

**CITY OF TOPEKA FIRE DEPARTMENT**  
**SPECIFIC REQUIREMENTS**  
**FOR**  
**RETAIL FIREWORKS STANDS**

While there are other city departments that regulate retail fireworks stands, the Fire Department is the primary enforcement agency or authority having jurisdiction. The Clerk's Office addresses the receipt of the retail stand application and issuance of the City of Topeka Fireworks License; the Planning Department addresses the location where retail stands can conduct business; and the Fire Department addresses all aspects of the retail stand in addition to specific requirements.

We will now address the specific requirements for the stand, itself. Most retail fireworks stands are operated out of a tent rented from a commercial rental company. There have been a few rare occasions of a retail stand being operated out of something other than a tent, so we will address the most common structure used...the TENT.

When it comes to requirements for a tent, the Fire Department enforces the requirements as stated in the 1997 Uniform Fire Code, Canopies and Temporary Membrane Structures. All tents used for a retail fireworks stand are required to comply with the code. Failure to comply will result in the issuance of the Fire Department Fireworks Tent Permit being delayed.

**Without a Topeka Fire Department Fireworks Tent Permit, fireworks cannot be sold to the public.** Each tent requirement will be broken down and explained. LET's BEGIN with the outside of the tent first...

**REQUIREMENTS FOR THE OUTSIDE OF A RETAIL FIREWORKS**  
**STAND TENT**

- **Certificate of Flame Resistance:**

Each tent is required to have a "Certificate of Flame Resistance". Tents rented from a commercial rental company will meet this requirement. Renting your tent from a commercial rental company will ensure that it will meet this requirement. During the application phase

you were required to attach a copy of this certificate to your application, ensuring that your tent meets this requirement.

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

In addition to the certificate, each tent should have a label attached stating that it meets the Flame Resistance requirements.

- **20 foot wide barricade provided around the tent:**

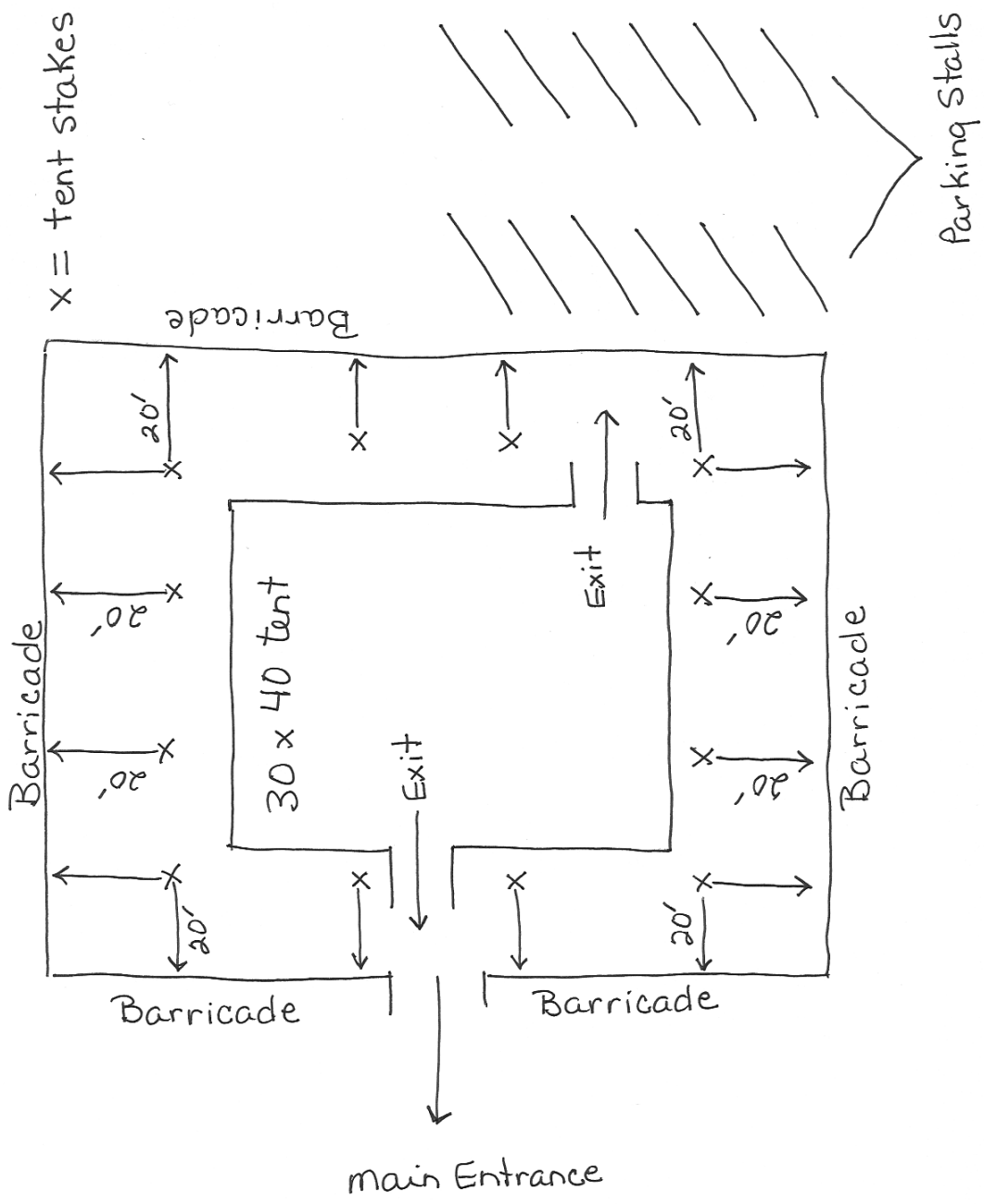
Each tent is required to have a 20 foot wide barricade constructed around the tent to prevent vehicles from parking next to the tent. If the tent is located on a parking lot or in a field where vehicles can park then the barricade is required. The barricade is to be constructed around all four sides of the tent. Several methods can be used to construct this barricade. Some of these are:

- Cement blocks and landscape timbers
- Metal posts and orange construction fencing
- Metal post 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. An opening in the barricade can be provided for the main entrance to the tent
- Easily visible to the drivers of passenger vehicles
- Replaced or repaired if damaged, blown down by wind or knocked down by customers

To measure for the 20 foot wide barricade you will begin at the tent stakes and measure outward away from the tent to 20 feet. (See example.) This form of measurement is to be used on all 4 sides of the tent.



**Tent Barricade Example**

- **Hazardous Materials Identification, also known as NFPA 704 Placards:**

NFPA 704 Placards are to be placed on the outside of the tent where they are easily visible by responding emergency personnel. Placards will need to be placed on all four sides of the tent.

NFPA 704 Placards are to measure no less than 10 inches square. For some of us this means that the entire placard is to be no smaller than 10 inches on all four sides. Placards may be larger in size but no smaller.

The NFPA 704 Placard will have 4 smaller different colored squares (red, blue, yellow and white) with a number placed in 3 of the squares. Below is a sample of what a NFPA 704 Placard looks like.



**The number 4 is required to be placed in the Blue, Red and Yellow squares. The white square is to be left blank. Each number will need to be at least 4 inches in height. Vinyl peel and stick numbers work the best.**

NFPA 704 Placards are to be durable enough to withstand wind and water and to be secured attached to the outside of the tent.

## **REQUIREMENTS FOR THE INSIDE OF A RETAIL FIREWORKS STAND TENT**

- **Occupant load sign:**

Each tent is required to have an Occupant Load sign posted inside. The occupant load tells you how many people can be in the tent at any given time. This includes customers and employees.

The occupant load number is determined by the Fire Department and based on the size of your tent. We have attached a table (See Table A) of common tent sizes available with the occupant load already determined. Locate the size of your tent to determine the occupant load number. This number is to be indicated on your occupant load sign. (See Example)

Occupant load signs are to be easily visible to the public. The letters and numbers are to be black in color, large enough to be seen and contrast with the background paper color.

