



**City of Salina, Kansas
Instructions for
CONSUMER FIREWORKS FACILITY PERMIT APPLICATION**

READ THOROUGHLY BEFORE SUBMITTING APPLICATION

These instructions are provided to aid applicants in completing the necessary application form and to advise them of required attachments and documentation needed to process a consumer fireworks facility temporary use permit within the City of Salina.

FAILURE TO SUBMIT ALL REQUIRED ITEMS WILL DELAY THE REVIEW PROCESS. THE TIME FOR REVIEW AND PROCESSING BEGINS WHEN ALL REQUIRED ITEMS HAVE BEEN SUBMITTED

APPLICABILITY

The establishment of a temporary fireworks stand in the City of Salina is subject to the review and approval of the Fire Marshal and Zoning Administrator.

STANDARDS

Sales Period. The sales of fireworks, including the dates such sales are allowed, shall be from June 27th to July 4th, in accordance with the Kansas Fire Safety and Prevention Statutes (K.S.A 31-133 et seq.) as administered by the State Fire Marshal (K.A.R. 22-6-1 et seq.) and other applicable laws of the State of Kansas including the Kansas Retailers Sales Tax Act.



APPLICATION PROCESS **CONSUMER FIREWORKS FACILITY**

STEP 1: Obtain an application

- Application will need to be obtained from the Development Services Department. You may either obtain the application in person or online at <http://salina-ks.gov/content/126/1786/1962/12439/default.aspx>

Community & Development
Services Department
300 W. Ash, Room 205
P.O. Box 736
785-309-5720

STEP 2: Select location for the retail fireworks stand

- Salina's Zoning Ordinance allows consumer fireworks facilities to be located in specifically zoned areas. The approved zoned areas are as follows:
 1. C-3 (Shopping Center)
Consumer fireworks facilities are permitted in this zoning district provided all setback and parking requirements can be met.
 2. C-5 (Service Commercial)
Consumer fireworks facilities are permitted in this zoning district provided all setback and parking requirements can be met.
 3. C-6 (Heavy Commercial)
Consumer fireworks facilities are permitted in this zoning district provided all setback and parking requirements can be met.
 4. C-7 (Highway Commercial)
Consumer fireworks facilities are permitted in this zoning district provided all setback and parking requirements can be met.

Consumer fireworks facilities are not permitted in residential or industrially zoned areas.

STEP 3: Verify that your chosen location is an approved area

- It is the responsibility of the applicant to verify that the proposed location is in an area zoned for consumer fireworks facilities. Please do not accept the word of the property owner as to the current zoning of the

property. Rezoning of property occurs periodically and your proposed location may not be zoned to allow a consumer fireworks facility.

- Contact City Planning Department to verify the current zoning of your selected location. You can reach the Planning Department at (785) 309-5720. Please advise the administrative staff that you need to verify property zoning.

STEP 4: Obtain property owner consent

- If you are **NOT** the property owner of your selected location, written consent from the property owner will need to be obtained for your application.

STEP 5: Prepare a site plan to be submitted with your application. All of the following information is required to be on the site plan (See Site Plan Example). Omission of required information may delay your application process or prevent your application from being approved.

- Name of the fireworks facility
 - Address of the proposed facility location
 - Scale
 - Compass direction
 - Public roadways surrounding or adjacent to the property
 - Names of public roadways
 - Location and name of any building / businesses located on the property
 - Proposed location of tent on the property
 - Dimensions of the tent being used
 - Distance between the tent and any existing buildings on the property
 - Distance between the tent and adjacent public streets and property lines
 - Proposed location and layout of parking spaces
 - Proposed location of any storage containers, portable restrooms and / or trash receptacles
1. The maximum facility size is 5,800 sq. ft. (*Ordinance 15-10780, passed on July 6, 2015, increased the tent size from 2,400 sq. ft. to 5,800 sq. ft.*)
 2. Facilities located in commercial zoned areas, are to be 25 feet away from any public right-of-way, 50 feet from any structure on the lot or adjoining lot and 20 feet away from any commercial

property line and 300 feet from any residential property line. (See Steps for obtaining property line information for a selected location).

3. Facilities are not to be located within 300 feet of any gasoline pump, gasoline filling station, gasoline bulk station or any building in which gasoline or volatile liquids are sold in quantities in excess of one gallon.

