



## **FIREWORKS TENT SUBMISSION PACKET**

The major purpose of this application guide is to provide information and expedite the overall processing time of submitted applications:

### **Step 1. Submit Required Document to Kentucky Division of Fire Prevention:**

- Fireworks Registration Application
- Storage Notification Report

**IMPORTANT:** Copies of all State of Kentucky issued licensing will be required upon submission. **Applications submitted without all required documents will not be processed.**

### **Step 2. Submit the following required documentation to the City of Richmond:**

Completed packets can be submitted to the Codes, Planning, Safety & Risk Management Department, Monday through Friday between 8 am and 4:30 pm:

- All State issued licensing
- Completed Business License application with the \$500.00 license fee
- Completed Certificate of Occupancy application with the \$30.00 permit fee
- Proof of General Liability Insurance
- Proof that sales person(s) are at least 18 years of age
- Copy of lease allowing sales to take place on the property

If mailing your application, please make all check payments to City of Richmond and send to City of Richmond ATTN: Codes and Planning, 239 W Main Street, Richmond, KY 40475

### **Step 3. Schedule Facility Inspection**

- Once your site is ready, please contact the Fire Marshal's Office, 859-623-1164, to schedule your tent inspection. All licensing and Certificates of Occupancy will be issued once the inspection is complete.

Please note, online application and payment are available through our website, [www.buildrichmondky.com](http://www.buildrichmondky.com). Please contact Katlin Cappel ([kcappel@richmond.ky.us](mailto:kcappel@richmond.ky.us)) with any questions, 859-625-6404.



**Internal Use Only:**  
**Fee: \$500 (Permit)**  
**Initials: \_\_\_\_\_**

## Seasonal Fireworks License Application

THIS APPLICATION IS FOR A FIREWORKS LICENSE ONLY. ALL INFORMATION MUST BE ACCURATE AND LEGIBLE. PLEASE ALLOW 5-7 BUSINESS DAYS FOR PROCESSING. ALL APPLICATION FEES ARE NON-REFUNDABLE.

### Business Information

<b>Business/Trade Name:</b>	
<b>Doing Business As (DBA name):</b>	
<b>Site Address (PO Boxes, not accepted):</b>	
<b>Mailing Address:</b>	
<b>Nature of Business: Fireworks Distributor</b>	<b>Requested Fireworks Sales Date:</b> <input type="checkbox"/> June 10 <sup>th</sup> to July 7 <sup>th</sup> <input type="checkbox"/> Dec 26 <sup>th</sup> to Jan 4 <sup>th</sup>
<b>Type of Business:</b> <input type="checkbox"/> Corporation* <input type="checkbox"/> S Corporation <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Partnership* <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit (copy of federal exemption letter required) *Partnerships/Corporation must list of all partners with contact information	
<b>Name of Business Owner:</b>	
<b>Contact Person, Title (if different from owner):</b>	
<b>Phone Number:</b>	<b>Email Address:</b>
<b>Federal ID (FEIN):</b>	<b>Social Security Number (required, if no FEIN):</b>
<b>Please check this box if you consent to the City of Richmond Finance Department discussing your returns with your tax preparer:</b> <input type="checkbox"/> Tax Preparer Name: _____ Phone Number: _____	
<b>Tent Set Up Date:</b>	<b>Number of Employees:</b>
<b>Do you have other business entities in Richmond?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide list of existing businesses	<b>Do you have subcontractors/other contract labor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide list of subcontractors

By submitting this application, I understand that the City of Richmond collects a percentage of wages paid in the city that must be withheld from earnings of employees working in the city and remitted to the City of Richmond Finance Department on a quarterly basis. I also understand, that I am not allowed to begin selling fireworks before the specified date and all business must be complete by the specified expiration date. Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Richmond | Department of Codes, Planning, Safety, and Risk Management**

239 W Main Street, Richmond, KY 40475 | (859) 624-6404 | [buildrichmondky.com](http://buildrichmondky.com) | Rev. 05/2024



Internal Use Only:

Fee: \$30 (Permit)

Initials: \_\_\_\_\_

## Fireworks Tent Certificate of Occupancy

THIS APPLICATION IS FOR A FIREWORKS TENT CERTIFICATE OF OCCUPANCY ONLY; A SITE PLAN AND TENT INFORMATION IS REQUIRED. A NEW CO WILL BE REQUIRED AFTER EXPIRATION OF LICENSE.