## TABLE A

### Occupant load, exits, exit widths and number of fire extinguishers Required for each tent based on size (square feet)

Tent Size	Square Foot	Occupant load	Number of Exits	EXIT width of each EXIT	Number of Fire extinguishers
20 x 20	400	26	2	72 inches	2
20 X 30	600	40	2	72 inches	2
20 X 40	800	53	2	72 inches	2
30 X 30	900	60	2	72 inches	2
30 X 40	1200	80	2	72 inches	2
30 X 45	1350	90	2	72 inches	2
40 X 40	1600	106	2	72 inches	3
30 X 60	1800	120	2	72 inches	3
30 X 75	2250	150	2	72 inches	3
40 X 60	2400	160	2	72 inches	3
36 X 72	2592	172	2	72 inches	3
30 X 90	2700	180	2	72 inches	4
40 X 80	3200	213	3	72 inches	4
40 X 100	4000	266	3	72 inches	4
60 X 70	4200	280	3	72 inches	4
60 X 100	6000	400	3	72 inches	5
60 X 130	7800	520	4	96 inches	6
60 X 160	9600	640	4	96 inches	7
60 X 190	11400	760	4	96 inches	8

- **Occupant loads are calculated at 1 person for each 15 square feet**
- **Number of Exits and Exit widths are based on the 1997 Uniform Fire Code**
- **If you do not find your tent size, contact the Fire Prevention Bureau for the requirements. Call 785-368-4000 and ask to speak with an inspector.**

**OCCUPANT**

**LOAD**

**90**

**Occupant Load Sign Example**

- **NO SMOKING signs:**

NO SMOKING signs are to be posted inside the tent (a minimum of 2 signs inside) and on the outside of the tent at the main entrance.

The NO SMOKING signs are to be easily visible to the public. We suggest that the signs be commercially manufactured. These types of signs may be purchased at retail stores, home improvement stores or hardware stores.

NO SMOKING is to be strictly enforced inside the tent by all employees. This includes cigarettes, cigars and pipes. For safety reasons it is highly suggested that a metal container with sand be placed outside the main entrance, 10 feet away from the tent for customers to discard their smoking materials in. Smoking materials discarded on the ground could potentially be blown by the wind, roll into or be accidentally tossed into the tent.

Samples of NO SMOKING signs



- **EXITS and EXIT Signs:**

Each tent is required to have a **minimum of 2 EXITS**. These exits are to be located away from each other and are to be a **minimum of 6 feet wide**. The main entrance will count as one of the 2 required exits. (See EXIT Placement diagram for example)

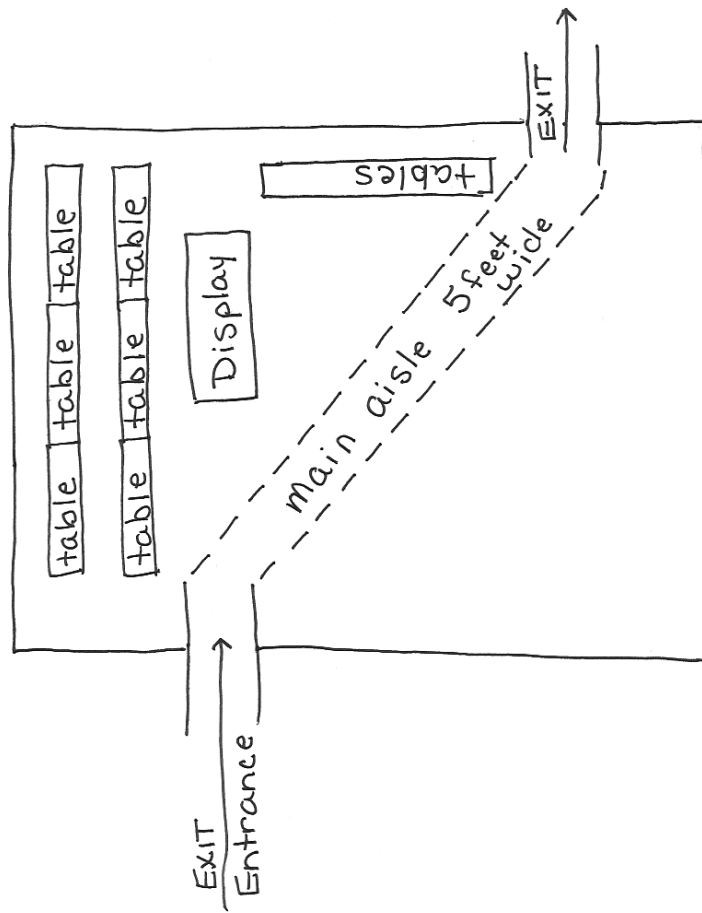
Depending on the calculated occupant load of the tent, more than 2 exits may be required. To determine the number of **required EXITS** use the attached table. Locate the size of your tent; follow over to the EXIT column to determine the number of required exits. (Table A)