STEP 6: Obtain a photocopy of the “Certificate of Flame Resistance” of the tent being used.

- The “Certificate of Flame Resistance” will need to be obtained from the company that you rent your tent from.
- Only tents provided by a commercial rental company will be approved for use as a retail fireworks stand, providing that the tent has a “Certificate of Flame Resistance”

STEP 7: Application Deadline: 5:00 p.m., May 20th

Applications submitted after the deadline date will not be accepted. (NOTE: If May 20th falls on a Saturday or Sunday, the deadline will be the first business day following the weekend)

Return the completed Application to Development Services, with the following information attached:

- Application fee (non-refundable) in the amount as indicated in the current Comprehensive Fee Schedule for the City of Salina
- Legal description of the property
- Written consent from property owner, if applicable
- Site Plan
- “Certificate of Flame Resistance” of the tent being used. (Fire Department Requirement)
- Sales Tax Certificate
- Proof of Insurance

Omission of any required documents may delay your application review process or delay the issuance of your temporary use permit.

If corrections or modifications to the application are required by City staff, applicants will have until June 1st to submit the final version of their corrected or modified application.



CONSUMER FIREWORKS FACILITY
APPLICATION CHECKLIST

- _____ Obtain application from Development Services Dept.
- _____ Select properly zoned location
- _____ Verify current zoning of selected facility location
- _____ Obtain property owner’s written consent, if necessary

- _____ Prepare site plan, and include the following details on the site plan:
 - _____ Name of the fireworks facility
 - _____ Address of the proposed facility location
 - _____ Scale
 - _____ Compass direction
 - _____ Public roadways indicated on site plan
 - _____ Names of roadways on site plan
 - _____ Location of proposed tent indicated
 - _____ Dimensions of tent indicated
 - _____ Distances between tent and any existing building(s) on the same lot and adjoining property
 - _____ Distance between tent and adjacent public streets and adjacent property lines
 - _____ Location and layout of proposed parking spaces
 - _____ Location of any proposed storage container, portable restroom and/or trash receptacles

- _____ Application completed (double check to be sure application is complete)

- _____ Application Fee, non-refundable (**\$540.00-per 2020 fee schedule**) **due at time of application submittal**

- (Permit Fees: Base fee of **\$2,150.00** for a facility (tent) of 1,500 sq. ft. or less plus \$2.55 per sq. ft. over 1,500 sq. ft., **due at the time of permit issuance**) – **per 2020 fee schedule**

- _____ Copy of “Certificate of Flame Resistance” for the tent obtained

- _____ All required documents attached to the application
 - Legal description of the property
 - Site plan
 - Property owner’s written consent, if necessary
 - Copy of the “Certificate of Flame Resistance”
 - Kansas Sales Tax Certificate
 - Certificate of Insurance

