



# ***CITY OF RICHMOND***

*Department of Building Inspection and Code  
Enforcement*

## **FIREWORKS PACKET FORMS & PROCEDURES**

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## CITY OF RICHMOND CONSUMER FIREWORKS SALES GUIDE SHEET

- Step 1. Obtain the City of Richmond Fireworks Packet for Temporary Storage and Sale of Fireworks – Packets are available at these locations:**
- Online at [www.richmond.ky.us](http://www.richmond.ky.us)
  - City Hall Building Inspection Office (Basement), Finance Department and Information Desk at 239 West Main Street
  - Between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday
- Step 2. Submit Required Documents to Kentucky Division of Fire Prevention:**
- Fireworks Registration Application
  - Storage Notification Report
  - Both forms are included in the packet and are also available from the Kentucky State Fire Marshal's office, 502-573-0369 or online at <http://dhbc.ky.gov/sfm/Pages/Fireworks.aspx>
  - **IMPORTANT:** Retain Registration Number issued by the State.
- Step 3. Obtain Business License**
- Available at: City of Richmond  
Finance Department  
239 West Main Street  
Richmond, KY 40475
- Step 4. Submit Documents to the City of Richmond, Building Inspection Department**
- City of Richmond Certificate of Occupancy Application for Fireworks Tent
  - Proof of General Liability Insurance
  - Proof that sales person(s) are at least 18 yrs of age.
- Step 5. Schedule Facility Inspection**
- Contact the City of Richmond Building Inspections Department at 859-625-6404
- Step 5. Pay Registration and Inspection Fees and Pickup Certificate of Occupancy**
- \$30.00 Certificate of Occupancy Fee
  - Cash or Check payable to the City of Richmond

  
 Public Protection Cabinet  
 Department of Housing, Buildings and  
 Construction, Division of Fire Prevention  
 101 Sea Hero Road, Suite 100  
 Frankfort, Kentucky 40601-5405  
 Telephone: (502) 573-0382 Fax: (502) 573-1004

## FIREWORKS REGISTRATION APPLICATION

Annual registration shall be received by the Division of Fire Prevention at least fifteen (15) days prior to offering fireworks for sale at the site listed below. An additional fee of \$100.00 is required for registrations submitted less than 15 days prior to offering fireworks sales. Check or money orders shall be made payable to the Kentucky State Treasurer and submitted with a completed application.

Type of Fireworks Registration Applying For:	
<input type="checkbox"/>	<b>Limited \$25.00</b> (sale of ground and hand-held sparking devices as described in KRS 227.702(1))
<input type="checkbox"/>	<b>Seasonal Retailer \$250.00</b> (sale of ground and hand-held sparking devices, aerial devices and audible ground devices as described in KRS 227.702.)
Please check the time period you will be selling fireworks:	
<input type="checkbox"/>	June 10 <sup>th</sup> to July 7 <sup>th</sup>
<input type="checkbox"/>	December 26 <sup>th</sup> to January 4 <sup>th</sup>
<input type="checkbox"/>	Both June/July & December/January
<input type="checkbox"/>	<b>Permanent Primary \$500.00</b> (sale of aerial devices and audible ground devices as described in KRS 227.702(2) and (3) year round sell of fireworks as the primary source of business)
<input type="checkbox"/>	<b>Late Fee \$100</b> for registrations submitted less than 15 days prior to offering fireworks sales

Name of Applicant			
Mailing Address			
City	State	Zip Code	Phone Number
Email Address		Anticipated Start Date of Fireworks Sales	
Facility Type: <input type="checkbox"/> Tent <input type="checkbox"/> Temporary Stand <input type="checkbox"/> Existing In Store Display Sales <input type="checkbox"/> New Building			
Name of Business/Temporary Stand		KY Sales & Use Tax Number (NOTE: a copy of sales and tax permit must be submitted before fireworks registration will be issued)	
Location of Business/Temporary Stand (Street Address Must be Provided) <input type="checkbox"/>			
City	State	Zip Code	County

All information provided herein is accurate and true to the best of my knowledge.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

The completed registration application, fireworks storage notification, copy of Kentucky sale and use tax permit and applicable registration fee shall be submitted to the following:

Division of Fire  
 Prevention Attn:  
 Fireworks  
 101 Sea Hero Road, Suite 100 Frankfort  
 KY 40601-5405

For Official Use Only			
Registration Number Issued	Amount Paid	Date Paid	Date Registration Issued



Public Protection Cabinet  
Department of Housing, Buildings and  
Construction Division of Fire Prevention  
101 Sea Hero Road, Suite 100  
Frankfort, Kentucky 40601-5405  
Telephone: (502) 573-0382 Fax: (502) 573-1004



## STORAGE NOTIFICATION REPORT

In accordance with KRS 227.700, the storage of consumer fireworks, display fireworks or theatrical pyrotechnic devices shall be reported in writing to the State Fire Marshal and the local fire chief having jurisdiction where the subject facilities are located. The initial report for permanent business establishments open year round shall be submitted between January 1, 2012 and January 31, 2012 for existing business and 15 days prior to initiation of for newly established businesses.

<b>Fireworks Being Stored:</b> <input type="checkbox"/> Consumer Fireworks <input type="checkbox"/> Theatrical Pyrotechnic Devices <input type="checkbox"/> Display Fireworks			
<b>Type of Business:</b> <input type="checkbox"/> Manufacturing Facility <input type="checkbox"/> Storage <input type="checkbox"/> Year Round Retail <input type="checkbox"/> Seasonal Retail			
Name of Applicant			
Mailing Address			
City	State	Zip Code	Phone Number
Email Address		Initial Date of Firework Storage	
Name of Owner / Lessee of the Property			
Name of Fireworks Supplier			
Location of Stored Fireworks ( <i>Street Address Must be Provided</i> )			
City	State	Zip Code	County
Description Of How Fireworks Will Be Stored			

All information provided herein is accurate and true to the best of my knowledge.

Date: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

Only one report is required for the seasonal retailer stores if the same product are being stored at the same location for both the June 10 through July 7 and December 26 through January 4 seasons. The completed storage notification and copy of fireworks shipping bill shall be submitted to the following address:

Division of Fire  
Prevention Attn:  
Fireworks  
101 Sea Hero Road, Suite 100  
Frankfort KY 40601-5405





## ITINERANT BUSINESS LICENSE

**CITY OF RICHMOND**  
**DIRECTOR OF FINANCE**  
P.O. Box 1268  
Richmond, Kentucky 40476-1268  
(859) 623-1000 FAX (859) 624-2753

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Name of business or trade name: \_\_\_\_\_

Business street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ Fax number (\_\_\_\_) \_\_\_\_\_

Owner's name: \_\_\_\_\_

Owner's address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_

Date operations started in Richmond: \_\_\_\_\_

Nature of business: \_\_\_\_\_

Type of Business: \_\_\_ Corporation \_\_\_ S Corporation \_\_\_ Partnership \_\_\_ Individual \_\_\_ Fiduciary

\_\_\_ Farm \_\_\_ LLC \_\_\_ Religious or Not for Profit \_\_\_ Other (Please specify) \_\_\_\_\_

Federal EIN: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Accounting Period: \_\_\_ Calendar year (December 31<sup>st</sup>) \_\_\_ Fiscal year (Month \_\_\_\_\_)

List contact person(s) name(s) \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

List previous owner's name and address: \_\_\_\_\_  
\_\_\_\_\_

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**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.**

**PLEASE REMIT A CHECK OR MONEY ORDER FOR \$500.00 WITH QUESTIONAIRE.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_



# 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)