Each required Exit opening is to have an EXIT sign placed inside the tent directly above the opening.

EXIT signs are to be easily visible at all times.

EXITS are required to be kept unobstructed at all times.

EXIT aisles must be kept clear of displays, trash and any other items that may prevent exiting or create a trip hazard.



**EXIT Placement Diagram**

- **Fire Extinguishers**

Each tent is required to have a **minimum of 2 fire extinguishers, no less than 2A 10BC in size.** Fire extinguishers may be larger in size but cannot be any smaller than 2A 10 BC.

Based on the size of your tent, more than 2 fire extinguishers may be required.

Fire extinguishers are to be located where they are easily visible and easy to get to in the event of an emergency.

Fire extinguishers may be purchased from a retail store or home improvement store. If purchased make sure that you purchase a 2A 10BC fire extinguisher.

If your fire extinguishers are provided by a commercial fire extinguisher business you will need to ensure that the attached serviced tag is dated June of this year or later. The date will be punched in the tag. Extinguishers with a serviced date before June of the previous year will not be acceptable fire extinguishers.

- **Aisle widths:**

Each tent is to provide main aisle widths of no less than 5 feet wide. Main aisle widths are those that go to the EXITS. (See EXIT Placement diagram for example)

Additional aisle widths are to be no less than 44 inches wide.

Aisle widths are to be maintained at all times and free of any materials.

- **Sales/display tables**

Sales/display tables are to be arranged so that they **DO NOT BLOCK THE REQUIRED EXITS.**

- **Possession and Discharge Notice**

**“Possession and Discharge Notice”:**

City of Topeka Ordinance No. 18467 requires that a “Possession and Discharge Notice” be posted at the cash register. The notice is to be easily visible by the customers and is **NOT TO BE PLACED ON THE SALES COUNTER/TABLE.**

We suggest that the notice be copied onto a bright/neon colored paper, such as orange, yellow, pink, blue or green.

We have addressed requirements for the outside and inside of the retail fireworks stand tent. Now we will address requirements for special conditions such as the use of electricity, generators and on-site storage of inventory to name a few.

# **POST WITH FIREWORKS LICENSE**

ORDINANCE NO. 18467

## SUBSECTION B:

### Possession/Discharge of fireworks

It shall be unlawful for any person to possess, transport, ignite discharge or cause to be discharged any firework in the City except as specifically permitted in this section.

- (1) Consumer fireworks may be discharged within the City of Topeka:
  - (i) Between the hours of 8:00 a.m. and 9:00 p.m. on June 27, 28, 29, 30, July 1 and July 5 of each year.
  - (ii) Between the hours of 8:00 a.m. and 11:00 p.m. on July 2, 3 and 4 of each year.
  
- (2) It shall be unlawful for any person to recklessly or intentionally discharge, ignite or otherwise cause a firework:
  - (i) to place another person in reasonable apprehension of immediate bodily harm; or
  - (ii) to cause physical contact with another person; or
  - (iii) to deface or damage real or personal property of another person without the consent of any such other person.
  
