



Loveland Fire Rescue Authority

Community Safety Division
410 E. 5th St. Loveland, CO 80537
(970) 962-2471
eplan-fire@LFRA.org



Fireworks Sales Application Permit Packet

Included in this Application Packet:

1. Permit Policy
2. List of Required Submittals
3. Permit Application (Fillable)
4. Waiver of Complaint Form
5. Sample of On-Site Inspection Form

Please read the Fireworks Stand Permit Policy CAREFULLY so that you understand the rules. We have also included a sample of the inspection form that we will use during your inspection. This will help you be better prepared for your opening inspection. Some points to be aware of are:

- A copy of the Policy Temporary Fireworks Stands must be signed and kept on site at all stand locations.
- The Sales Permit fee is \$1,500.00. (Non-Refundable)
- The minimum age for an operator is 21.
- The minimum age of all staff shall be 16.
- Fireworks shall be removed from stand when closed or unattended.
- A separate permit is also required for tents larger than 700 sq. ft. The maximum size tent that is allowed is 40' x 60' or 2400 sq. ft. (see permit application for fees)
- Incomplete submittals will not be accepted.
- No inside store sales.


We appreciate your efforts in getting your paperwork done early. Please feel free to call or email our office if you have any questions or need further information. We look forward to working with you to achieve a safe and fun Fourth of July.

Please Submit:

1. Completed Application
2. All Required Submittal Documents (see "Required Submittals" document)
3. Remit payment for Sales Permit and Tent Permit (if required) by check or over the phone with a credit card
4. Once you have submitted the required documents and paid the permit fees, please call or come by to schedule your inspection.

Email completed forms to eplan-fire@LFRA.org or mail to

Loveland Fire Rescue Authority
410 E. 5th St.
Loveland, Co 80537

	Temporary Fireworks Stands		2015 revA
	AUTHORED BY: Fire Marshal Ned Sparks	FESSAM # 5B.6	EFFECTIVE DATE: 5/19/2015
APPROVED BY: Fire Chief Mark Miller <i>Mark Miller</i>	REVISION DATE: 5/19/2018		

Procedure:

To ensure that temporary firework stands located in the Loveland Fire Rescue Authority (LFRA) response area are operated at the highest reasonable level of safety. Temporary fireworks stands are defined as non-permanent retail establishments erected for a short period of time for the retail sale of limited quantities of “permissible” fireworks. **No retail sale of fireworks shall be allowed indoors.** Any retail sale of fireworks beyond the definition of this policy or sale of “exporter” fireworks shall meet all requirements of applicable Building and Fire Codes, County and Land Use Ordinances and Colorado state law.

It shall be the responsibility of the applicant to comply with this written Administrative Policy in order to obtain a permit to sell fireworks in the City of Loveland or in the Loveland Rural Fire Protection District. It shall be the responsibility of the Loveland Fire Rescue Authority Community Safety Division to issue such permit when the applicant has met the provisions of this policy.

A SIGNED COPY OF THIS POLICY SHALL BE GIVEN TO THE OPERATOR OF THE TEMPORARY FIREWORKS STAND AND SHALL BE KEPT ON SITE AT ALL TIMES.

General Information:

1. The operation of temporary fireworks stands is limited to the time period of June 15 to midnight July 4.
2. The minimum age for a temporary fireworks stand operator is 21 years of age.
3. The minimum age of all staff shall be 16 years of age.
4. The operator shall provide evidence of liability insurance of at least \$1,000,000.
5. The operator shall show evidence of permission to use the fireworks stand site.
6. The operator shall provide the names and addresses of fireworks suppliers and proof of their wholesaler license to sell in Colorado. The operator shall also provide a copy of the invoice including the type, number and pyrotechnic composition of fireworks to be sold.
7. The operator shall provide the name, birth date and address for all individuals responsible for sales and compliance in the operator’s absence. Name(s) of every retail sales person shall be submitted to LFRA for approval prior to that person retailing fireworks. This list shall be maintained on site at all times.

8. The operator and employees responsible for operating the stand shall have no history of criminal convictions or violations of fireworks and/or explosive laws in any state or jurisdiction.
9. The operator shall post signs indicating the age restrictions for purchasing and/or possessing fireworks in accordance with state law.
10. The consumption and/or use of alcohol or illegal drugs by employees during work hours or eight (8) hours prior to working is prohibited.
11. No inside retail sales will be allowed other than those fireworks defined as novelties by the State of Colorado.