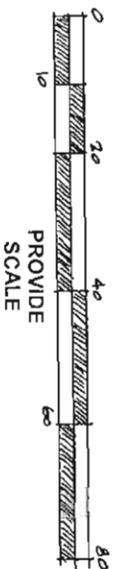
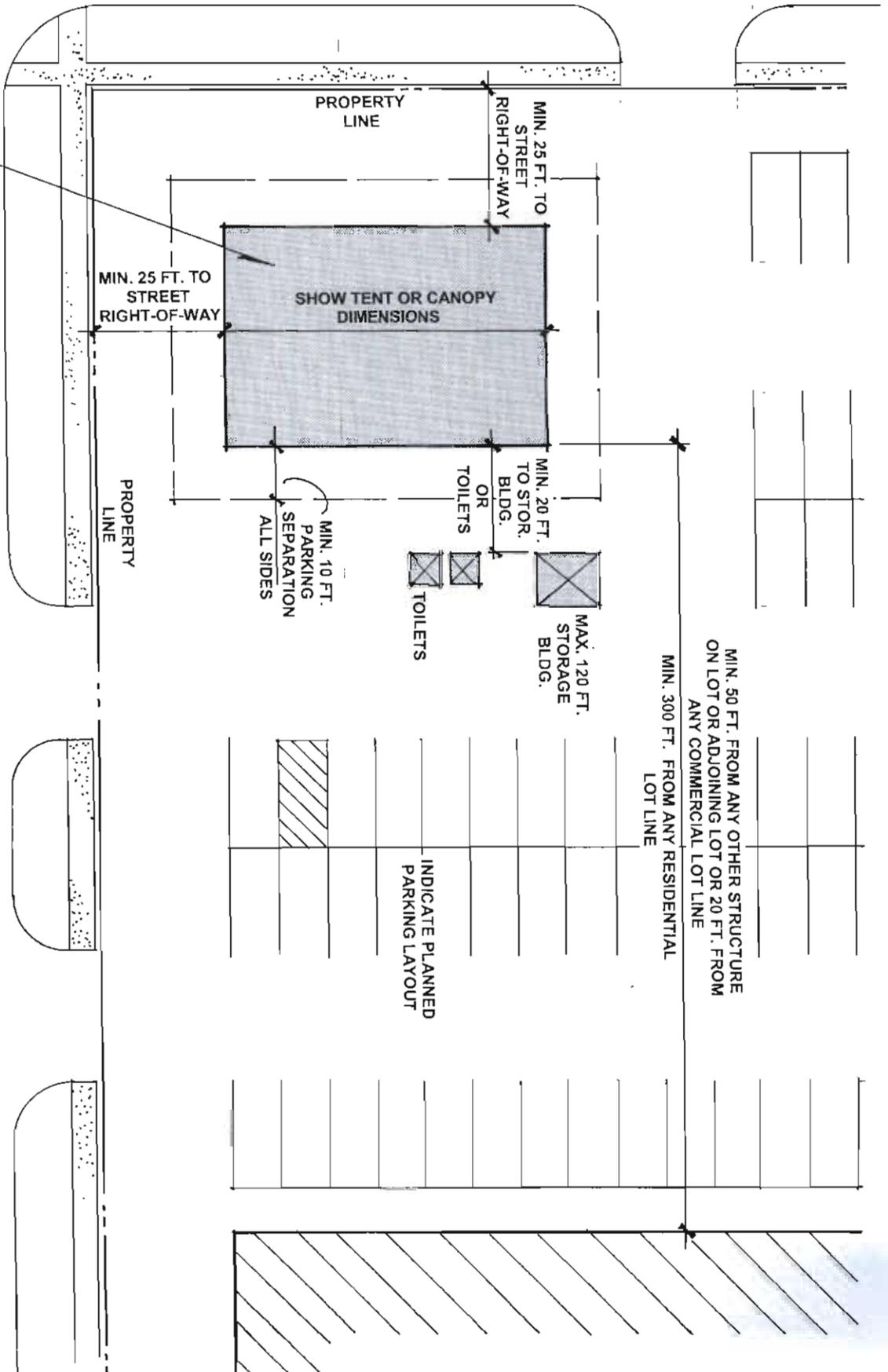
- _____ Application submitted in person or mailed to the Development Services Dept. before 5:00 p.m., May 20th. If mailed, it must be postmarked no later than May 20th.

STREET RIGHT-OF-WAY



MAXIMUM 2400 SQ. FT. TENT
OR CANOPY ALLOWED

STREET RIGHT-OF-WAY



CONSUMER FIREWORKS FACILITY
SAMPLE SITE PLAN



Tent Anchoring Requirements

Staking/Anchoring:

- The ability of the tent to withstand wind loading and other weather related events is paramount to the safety of all individuals utilizing the tent space and to protect adjacent property. In the absence of engineered specifications and manufacturer’s installation instructions, the following information will serve as a guideline for the tent anchoring requirements. These anchoring requirements have been thoroughly tested by the Tent Division of International Fabrics Association International (IFAI).
- Install all tents in accordance with the manufacturer’s instructions. (Preferred method)
- Use the staking /anchoring charts provided by the tent manufacturer. (Preferred method)
- Provide the location of stakes and/or ballasts for anchoring on the site plan. Also provide the distance of the stakes and/or ballast from the tent support poles as determined by the manufacturer.
- Staking refers to the use of steel stakes/pins at least 1 inch in diameter.
Note: Be aware of the soil conditions in the area where staking is to occur. Soil type and condition of the soil (wet/dry) will factor into the holding capacity of the stakes. Larger diameter stakes will result in increased holding capacity. Drive stakes/pins straight down as opposed to driving them in at an angle.
- Ballast refers to using concrete and water weight of various configurations.
Note: Typical 50-55 gallon plastic water barrels are not recommended for ballast due to being top-heavy and they are prone to sliding on any surface. In addition, a typical 5 gallon bucket filled with concrete (approx. 100 lbs ea. when filled to the top) is not recommended. They are not consistent with volume or weight and are easily displaced.
- As a point of reference:
 - Standard concrete weights 150 lbs per cubic foot.
 - A gallon of water weighs 8.33 to 8.34 lbs. on average at 62°-70° F.