### Site Information

Site Address of Tent:	
Name of Business:	
Requested Fireworks Sales Date:	
Richmond Business License (required):	Tent Square Footage:
Contact Person (Owner/Manager):	
Phone Number:	Email Address:

I certify that the above information is true and correct. I agree to comply with all applicable codes and requirements enforced by the City of Richmond.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For official use only – This portion of the form to be completed by Planning and Zoning

Zone:  B3     B4    Additional Comments: \_\_\_\_\_

Planning and Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### For official use only – This portion of the form to be completed by the Fire Marshal

Occupant Load: \_\_\_\_\_ Additional Comments: \_\_\_\_\_

Exit Signs:  Yes     No    Emergency Lighting:  Yes     No    Extinguishers:  Yes     No

Fire Marshal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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# **Fireworks Code Regulations for Tents & Temporary Stands**

- **NO Smoking Signs**

1. NO Smoking in or within 50 feet of **Consumer Fireworks Retail Sales (CFRS)** NFPA 1 – 65.10.3.11.1
2. NO smoking signs posted at each entrance or within 10 feet of every aisle. “FIREWORKS – NO SMOKING” signs posted in 2 inch lettering with contrast background NFPA 1 – 65.10.3.11.2

*\*\*NOTE: In accordance with NFPA 1 Section 65.10.4.8.3 and 65.10.4.8.4, exit signs and emergency lights are not required for tents to be illuminated that are not open for business after dusk in accordance with NFPA 1124 section 7.4.8.3 and 7.4.8.4.*

- **Separation Distances for Temporary Consumer Fireworks Retail Sales (CFRS)**

1. 50 feet from motor fuel dispensing station NFPA 1 – 65.10.3.12.2
2. 50 feet from retail propane dispensing station NFPA1 - 65.10.3.12.1
3. 50 feet from aboveground storage tank (AGST) NFPA1 - 65.10.3.12.1
4. 300 feet from bulk fuel dispensing or bulk storage NFPA 1 – 65.10.3.12.6
5. 20 feet from buildings NFPA 1 – 65.10.4.7.2
6. 20 feet from combustibles NFPA 1 – 65.10.4.7.2
7. 10 feet from parked vehicles NFPA 1 – 65.10.4.7.2
8. 20 feet from storage of consumer fireworks NFPA 1 – 65.10.4.7.2
9. 20 feet from generator fuel storage NFPA 1 – 65.10.4.9.2.3
10. 20 feet from generator placement NFPA 1 – 65.10.4.9.2.2
11. 20 feet from cooking equipment NFPA 1 – 65.10.4.9.3.1
12. 50 feet from any open flame cooking equipment NFPA 1 – 65.10.4.9.3.2

- **Proper Use of Extension Cords**

1. Extension cords maintained in good working condition.
2. Extension cords shall be grounded when serving ground appliances.
3. Extension cords cannot be used as permanent wiring.
4. Extension cords shall be rated for its use.
5. Extension cords shall be plugged directly into an approved receptacle, powertap or multi-plug adapter.

NFPA 1 – 11.1.7

- **Fire Extinguishers**

1. Travel distance to extinguisher shall be 35 feet or less NFPA 1 – 65.10.4.5.2
2. Every CFRS facility and store shall have a minimum of 2 portable Fire extinguishers (one 2A rating and one 2 ½ gallon pressurized water type extinguisher) NFPA 1 -65.10.3.6.3

- **Notification to Local Fire Department of storage.**

1. (Shall include address of sales, address, where fireworks are stored, and how they are stored, copy of shipping bill or manifest and whether fireworks are consumer, theatrical pyro or display.) KRS 227.752(3)
2. 24 hours to comply with any non-imminent danger violations. KRS 227.752(4)

# **Fireworks Code Regulations for Tents & Temporary Stands**

- **Discharging Fireworks Signage** - One sign shall be posted on exterior of each side of the CFRS stating “No fireworks discharge within 200 feet.”  
4 Inch lettering on contrast Background. NFPA 1 – 65.10.4.6.3  
KRS 227.715(11)
- **Ignition of fireworks** - person lawfully possessing consumer fireworks may use them if: 18 years old, fireworks not ignited within 200 feet of any structure, vehicle or other person. KRS 227.715(11)
- **Temporary Stands (Not accessible to the public)**
  1. Maximum height of displays – 8 feet. NFPA 1 – 65.10.6.4.3
  2. Items shall not be required to have covered fuses NFPA 1 – 65.10.6.4.5
  3. Fireworks shall be displayed in a manner that prevents handling by persons other than staff NFPA 1 – 65.10.6.4.6
- **Temporary Stands (accessible to the public)**
  1. Stands less than 200 square feet only 1 fire extinguisher required NFPA 1 – 65.10.6.2.1
  2. Approved safety and evacuation plan not required NFPA 1 – 65.10.6.2.2
  3. Travel distance to exits shall not exceed 35 feet NFPA 1 - 65.10.6.2.3.2
- **Under The Influence** - NO sale of fireworks to anyone obviously under the influence of alcohol or drugs NFPA 1 – 65.10.3.23
- **Training** - All personnel handling consumer fireworks shall receive training to the performance of their duties. NFPA 1 – 65.10.3.22
- **Building Permit for Tent** - Building permit must be obtained to the installation or erection of a tent over 399 square feet 2013 KBC – 105.1
- **Fireworks registration displayed conspicuously for each location selling fireworks** KRS 227.715(6)
- **No person under 18 years old shall sell consumer fireworks at CFRS facility without supervision of parent or guardian** KRS 227.715(9)
- **No person shall give, offer for sell any consumer fireworks to anyone under 18 years old** KRS 227.715(8)