- (3) Further, it shall be unlawful for any person to, possess, ignite or otherwise cause the discharge of any firework that is not a consumer firework or any firework which is prohibited by federal or state statute or regulation.

# **TOPEKA FIRE DEPARTMENT REQUIREMENTS FOR SPECIAL CONDITIONS AS THEY RELATE TO RETAIL FIREWORKS STAND TENTS**

- **Use of electricity at the retail fireworks stand:**

With a retail fireworks stand comes the use of cash registers or credit card machines. Both require electricity to operate and the electricity can come from different sources, such as existing electrical outlets, temporary power pole or generators. Each of these different methods will have specific requirements.

- **Use of existing electrical outlets, usually from a light pole:**

The only requirement here will be the use of extension cords to provide electricity. The use of extension cords will have to meet the following requirements:

- Any extension cord used will have to be a commercial, heavy-duty cord approved for outdoor use.
- All extension cords located where vehicles may drive over them or customers can walk over them are required to be protected to prevent abrasion from traffic and to prevent tripping over them. The simple use of duct tape will not work.
- **The use of light-weight extension cords is strictly prohibited.**

- **New temporary power pole or existing temporary power pole:**

If the approved site you have selected does not have an existing source of power, you may decide to have a temporary power pole installed or have an existing temporary power pole re-energized.

The City of Topeka requires an inspection of new electrical service or re-energize existing electrical services for fireworks stands. If you need to call Westar Energy to turn the power on, you will need an inspection first.

New poles or repairs to old stationary, on-site poles that need energized or re-energized must be done by a licensed electrical contractor. Permits must be obtained and inspections passed before Westar will provide service.

- **If you decide to have a temporary power pole installed or plan to re-energize an existing power pole contact the following department for requirements before proceeding:**

City of Topeka Developmental Services Division  
620 SE Madison, 3<sup>rd</sup> Floor  
Topeka, Kansas 66607  
(785) 368-3905

- Use of extension cords with a temporary power pole must meet the same requirements for use with an existing power source.
- **Use of a portable generator:**

Often times an existing source of power is not available and the retail fireworks stand applicant/owner does not want to install a temporary power pole, so a portable generator may be used. All portable generators will meet the following requirements:

- Generators are required to be located 20 feet away from the retail fireworks stand tent.
- A barricade is to be constructed around the generator to prevent the public from coming into contact with it.
- Fuel for gas powered generators is to be stored 50 feet away from the stand tent and in an approved manner. If using a gas powered generator contact the Fire Prevention Division at (785) 368-4026 for additional requirements.
- The refueling of gas powered generators is to be done 20 feet away from the stand tent.

- The use of an extension cords with a generator must meet the same requirements for use with an existing power source or temporary power pole.

- **Use of space heaters:**

The use of space heaters is prohibited unless:

- The heater is a ceramic space heater, and
- The heater has a thermal safety shut-off switch, and
- The heater has a safety shut off that activates if the heater is tipped or falls over

- **Grassy, vacant lot stand locations:**

If your retail fireworks stand is located on a grassy, vacant lot the following will be required:

- All vegetation from where the tent will be located is to be removed.
- All vegetation within 30 feet of the tent sides is to be removed.
- The cleared areas are to be maintained the entire time that the tent is in place.

- **Waste materials:**

Operating and maintaining a retail firework stand tent that is free of combustible waste materials, is a key factor in preventing fires. It is the responsibility of the retail fireworks stand employees to make sure that this is maintained at all times and the following requirements are met:

- The floor area inside the stand tent is to be kept free of combustible materials and waste.

- Combustible waste materials are not allowed to accumulate, outside the tent and within 30 feet of the stand.
  - All combustible waste material is to be placed in approved containers until removed from the premises.
- **COOKING INSIDE THE TENT OR NEAR THE TENT IS STRICTLY PROHIBITED**

**CITY OF TOPEKA FIRE DEPARTMENT**  
**REQUIREMENTS FOR THE OUTSIDE ON-SITE**  
**STORAGE OF CONSUMER FIREWORKS**  
**INVENTORY**

Retail fireworks stand applicants/owners may wish to store their inventory on-site. If you do choose to store your inventory on-site in a trailer or container the following requirements must be met:

- 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 3 sides of the trailer/container.
- DOT Placards are required to be orange in color with 1.4 G, noted on the placard. The 1.4G designation is to be 4 inches in height and black in color. The following are samples of the required DOT Placards.