Stake Sizing Table

Stake size	Average holding force- driven “full” depth
5/8” x 18”	200 lbs
5/8” x 24”	500 lbs
1” x 36”	1150 lbs
1” X 42”	1450 lbs
	Note: “Full” depth is considered to be within 1”-2” above grade.
Stake size	Average holding force- driven “½” depth
5/8” x 18”	135 lbs
5/8” x 24”	275 lbs
1” x 36”	400 lbs
1” x 42”	700 lbs

Typical Ballast Weights (examples)

Lego Style Concrete Block	2 ft. wide x 3ft. long x 24 inches high	1800 lbs
Cylindrical Concrete Block	24 inches diameter x 21 inches high	1000 lbs
Cylindrical Concrete Block	18 inches diameter x 18 inches high	500 lbs
Jersey Barrier (concrete)	36 inches high x 10 ft. long	4000 lbs.
Jersey Barrier (water)	36 inches high x 60 inches long	683 lbs. (filled)
Giffy Tent Barrels (water)	75 gallon	660 lbs. (filled)

How to calculate number of stakes and/or how much ballast weight is needed:

- Multiply the square feet of the tent by 22.5 pounds per square foot (psf).
- For tent installations, it has been determined that 15 psf and a 1.5 safety factor is sufficient for most applications. (This equates to 22.5 psf)

Examples: (using 1 inch diameter by 36 inch long steel stakes/pins or 1000 lb. concrete ballast)

- 20' x 20' tent – 400 sq. ft.: 9000 lbs. = (9) stakes or (9) 1000 lb. (ea). concrete ballast.
- 30' x 60' tent- 1800 sq. ft.: 40,500 lbs. = (41) stakes or (41) 1000 lb. (ea). concrete ballast.
- 40' x 80' tent- 3200 sq. ft.: 72,000 lbs. = (71) stakes or (71) 1000lb. (ea). concrete ballast.
- 60' x 90' tent- 5400 sq. ft.: 121,500 lbs. = (122) stakes or (122) 1000 lb. (ea). concrete ballast.

Other items to consider:

- Age and maximum capacity (strength) of the ropes and/or straps to be used for anchoring purposes.
- Attach all ropes/straps as close to the ground as possible.



APPLICATION REVIEW PHASE

This phase involves the review process of the completed and submitted application for a consumer fireworks facility and the site plan submitted with the application by both the Fire Department and Planning Division.

The completed application, submitted initially to the Community and Development Services Department, will be forwarded to the Fire Marshal (Salina Fire Dept.), the Planning Division, the Building Services Division and the City's Risk Management Specialist, for review, and finally returned back to the Development Services Department for issuance of a Consumer Fireworks Facility Temporary Use Permit ***if the application shows all requirements have been met.***

Reviewing departments/divisions will review for the following information:

Salina Fire Department:

- Review for all the required information on the site plan
- Review the distances between the fireworks stand and existing building(s) and property lines
- Review the source of electricity to the tent
- Review the proposed location of fire suppression equipment (fire extinguishers)
- Review the size of the tent for further requirements
- Review the "Certificate of Flame Resistance" for the tent
- Sign and date the application

Planning Division:

- Review the current zoning of the property
- Review for approved zoning for a consumer fireworks facility
- Review the legal description
- Review the property owners written consent, if applicable
- Review the off-street parking available on the site
- Review the site plan. Failure to meet and adhere to the setback and separation requirements may result in the application being denied.
- Sign and date the application.

Building Services Division:

- Review of tent staking

City Risk Manager:

- Review of the certificate of insurance and any related insurance documentation that is required

* The permit holder for a consumer fireworks facility must carry and provide proof that it carries general liability insurance coverage written by a carrier authorized to do business in Kansas with coverage limits of no less than \$1,000,000.



