plan
- ◇ There are NO dead end aisles within the facility
- ◇ No consumer fireworks are displayed or stored within 5 feet of a public entrance
- ◇ Aisles are clear and a minimum of 48" in width
- ◇ Fire extinguishers required:
  - Temporary stands less than 200 sq ft at least one.
  - Temporary facility/tent—travel distance to fire ext. no more than 35 ft.
  - Permanent locations—travel distance to fire ext. no more than 75 ft.
- ◇ For temporary sites, storage container is at least 20 feet from retail sales. Fireworks are secured when not open for business
- ◇ All employees selling fireworks are a minimum of 18 years of age