**FINALLY!** You are finished with the requirements for the retail stand tent and on-site storage containers. Now comes the most important day...**SALES DAY, June 27<sup>th</sup>**.

\*\*\*\*\*Before any consumer fireworks can be sold to the public, the last phase of the retail fireworks stand process must be completed, the Fire Department Inspection. **Fire Department Inspectors will conduct an inspection of the retail stand, the day of June 27<sup>th</sup>**. Inspectors will **start their site inspections as soon as possible** and will **be checking for requirement compliance**. Retail stand **tents should be ready before the inspection**. Those that are **not ready will result in the permit being delayed** and **not being able to sale fireworks until compliant**.

Inspectors will also ask to see the City of Topeka Fireworks License that was issued by the Clerk's Office. Once the inspection has been performed and the stand meets requirements, the Fire Department will issue a permit for a Retail Fireworks Stand. This permit is required in addition to the city license in order to sell fireworks.

**Until the inspection has been completed and the required Fire Department permit issued, the stand is prohibited from selling fireworks to the public. A sample notice has been attached for use at the stand, which notifies the public that fireworks cannot be sold until the inspection. (See Example)**

**FIREWORKS CANNOT BE SOLD**

**TO THE PUBLIC**

**UNTIL**

**THE TOPEKA FIRE INSPECTOR**

**HAS**

**INSPECTED AND APPROVED**

**THE STAND**

BY ORDER OF

THE TOPEKA FIRE DEPARTMENT

The Fire Department Inspectors will be checking for the following:

- **Notice is posted at the main entrance, on the outside, informing the public that fireworks CANNOT be sold until the stand has been inspected and the permit issued.**
- **Valid City License issued by the City Clerk on the premises**
- **20 foot wide barricade is constructed around the tent**
- **NFPA 704 Placards are posted on all sides and easily visible**
- **Vegetation is removed from the inside of the tent, if on a vacant grassy lot**
- **A 30 foot wide area around the outside of the tent is free of vegetation, if on a vacant grassy lot**
- **NO SMOKING sign is posted outside by the main entrance**
- **A receptacle is provided for smoking materials, near the main entrance (not required)**
- **NO SMOKING signs are posted inside the tent, minimum of 2**
- **2 or more EXITS are designated**
- **EXITS are 6 feet in width**
- **EXIT signs are placed above the EXITS and easily visible**
- **Occupant Load sign is posted**
- **2 or more 2A 10BC fire extinguishers are provided and easily visible**
- **Fire extinguishers are up to date**
- **Required aisle widths are in place**
- **Aisles are clear of any items**
- **Sales tables do not block the EXITS**
- **Fireworks for sale have package identification**
- **All fireworks for sale are approved Consumer Fireworks**
- **Metal Sparklers are not being sold, either individually or in packaged assortments**
- **Fireworks classified as “Bottle Rockets” are not being sold**
- **All extension cords are commercial heavy-duty cords**
- **Extension cords are protected from foot and vehicle traffic/abrasion**

- **Generator is located at least 20 feet from the tent, if used**
- **Barrier is provided around the generator, if used**
- **Fuel storage for a gas generator is stored as authorized, if used.**
- **Temporary power pole has been inspected and approved by the City of Topeka Electrical Inspector**
- **Waste materials are located in approved containers**
- **Waste materials have not been discarded next to the tent**
- **“Possession and Discharge Notice” is posted on the cash register and easily visible.**
- **Storage trailers/containers are:**
  - **located 20 feet away from the tent,**
  - **50 feet away from a vehicle fuel station**
  - **Are metal construction and capable of being locked**
  - **Have DOT Placards**
  - **Have a “NO SMOKING WITHIN 50 FEET” sign posted**

***CONGRATULATIONS***  
***YOU HAVE COMPLETED THE PROCESS***  
***YOUR PERMIT HAS BEEN ISSUED***  
***AND YOU CAN NOW SELL FIREWORKS***

We have provided 2 additional checklists for the retail fireworks stand. One list is for the retail fireworks stand applicant/owner and the second list is for the stand employee use. Both of these checklists are designed to assist the stand in preparing for the Fire Department inspection.