AUTHORIZED FIREWORKS
WHICH CAN BE SOLD WITHIN THE
CITY OF SALINA
CITY LIMITS

City of Salina Ordinance No. 11-10588 regulates the type of fireworks that can be sold at a retail fireworks stand within the city limits. The ordinance also regulates fireworks that are **strictly prohibited** to be sold within the city limits.

So what can be sold?

Ordinance No. 11-10588 authorizes the sale of fireworks classified by the U.S. Department of Transportation as Consumer Fireworks. Consumer Fireworks are also known as 1.4G fireworks. Consumer Fireworks can also be identified by a UN number. The UN numbers that identify the consumer fireworks are UN0336 and/or UN0337.

How do I know if they are authorized fireworks?

All consumer fireworks are required to be identified on the individual package. This identification will contain the following information, either alone or combine with other wording. Examples are:

- Consumer Fireworks 1.4G
- Consumer Fireworks UN 0336
- Consumer Fireworks UN 0337
- DOT Class C, Consumer Fireworks, 1.4G, UN 0336
- UN 0336
- UN 0337



City of Salina Retail Fireworks Stand Information

Salina Fire Department

Troy Long Fire Marshal

(785) 826-7340

01.2020 Reviewed by SFD,

No Revisions

City of Salina Fire Department

Requirements for Retail Fireworks Stands

This information booklet is intended to answer many of the most common questions regarding retail fireworks sales. The overall goal is to assure the overall safety for you, your employees and our citizens.

There are many departments within the City of Salina that regulate retail firework stands. The Building Services Division addresses the receipt of the retail stand application and issuance of the City of Salina Fireworks License. The Planning Division addresses the location where retail stands can conduct business. The Salina Fire Department is the primary enforcement agency and works alongside Building Services and Planning and Zoning to insure that the adopted 2012 International Fire Code and all local and state statutes are followed.

Several inspections by City Staff will be made to verify that all retail fireworks tents are compliant. A fireworks permit will then be issued after successfully passing inspection. **Without a City of Salina Fireworks Permit, fireworks cannot be sold.**

We encourage all fireworks vendors to contact the Salina Fire Department and ask for the Fire Prevention Division if you have further questions. The Salina Fire Department can be reached at (785) 826-7340.

Requirements for Tent Construction

Certificate of Flame Resistance. Tents are required to have a "*Certificate of Flame Resistance.*" During the application phase, you will be required to attach a copy of this certificate to you application. In addition a label certifying that the tent meets Flame Resistant requirements should be attached to the tent.

TENTS THAT DO NOT MEET THE FLAME RESISTANCE REQUIREMENTS CANNOT BE USED AS A RETAIL FIREWORKS STAND.

Grassy or Vacant Lot Requirements

If your Retail Fireworks Stand is located on a grassy or vacant lot the following will be required:

- All vegetation and combustible debris will be removed from the tent location.
- All vegetation and combustible debris within 30 feet of the tent will be removed.
- The cleared area shall be maintained the entire time the tent is in place.

Waste Materials

Operating and maintaining a Retail Firework Stand that is free of combustible waste material is a key factor in preventing fires. It is the responsibility of the Retail Firework Stand Employees that the following requirements are met:

- The floor area inside the stand is kept free of combustible materials and waste.
- Combustible waste materials are not allowed to accumulate inside the tent or within 30 feet of the tent.
- All combustible material will be disposed of in an approved container that is set a minimum distance of 50 feet from the tent.

Electrical Equipment, Wiring and Hazards

Power to the Retail Fireworks Stand shall be provided by either a portable generator or power pole.

- New power pole or existing power pole.

If the approved site does not have an existing source of power, you may decide to have a temporary power pole installed or have an existing power pole re-energized. The City of Salina requires an inspection of new electrical service or re-energized power poles. Installation or maintenance must be performed by a licensed electrical contractor. Permits must be obtained and inspections passed before Westar will provide service. If you plan on installing or re-energizing a temporary power pole contact the following department.

City of Salina

Community and Development Services

300 W Ash Street

Salina, Kansas 67401

(785) 309-5715

- Portable Generator

Generators are required to be located 20 feet away from the Retail Fireworks Tent. A barricade is to be constructed around the generator to prevent the public from coming into contact. Fuel for gas powered generators is to be stored 50 feet away from the Fireworks Tent. Fuel will be stored in an approved container.

