

## **Fireworks – Outdoor Vendor Checklist:**

### **STEP 1: The Zoning District the parcel is located in must allow for the sale of fireworks.**

- The parcel must be zoned one of the following Zoning Districts to allow for the sale of fireworks:
  - C-1, C-2, C-3, CS, DC, DG, I-1, I-2, MSC, UT, and PZDs that permit UU-15 or UU-16.*(This information can be found by utilizing the following URL link to access the City of Fayetteville GIS Map labeled, "Zoning": <https://www.fayetteville-ar.gov/384/GIS-Interactive-Maps>)*

### **STEP 2: Apply Online through the Citizen Self Service (CSS) Portal.**

- Utilize the URL link below to set up an account then apply for the Fireworks – Outdoor Vendor permit:  
[www.fayetteville-ar.gov/mycitybusiness](http://www.fayetteville-ar.gov/mycitybusiness)

### **STEP 3: Upload the following attachments to your online application:**

- Consent of Owner Form. *(See attached form on Page 2 below)*
  - Written authorization, signed by the property owner or legal representative of record, stating that the outdoor vendor is permitted to operate on the subject property for a specified period of time.
- Site Plan.
  - A detailed site plan with location of tent or area of sale of fireworks that includes the following:
    1. 50-foot setback dimensioned from any street right-of-way. *(For the purposes of determining required setback distances, support ropes and guy wires shall be considered as part of the tent or canopy.)*
    2. 20- foot unobstructed fire apparatus access (fire lane) dimensioned on all sides of all tents, canopies and membrane structures unless otherwise approved. *(Fire lane must be free from guy ropes or other obstructions.)*
    3. 20-foot dimension shown from any lot line, building, other tents, canopies or membrane structures, parked vehicles, or internal combustion engines.
    4. 250-foot dimension shown from any fuel dispensing facility.
    5. 20-foot dimension shown from any generator or other internal combustion power sources.
    6. 20-foot dimension shown from any electrical meter base, electric panel, and supply cord plugs to a power source.
- Proof of Insurance.
  - Provide proof that the specific location being proposed is insured by an insurance company licensed to do business in the State of Arkansas for \$1,000,000.00.

### **STEP 4: Once the online application has been marked as received and verified by City Staff:**

- Payment in full of applicable fees for processing the application. *(\$500.00)*
  - Once verified, the application fee will then be invoiced for payment online or via cash/check/money order.
- Senior Planner Review.
  - The City of Fayetteville Senior Planner will be notified that their review is needed. *(Please be ready to respond to any communication by the Planning Division.)*

### **STEP 5: Final Planning Division Review/Approval:**

- Development Review Manager Final Planning Division Review and Approval.
  - Once the Senior Planner Review above is complete the Development Review Manager will be notified that their final review and signature is needed. *(Please be ready to respond to any communication by the Planning Division.)*

### **STEP 6: Fire Marshal Final Inspection:**

- City of Fayetteville Fire Marshal's Office Final Inspection:
  - The applicant must contact the Fire Marshal's Office at 479-444-3448 once the permit is issued to coordinate the final inspection before opening for sales.
  - Inspections are to be scheduled between June 20<sup>th</sup> and July 1<sup>st</sup>. *(See attached sheet on Page 3 below for Fire Marshall Review Criteria.)*

***For questions about the application process above, please contact the Planning Division at, 479-444-3443.***



## **Fire Marshall Review Criteria:**

- Structures (tents)
  - Fireworks may not be stored or sold in a permanent structure.
  - Tents or canopies must be adequately roped, braced and anchored to withstand elements of weather and prevent against collapsing.
  - Tents or canopies shall be composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701.
  - Tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.
- Location
  - Tents or canopies shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.
  - Electrical service to include meter bases, electric panels and supply cord plugs to a power source are not permitted within 20 feet of the stand/tent.
  - Tents or canopies shall not be located within 250 feet of a fuel dispensing facility.
  - Fireworks stands/tents must be located a minimum of 50 feet from any street right-of-way line.
  - For the purposes of determining required setback distances, support ropes and guy wires shall be considered as part of the tent or canopy.
  - An unobstructed fire apparatus access (fire lane) not less than 20 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, canopies and membrane structures unless otherwise approved by the fire code official.
- Means of Egress
  - Exits shall be spaced at approximately equal intervals around the perimeter of the tent or canopy, and shall be located such that all points are 100 feet or less from an exit.
  - Tents or canopies shall have at least two (2) exits; the width of each exit shall not be less than 48 inches.
  - The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at height of less than 8 feet. The surface of means of egress shall be maintained in an approved manner.
- Combustible Materials
  - The areas within an adjacent to the tent shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 20 feet of the structure. Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.
- Smoking.
  - Smoking shall not be permitted in tents or canopies. Approved "No Smoking" signs shall be posted conspicuously at each entrance.
- Fireworks discharge.
  - Fireworks shall not be ignited, discharged or otherwise used within 300 feet of the fireworks sales area.
- Open or exposed flame.
  - Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or canopy.
- Fire extinguishers.
  - Every fireworks stand shall have not fewer than two portable fire extinguishers with a minimum rating of 2A.
- Clearance.
  - There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents located inside the tent or membrane.
- Flammable and combustible liquids.
  - Flammable-liquid-fueled equipment shall not be used in tents or canopies.
  - Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or canopies.
  - Refueling shall be performed in an approved location not less than 20 feet from tents or canopies.
  - Generators or other internal combustion power sources shall be separated from tents or canopies by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.
- Sales Period.
  - Fireworks sales are permitted between June 28<sup>th</sup> and July 5<sup>th</sup>. Sales outside this period will result in a void permit and the Fire Marshal will require the operation to cease.
- Signage.
  - A sign shall be conspicuously posted which states: "THE DISCHARGE OF BOTTLE ROCKETS OR FIREWORKS THAT TRAVEL ON A STICK IS PROHIBITED IN THE CITY OF FAYETTEVILLE". (see attached page 4 if needed)

***For questions specific to the Fire Marshal Review Criteria above, please contact the Fire Marshal's office at 479-444-3448.***

# NOTICE

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**THE DISCHARGE OF BOTTLE  
ROCKETS OR FIREWORKS THAT  
TRAVEL ON A STICK IS PROHIBITED  
IN THE CITY OF FAYETTEVILLE**

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Please use all fireworks responsibly  
and have a fire safe holiday!