The City of Topeka City Clerk’s Office, Planning Department and the Fire Department would like to thank you for the opportunity to provide this information to you.

This booklet was designed to assist, explain the phases and requirements, and answer any questions that you may have for a retail fireworks stand, located in the city limits. We would appreciate you taking the opportunity and time to complete the attached survey sheet, regarding this information. Comments received will assist us in the development of a better booklet in the future, if needed. Again, thank you.

**PRE-INSPECTION CHECKLIST**  
**INSTRUCTIONS**

- **Retail Stand Owners Checklist:**

This checklist is designed to assist retail stand owners in ensuring that any or all items they are providing or items required by the City of Topeka and/or the Topeka Fire Department have been provided to the retail stand site.

- **Retail Stand Manager and/or Employee Checklist:**

**NOTE:** This checklist is required to be provided to the retail stand managers and/or employees by the retail stand owner (person or company who applied for the stand license)

The check list is designed to assist the retail stand manager and/or employees with the requirements that need to be completed, before the June 27<sup>th</sup> inspection by the Topeka Fire Department. All applicable items are to be completed before the Fire Department Permit will be issued and the stand can be opened up to the public for sales.

**Pre-Inspection Checklist**  
**For**  
**Retail Fireworks Stand Owners**

- \_\_\_\_\_ City License provided to tent manager/employee
  
- \_\_\_\_\_ Barricade provided around tent or materials provided to  
\_\_\_\_\_ construct barricade
  
- \_\_\_\_\_ NFPA 704 Placards provided for tent
- \_\_\_\_\_ NFPA 704 Placards provided for storage trailer/container, if  
\_\_\_\_\_ used
  
- \_\_\_\_\_ On-site storage trailer/container provided, if used
- \_\_\_\_\_ Padlock & keys provided for on-site storage trailer/container, if  
\_\_\_\_\_ used
  
- \_\_\_\_\_ EXIT signs provided
- \_\_\_\_\_ NO SMOKING signs provided
- \_\_\_\_\_ Occupant load sign provided
- \_\_\_\_\_ Possession and Discharge Notice provided
- \_\_\_\_\_ No sales until inspection sign provided
  
- \_\_\_\_\_ Fire extinguishers provided
  
- \_\_\_\_\_ Barricade provided around generator or materials provided to  
\_\_\_\_\_ construct barricade, if used
  
- \_\_\_\_\_ Protective devices for extension cords
- \_\_\_\_\_ Commercial heavy-duty extension cords provided
  
- \_\_\_\_\_ Approved Consumer Fireworks provided for sale.
  
- \_\_\_\_\_ Instructions as to how to handle disapproved/prohibited  
\_\_\_\_\_ fireworks
  
- \_\_\_\_\_ Materials provided, that are required by the stand owner

**Pre-inspection Checklist**  
**For**  
**Retail Fireworks Stand**  
**Managers or Employees**

This checklist is designed to assist you with the requirements that need to be completed, prior to June 27<sup>th</sup> fire department inspection. All items need to be completed before the Fire Department Permit will be issued and the stand can be opened up to the public.