- Extension Cords

Extension cords will be commercial, heavy duty cords approved for outdoor use. Extension cords located in foot traffic or vehicle traffic areas are required to be protected to prevent damage and tripping. The use of Duct Tape to protect extension cords in traffic areas is not acceptable. The use of light-weight extension cords is strictly prohibited.

Requirements for the Inside the Tent

Occupant Load Sign (See Table A)

Each Tent is required to have an occupant load sign posted inside. The occupant load signs tell you how many people can be in the tent at any given time. This includes customers and employees. The occupant load is determined by the size of your tent. The occupant sign will be provided to you by the Salina Fire Department.

Exits and Exit Signs (See Table A)

Each tent is required to have a minimum of two exits. These exits are to be located away from each other. The exit width is a minimum of 6 feet wide. The main entrance is counted as one of the two required exits. Every exit is to have an Exit Sign placed directly above the opening. Exit Signs are to be easily visible from the inside at all times. Exit openings are to be kept unobstructed at all times.

Aisles and Exit Aisles

Each tent is required to provide an Exit Aisle. The minimum width of an Exit Aisle is 5 feet wide. Exit Aisle's are those that lead directly to the Exit openings. Additional aisles are to be provided between display tables. The minimum width of the additional aisles is a minimum of 44 inches. All aisles are required to be maintained at all times and are required to be kept clear of any materials.

Fire Extinguishers (See Table A)

Each tent is required to have a minimum of two portable fire extinguishers. The minimum size of each extinguisher is UL listed 2 A-10 BC. Based on the size of your tent more extinguishers may be required. Fire extinguishers are to be located where they are easily visible and accessible. Fire extinguishers are required to be installed on the hangers or brackets supplied. Fire extinguishers will be inspected to verify that they are current and/or tagged.

No Smoking Signs

NO SMOKING signs are to be posted inside the tent. A minimum of 2 signs are required. The NO SMOKING signs are to be easily visible to the public. We suggest that the signs be commercially manufactured. These signs are available for purchase at retail stores, home improvement stores and hardware stores. No Smoking is to be strictly enforced by all employees working at the Retail Fireworks Tent.

TABLE A

TENT SIZE	SQUARE FT	OCCUPANT LOAD	NUMBER OF EXITS	EXIT WIDTH	NUMBER OF EXTINGUISHER
20 X 20	400	26	2	72 inches	2
20 X 30	600	40	2	72 inches	2
30 X 30	900	60	2	72 inches	2
40 X 40	1600	106	2	72 inches	2
30 X 60	1800	120	2	72 inches	2
30 X 75	2250	150	2	72 inches	2
40 X 60	2400	160	2	72 inches	2

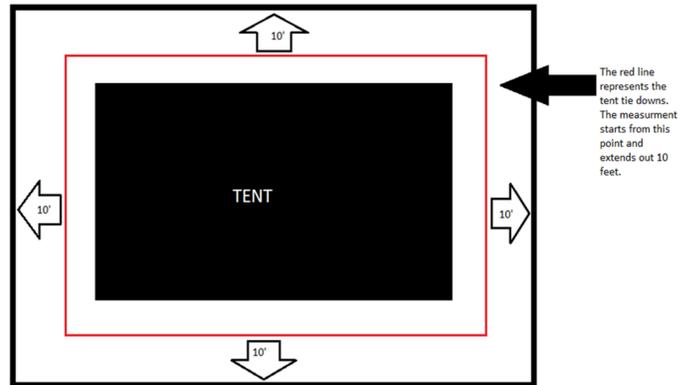
Requirements for Outside the Tent

Protective Barricade. A 10 foot wide barricade is required to be constructed around the tent to prevent vehicles from parking next to the tent. The barricade is constructed around all 4 sides. The barricade is required to be set outward from the anchoring stakes a distance of 10 feet. The following options to construct the barricade are acceptable.