Permit Requirements:

1. A Fire Safety Inspection shall be required prior to issuance of any permit. An inspection may only be scheduled after the operator has submitted a completed application package, including required fees, and the application has been approved by LFRA. To schedule the inspection, the stand operator shall contact LFRA at (970) 962-2537 at least 24 hours prior to the requested date of inspection. Inspections shall be conducted only during normal business hours – 8:00am to 5:00pm.
2. At the scheduled date and time of the inspection, the fireworks stand shall be in sale-ready condition.
3. If the fire official determines that the stand is not in sale-ready condition and a re-inspection will be required, the operator may be required to pay a \$75.00 re-inspection fee that must be paid before another inspection may be scheduled.
4. The permit to operate a temporary fireworks stand and all other required permits, shall be posted or available on location at all times that the stand is open to the public.
5. Immediate compliance with all Loveland Fire Rescue Authority orders shall be required.
6. Operators and their agents shall be responsible for ensuring compliance with permit conditions and/or verbal orders and ensuring that compliance is maintained throughout the retail period.
7. By signing the original permit application, the applicant agrees, for the purposes of notification of revocation, that such notice shall be deemed received by the applicant when served upon the applicant's representative (Stand Owner/Operator) whether or not said representative is under continued employment of applicant. The representative will be deemed to be the agent for service of the violation.
8. Non-compliance and/or violation of any requirements of this policy or any other applicable rules or regulations may constitute a "Fire Hazard" and may be grounds for immediate denial and/or revocation of the permit.
9. Notice and Orders shall be posted at the time of the violation(s) notification and will detail the violation(s), date and time. This Order shall be signed by the fire official and stand operator and is to be displayed with the temporary fireworks stand permit. The LFRA fire official will check this area during each inspection for violation(s) and compliance purposes.

Application Requirements:

1. The stand operator shall complete and submit a temporary fireworks stand application to LFRA's Community Safety Division for each stand being operated. Included with the completed application, the operator shall submit all required documents and shall pay a non-refundable fee of \$1,500.00 per stand. The completed application package must be submitted at least ten (10) working days prior to the installation of the stand. By signing the application, the applicant becomes the responsible party and acknowledges understanding of related policy and agrees to comply with all provisions.
2. Other permits may be required from the City of Loveland Building Department;
 - Temporary fireworks stands constructed of any material other than a tent shall be required to obtain a valid temporary building permit.
 - Sign permits for all stands are required from the City of Loveland Building Department.
 - Temporary power poles are required to have a permit from the City of Loveland Building Department.
 - Stands outside the City of Loveland, in the county, may require similar permits from the Larimer County Building Department.
3. The maximum size tent that is allowed will be 40 feet by 60 feet or 2400 square feet.
4. The stand shall be constructed adequately to protect contents from the elements.
5. The stand must be adequately anchored to the ground to prevent movement during high winds.
6. All electrical wiring shall be in accordance with applicable fire and electrical codes.
7. The stand shall have a minimum of two (2) exits.
8. The stand and storage magazine shall be located a minimum of 25 feet from public ways and 50 feet from inhabited buildings.
9. The operator shall prohibit open flames and/or smoking within 25 feet of the stand and storage magazine and shall post the appropriate signs on all sides of the stand and magazine.
10. No parking shall be allowed within 25 feet of the stand or magazine storage facility. "No Parking" signs and barriers must be posted and visible from the established parking area. Barriers shall be constructed in such a way that they will withstand wind and remain standing at all times.
11. Vehicles belonging to stand operators, employees and/or visitors may not be parked along the traveled portion of the public right-of-way at any time.

12. The stand shall have a minimum of two (2) 2A rated fire extinguisher. This can be a 2½ gallon pressurized water extinguisher or a 5 pound ABC dry chemical extinguisher. All fire extinguishers must be properly mounted and display a current inspection tag.
13. When the stand is closed and/or unattended, all fireworks shall be removed from the stand and be placed in the storage container. No sleeping is allowed inside tents or stands.
14. The maximum total quantity of fireworks allowed for each permitted site is 5000 pounds, based on shipping weight. This is maximum total storage and sales amounts combined at any one time. Retailer must present proof of stock weight at the time of inspection.
15. The number of stands on each permitted site shall be restricted to one.
16. The operator shall be required to request an inspection 24 hours in advance of the desired inspection date by calling Loveland Fire Rescue Authority Community Safety Division at (970) 962-2537. The stand must be in a “sale ready” condition before the inspection may be performed. If an inspection is scheduled and the inspector determines that the stand is not in “sale ready” condition, the operator may be required to pay a \$75.00 re-inspection fee prior to rescheduling the inspection.

