



**TOPEKA FIRE
DEPARTMENT**

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Consumer Fireworks Display Permit Requirements

1. Application must be submitted within fourteen (14) days of the special event.
2. Application must be submitted in writing to the Fire Department Inspection Unit.
3. Name, address, email address, and phone number of individual, group or organization sponsoring the outdoor fireworks display.
 - Individual, group, or organization shall only be allowed one (1) permit per calendar year.
4. Name, address, email address, and phone number of individual responsible for discharging fireworks.
 - Photo ID
 - Number, names, and ages of assistance and scope of responsibilities
5. Evidence of financial responsibility by the sponsor of the event, evidenced by a certificate of liability or other document attesting to general liability insurance in the amount of \$500,000.
6. Date and time of day at which the outdoor fireworks display is to be held.
 - Proposed length of time needed to complete discharge of display.
 - Discharge times shall only occur between 5 PM-11 PM.
7. Informational fliers shall be distributed to all residential housing within a 5 block radius of event.
 - Fliers must be distributed a minimum of two (2) weeks prior to the special event. Flyers must list the time and date of the event, contact information of event organizer and the planned duration of the event.
8. Exact location of the event including site diagram utilizing satellite imagery, i.e. Google Earth. Site plan will include a diagram or sketch of the grounds on which the fireworks will be discharged, as well as location of buildings and public streets. Site plan will also include:
 - Distance to audience
 - Emergency and crowd control plan
 - Device locations
 - Fallout locations
 - Location of shooter
 - Locations of fire extinguishers and types (Minimum of one class C fire extinguisher in discharge area and one class C extinguisher in fallout area or acceptable water supply available).
9. The fire chief or designee may impose conditions, requirements or restrictions when public safety or the general welfare of the public is a matter of concern based on the venue, location, date/time and expected number of spectators.