- Cement blocks and landscape timbers
- Metal posts and orange construction fencing
- Metal posts and flags
- Orange construction stanchions and ropes

Whatever method is used to construct the barricade it must be:

- Around all four sides of the tent
- Openings in the barricade for Entrance and Exit
- Replaced or repaired if damaged, blown down by wind, or knocked down by customers



Smoking materials

Smoking is prohibited inside the Retail Fireworks Tent. A large non combustible container either filled with sand or water will be placed outside the entrance barricade for the purpose of smoking material disposal. A NO SMOKING SIGN is required to be posted on the outside of the tent leading to the Main Entrance of the tent.

The **NO SMOKING** signs are to be easily visible to the public. We suggest that the signs be commercially manufactured and are available for purchase at retail stores, home improvement stores or hardware stores.



NFPA 704 Placards

- NFPA 704 Placards are required to be attached on the outside of the tent. Placards are required on all four sides of the tent and are to be easily visible to responding emergency personnel.
- NFPA 704 Placards are required to be no smaller than 10 inches square.
- NFPA 704 Placards will have four smaller squares of Red, Blue, Yellow and White.
- A four inch high, numeral 4, is required to be in the Blue, Red and Yellow square. The white square is to be left blank.
- NFPA 704 Placards are to be durable enough to withstand wind and water and are required to be attached to the outside of the tent.



On Site Storage of Consumer Fireworks Inventory

Retail Fireworks Stand operators may wish to store their firework inventory on site. If you do choose to store your inventory on site, the following requirement must be met:

- The storage trailer or container is constructed of metal.
- The storage trailer or container is capable of being locked.
- The storage trailer or container is locked at all times.
- The storage trailer or container is located a minimum distance of 10 feet from any structure.
- The storage trailer or container is located a minimum distance of 50 feet from any fuel station.
- A sign stating NO SMOKING WITHIN 50 FEET is to be mounted on the storage trailer or container.
- DOT Placards are to be mounted on all 4 sides of the trailer/container.
- DOT placards are to be a minimum of 15 inches by 15 inches.
- DOT placards are required to be orange in color.
- 1.4G is to be designated on the placard and the font shall be black and a minimum of 4 inches in height.



Consumer Grade Fireworks

Prior to a Permit being issued, the entire inventory will be inspected by City of Salina Staff. Packaging on boxes and packaged fireworks will be checked for approved consumer grade listings: 1.4G, UN 036, California Fire Marshal's Stamp or designated as Safe and Sane. Any firework that does not have at least one of the approved consumer grade listings printed on the firework or the packaging will be removed immediately from the tent and not allowed to be sold to the public.

Pre-Inspection Checklist

- 10 foot barrier constructed around tent.
- NFPA 704 Placards are posted on all sides and easily visible.
- Vegetation is removed from the inside of the tent and 30 feet around the tent.
- NO SMOKING signs posted outside by the main entrance.
- A receptacle is provided for smoking materials outside of main entrance.
- NO SMOKING signs posted inside the tent.
- Minimum of 2 exits.
- Exit Signs posted over exits.
- Exits are minimum of 6 ft wide.
- Exit aisle is 5ft wide.
- Auxiliary aisles are 44 inches wide.
- Aisles are clear of any items.
- Sales tables do not block EXITS.
- Fireworks for sale have package information.
- All fireworks for sale are approved Consumer Fireworks.
- Fireworks classified as Bottle Rockets are not being sold.
- Fireworks classified as Chinese Lamps or Floating Lamps are not being sold
- All extension cords are commercial heavy-grade and rated for outdoor use.
- Extension cords are protected from foot and vehicle traffic.
- Generator if used is a minimum of 20 feet away from tent.
- Generator if used is surrounded by a protective barrier.
- Fuel for the generator is stored in approved container and is a minimum of 50 feet from tent.
- Temporary power pole if used is inspected and approved by the City of Salina Electrical Inspector.
- Waste materials are disposed of in approved containers.
- Waste materials are not allowed to be stored inside of tent.
- Storage trailers/containers are of metal construction.
- Storage trailers/containers are locked at all times
- Storage trailers/containers are a minimum of 20 feet from tent
- Storage trailers/containers are 50 feet away from re-fueling stations.
- DOT placard is posted on trailers/containers.
- NO SMOKING WITHIN 50 FEET sign is posted on trailers/containers.

FIREWORKS CANNOT BE SOLD TO THE PUBLIC UNTIL THE FIREWORKS STAND HAS BEEN INSPECTED AND APPROVED BY ORDER OF THE SALINA FIRE DEPARTMENT.