Tent Requirements:

If the temporary fireworks stand to be used is a tent, the following requirements must also be met:

1. Tents, canopies and temporary membrane structures shall be adequately roped, braced and/or anchored to withstand the elements of weather against collapsing.
2. The maximum size tent that is allowed will be 40 feet by 60 feet or 2400 square feet.
3. The sidewalls, drops and tops of temporary membrane structures, tents and canopies shall be composed of flame resistant material. At the time of inspection, the operator must provide written documentation as to the fire resistance rating of the tent material.
4. Fireworks, open flames and devices capable of igniting combustible materials shall not be used within 200 feet of the tent.
5. Weeds and flammable vegetation shall be removed from the area occupied by a tent or canopy and from areas adjacent to or within 30 feet of the tent or canopy.
6. Smoking shall not be permitted in or near tents, canopies and temporary membrane structures used as temporary fireworks stands. “No Smoking” signs shall be conspicuously posted within and outside on all four walls.

Storage:

1. The security of explosives shall be maintained at all times – a Type IV magazine is required. All storage magazines shall be at least 25 feet from the stand. All storage magazines are required to be marked on all sides with either the NFPA 704 placard displaying the hazard designators shown below or with a standard 1.4 G Explosives placard or sign. Minimum size of the signs is 12 inches square. Storage magazines shall be locked any time they are unattended.

NFPA 704 placard



Health 1
Flammability 3
Instability 3

1.4G Explosives placard



2. No parking shall be allowed within 25 feet of either the temporary fireworks stand or the storage magazine. "No Parking" signs must be posted and visible from parking area.
3. The stand and storage magazine shall be located a minimum of 25 feet from public highways and 50 feet from inhabited buildings.
4. The operator shall state where any bulk quantities of fireworks off site are to be stored, how fireworks are to be transported to each stand and how unsold fireworks are to be disposed. Storage of fireworks when not in the stand shall be in accordance with all applicable codes and ordinances.
5. Land within 25 feet of storage magazines shall be kept clear of combustible materials such as rubbish, brush, dried grass, leaves, dead trees and live trees less than 10 feet high, unless pre-approved by LFRA.
6. Combustible materials shall not be stored within 50 feet of magazines.

REVOCATON OF PERMIT

Procedure for revocation will be as follows:

1. All violations shall be noted and explained to the stand operator and written Notice and Orders will be prepared by the fire official. The Notice shall be signed by the stand operator and the fire official. The Notice shall be posted in a conspicuous location within the stand until the violations have been corrected and approved by the fire official.
2. Timeframe for compliance shall be designated as immediate. If corrections cannot be made immediately, the permit shall be immediately revoked and the stand closed for retail operation.
3. Immediate compliance will be noted on the Notice and Orders or a re-inspection shall occur to verify compliance and allow for reinstatement of the permit.
4. Application for reinstatement of the permit may be made to the Loveland Fire Rescue Authority Community Safety Division, pending verification of correction of all outstanding violations. Payment of a \$75.00 re-inspection fee may be required prior to scheduling this inspection.
5. By signing the original permit application, the applicant agrees for the purposes of notification of revocation that such notice shall be deemed received by the applicant when served upon the

applicant's representative (stand operator), whether or not said representative is under continued employment of applicant. The representative will be deemed to be the applicant's agent for service of the violation.

I have read the above requirements and understand that as the applicant/operator I am responsible for assuring that these requirements are met at all times.

Signature of applicant _____ Date _____

Signature of operator _____ Date _____

Revision History

- Updated for format 5/22/2015 #189

References:

- References should utilize standard American Psychological Association (APA) format:



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Required Submittals for Fireworks Sales Permit

All required submittals must be received by this office at least (10) working days before installation of the permitted stand.