- \_\_\_\_\_ City License on site
- \_\_\_\_\_ Possession and Discharge Notice, posted on the cash register
- \_\_\_\_\_ NO SALES until inspection sign posted at the main entrance
  
- \_\_\_\_\_ A 20 foot wide barricade constructed around the tent
  
- \_\_\_\_\_ NFPA 704 Placards posted on the outside of the tent, 4 sides
- \_\_\_\_\_ NO SMOKING sign posted outside by the main entrance
- \_\_\_\_\_ NO SMOKING signs posted inside the tent
- \_\_\_\_\_ Occupant Load sign posted inside the tent
  
- \_\_\_\_\_ Required number of EXITS provided
- \_\_\_\_\_ Required width of the EXIT provided
- \_\_\_\_\_ EXIT signs posted above each designated exit
  
- \_\_\_\_\_ Fire extinguishers placed in visible and accessible locations
  
- \_\_\_\_\_ All extension cords subject to foot or vehicle traffic are protected, with provided devices
  
- \_\_\_\_\_ Sales tables are arranged so not to block required EXITS
- \_\_\_\_\_ Main aisle width of 5 feet is provided
- \_\_\_\_\_ Accessory aisles of 44 inches are provided
  
- \_\_\_\_\_ Fireworks for sale are unpacked and set on tables
- \_\_\_\_\_ Fireworks inventory is checked for Metal Sparklers. If found they are removed and not for sale

\_\_\_\_\_ Pre-packaged assortments are checked for Metal Sparklers. If found they are removed and either substituted with wooden ones or removed and not sold.

\_\_\_\_\_ Fireworks inventory is checked for items that may be classified as “Bottle Rockets”. If found they are removed until a determination is made by the Fire Department Inspector. If classified as a “Bottle Rocket” they will be seized by local authorities.

\_\_\_\_\_ Aisles are clear of trash, empty boxes, and waste items

\_\_\_\_\_ Receptacle for smoking materials is located outside near the entrance, if provided

\_\_\_\_\_ Generator is located 20 feet away from the tent, if used  
\_\_\_\_\_ Barricade is constructed around the generator, if used  
\_\_\_\_\_ Fuel for the generator is located at least 50 feet away from the tent, if used

\_\_\_\_\_ On-site storage trailer/container is located 20 feet away from the tent, if used

\_\_\_\_\_ NFPA 704 Placards are placed on the outside of the trailer/container, on 3 sides, if used

\_\_\_\_\_ NO SMOKING WITHIN 50 FEET sign is placed on the outside of the storage trailer/container, if used

\_\_\_\_\_ On-site storage trailer/container is locked at all times, unless inventory is being removed by employees

\_\_\_\_\_ Inside of tent is free of grassy vegetation, if located on a vacant grassy lot

\_\_\_\_\_ A 30 foot wide area around the outside of the tent is free of grassy vegetation, if located on a vacant grassy lot

\_\_\_\_\_ Space heaters, if used, are ceramic heaters with built in safety switches that activate when over heated or they have fallen over.

\_\_\_\_\_ Requirements have been completed before the fire inspection.

## Customer Service Survey

We would appreciate it if you would take a few minutes to complete this survey, regarding the Retail Fireworks Stand Information Booklet. Information obtained will assist us in improving the booklet to provide better customer service. The survey will be confidential and personal information is not required. Thank you for your time and comments. We look forward to providing better service to our customers.

1. Did you apply for a retail fireworks stand permit? \_\_\_\_\_  
If yes, were you from Topeka \_\_\_\_\_ Shawnee County \_\_\_\_\_  
Outside Shawnee County \_\_\_\_\_ Outside the state of Kansas \_\_\_\_\_
  
2. Were you provided a copy of the informational booklet? \_\_\_\_\_  
  
Did you receive it in person? \_\_\_\_\_ Or was it mailed to you? \_\_\_\_\_
  
3. Did you find the information contained in the booklet to be helpful during the Retail Fireworks Stand process? \_\_\_\_\_
  
4. If not, what can be done to improve the booklet information? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. What were your over all impressions of the information provided in the booklet?  
\_\_\_\_\_  
\_\_\_\_\_

Your comments matter to us and will be used to improve the informational booklet, if necessary. Again thank you for your time to complete the survey.

Please mail the completed survey to:  
Vicki Zielinski  
Topeka Fire Prevention Division  
620 SE Madison, 3<sup>rd</sup> floor  
Topeka, Kansas 66607