

The City of Topeka Fire Department (hereinafter referred to as Fire Department), in cooperation with the City of Topeka City Clerk's Office (hereinafter referred to as Clerk's Office) and the City of Topeka Planning Department (hereinafter referred to as Planning Department), have developed this packet of information that will assist you with all aspects of the Retail Fireworks Stand process.

Information provided in the packet will detail the following phases taken to obtain a license to sell consumer fireworks within the city limits.

- **Application**
- **Application Review**
- **Permitted fireworks**
- **Topeka Fire Department stand requirements**
- **Topeka Fire Department requirements for tent use**
- **Topeka Fire Department inspection requirements**

Also included in this packet will be the following information:

- **Sample application**
- **Sample site diagram**
- **City of Topeka Fireworks Ordinance**
- **Kansas Statute Annotated (where applicable)**
- **Kansas Administrative Regulation (where applicable)**
- **Information Table (s)**
- **Check lists**
- **Copy of the Possession/Discharge Notice**

The information provided will assist you with the process and should answer questions that you may have. Should a question not be addressed in the packet please contact:

Inspector Vicki Zielinski
City of Topeka Fire Department
Fire Prevention Division
620 SE Madison, 3rd Floor
Topeka, Kansas 66607
(785) 368-4140
Monday through Friday, 8:00 am - 4:30 pm

NOTICE:

The Topeka Fire Department requires that all retail fireworks stand license applicants provide a copy of the Pre-Inspection Checklist for Retail Fireworks Stand Managers or Employees to the manager or employees of each stand being operated within the Topeka city limits.

The checklist is to be provided in advance of the June 27th retail stand inspection by the Topeka Fire Department.

Early Delivery of Consumer Fireworks

The Topeka Fire Department will allow consumer fireworks to be delivered and stored at the retail stand site beginning June 22nd; however the early delivery must meet the following requirements for on-site storage:

- The storage trailer/container is to be of metal construction.
- The storage trailer/container is to be capable of being locked when inventory is not being removed.
- The trailer/container is to remain locked at all other times.
- Storage trailer/container is to be located a minimum of 20 feet away from any structure, tent or other retail fireworks stand.
- Storage trailer/container is to be located a minimum of 50 feet away from any vehicle fuel station.
- A sign stating ‘NO SMOKING WITHIN 50 FEET’ is to be placed on the outside of the storage trailer/container. Below are sample signs.



- DOT (Department of Transportation) Placards are to be placed on the storage trailer/container. Placards are to be a minimum of 15 inches by 15 inches and located on all 4 sides of the trailer/container.



- The retail stand applicant is required to notify the Topeka Fire Department of the location where fireworks will be stored. Call 785-368-4000, ask to speak with an inspector and provide the inspector with the information.

Early Retail Stand Inspections **By the Topeka Fire Department**

In order to facilitate the business operations of a retail fireworks stand, the Topeka Fire Department will conduct early retail stand inspections, based upon the availability of a Fire Inspector. These early inspections will be conducted on June 25th and June 26th. In order to obtain an early inspection the retail fireworks stand will be required to comply with the following requirements:

- **ALL** the requirements of this book as they pertain to retail fireworks stands are to be completed; and
- **ALL** the requirements of the book as they pertain to storage of fireworks inventory are to be completed; and
- **ALL** the fireworks have been checked for prohibited items and any prohibited items have been removed from the inventory; and
- **Fireworks cannot be sold until after 12:01 am, June 27th.**

To obtain an early inspection the retail stand manager will need to schedule the inspection with the Fire Department, by calling 785-368-4000 and ask to speak with a fire inspector. If the area inspector is available an inspection time will be scheduled.

If a Topeka Fire Department Fireworks Tent Permit is issued, it is strictly prohibited to sell any fireworks before June 27th. Any retail stand in violation of this will have all their fireworks inventory seized by the proper authorities, the stand will be shut down and the City of Topeka license pulled. In addition, criminal charges may be filed by the authorities.