- A completed fireworks sales permit application.
- A permit fee of \$1500.00 per stand.
- A copy of the lease agreement or written permission to use the property for fireworks sales.
- A copy of the Waiver of Complaint form.
- A copy of public liability insurance in the amount of \$1,000,000 or greater for each sales site.
- A copy of the wholesaler's license to sell fireworks in the State of Colorado.
- A drawing of the sales site(s). This drawing must include:
 1. Setbacks to property lines, public roads and highways, and all nearby structures.
 2. Location of parking and parking barriers.
 3. The location of any on site storage.
 4. The location of exits
 5. The location of fire extinguishers.
 6. The location of any fuel or heat sources such as auxiliary generators, gasoline storage, etc.
 7. The location of the nearest phone that can be used by sales staff to call for emergency assistance during hours of operation.
- The location of where electrical power will be obtained and how it will be routed to the stand.
- A copy of the State of Colorado retailer of fireworks license.

Required at time of inspection

- A copy of the invoice from the fireworks wholesaler showing the number, type and total weight of fireworks to be sold.

NOTICE: The selling of illegal fireworks, failing to comply with any order if a Fire Department Official, failing to submit the required documents, falsifying or withholding any information on this application may result in the denial of, or immediate revocation of, the permit and the closure of the sales facility. A summons and/or confiscation of products may also result.



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Application for Special Permit

Business Name: _____ Phone: _____

Responsible Person: _____ Phone: _____

Applicant Business Address: _____

Event Address (Street, City, Zip Code): _____

Date(s) of Event: _____

This Application is a request to obtain a Special Event Permit from the Loveland Fire Rescue Authority. All permit applications must comply with the Community Safety Division's policies as well as the International Fire Code and/or resolutions adopted by the City of Loveland and the Loveland Fire Rescue Authority. Contact the Loveland Fire Rescue Authority's Community Safety Division (970) 962-2471 for information on specific permit requirements.

Special Permit	Fee	Qty.	Cost
Bon Fires (See G.O. 7.14)	\$ 350.00 Minimum		
Fireworks Retail & Wholesale	\$ 1500.00		
Fireworks Display/Indoor/Outdoor	\$ 200.00		
Haunted House / Maze Permit	\$ 100.00		
Open Burning Inspection	\$ 0.00		
Special Event Fee (Choose Small/Large) Small Event: less than 5 tents or temporary membrane structures or < 999 people Large Event: 5 or more tents or temporary membrane structures or > 1000 people	\$ 100.00 \$ 200.00		
Tent Permit (Includes the 1 st inspection) Tents or temporary membrane structures having an area of more than 700 sq. ft.	\$ 75.00		
Re-Inspection Fee	\$ 75.00		
After Hours Inspections – Minimum Two Hours Any inspection after or before normal business hours of 7:30 am - 4:30 pm Monday – Friday, or anytime on weekends. Fee shall be doubled if inspection occurs on a holiday or holiday weekend.	\$ 75.00 / Hour		
Total Cost of Inspections			

Responsible Person Signature

Email Address

Responsible Person (please print)

Local Contact Phone Number

Office Use Only

Date of Inspection	Inspector	Permit #
Permit Issue Date	Permit Expiration Date	Payment Received



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WAIVER OF COMPLAINT

I HEREBY CERTIFY THAT I HAVE NO CONCERNS REGARDING LOCATION OR TRAFFIC CAUSED BY THE PLACEMENT OF A FIREWORKS STAND OPERATING ON “_____” PROPERTY.

I HAVE SPOKEN WITH THE OPERATOR OF THE FIREWORKS STAND AND UNDERSTAND DATES AND TIMES OF OPERATION AS WELL AS HOW TRAFFIC WILL BE ROUTED.

Signature

Title

Company Name

Date

Address

Phone

Stand Location

Owner/Operator Signature



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Fireworks Stand On-Site inspection Checklist

Date	Initials	
1. _____	_____	Adequate exiting
2. _____	_____	“No Smoking” signs posted, all sides
3. _____	_____	“16 year old” sign prominently posted
4. _____	_____	Lighting and electrical
5. _____	_____	Fire Extinguisher(s) (minimum (1) 2A rating)
6. _____	_____	Generator & gasoline storage approved
7. _____	_____	Verify with operator the nearest phone during business hours
8. _____	_____	Verify DOB of fireworks stand staff
9. _____	_____	On site storage of back stock
10. _____	_____	Trash storage/removal
11. _____	_____	“Permissible” fireworks only
12. _____	_____	Quantity of fireworks
13. _____	_____	Stand adequately constructed and anchored
14. _____	_____	Clearance to public way (25’) and inhabited buildings (50’)
15. _____	_____	25’ Clearance around stand of ignition sources and combustible materials

Inspector Comments/Recommendations: _____

Signature of Applicant/Permittee: _____ Date: _____

Inspector: _____ Time: _____ Date: _____