



# City of St. Marys Kansas

Instructions for obtaining a Public Fireworks Display permit. To whom it may concern:

The information requested below and on attached documents is derived from the City of St. Marys **City Ordinance #868, Kansas Statutes Annotated 31-133, State Fire Marshal Regulations, and Kansas Administrative Regulation 22-1- 3, Outdoor Display of Fireworks.** This regulation adopts the National Fire Protection Association's Pamphlet No. 1123, Fireworks Display, including appendices a, b, c, d, and e, as the reference manual for fireworks displays.

It is the intention of the City of St. Marys to have a safe and enjoyable public fireworks display. The City of St. Marys will take all the necessary steps to insure this goal is met. The following information is provided to insure all State and Local laws and ordinances are complied with and that, if necessary, emergency and other agencies are informed so they may make necessary schedule adjustments to prepare and be ready for the display.

**Prior to the issuing of the fireworks display permit, the completed application and other requested information shall be turned in to the Zoning Administrator no less than 30 days prior to the display.**

The Fire Chief will review the application and its contents. Upon completion of the review, the Fire Chief will forward the information to the necessary city departments for review. Once city staff has reviewed the information, a letter of acceptance will be issued to the applicant. The applicant will take the approval letter to the City Commission for final approval if the display is to be located on city owned property. The City Commission may approve or disapprove of the location. Upon receiving approval from the City Commission, the permit will be issued by the Fire Chief. Exception: If the display is to be located on private property, City Commission permission is not required and the permit will be issued upon approval of staff.

If you have any questions regarding this letter or any of the contents of this packet, please contact this office.

Sincerely,

Dan Marstall  
Fire Chief

# Required Permit Information

Application Date: _____	Date of Display: _____
Estimated Time of Display: _____	Estimated Duration of Display: _____
Number of aerial fireworks: _____ _____	
List the number/diameter/and size of the aerial fireworks: _____	
Number and size of ground works (if any): _____	
Company Discharging Fireworks: _____	
Company Address: _____	
Contact Person: _____	Phone: _____
Name of Permit Applicant: _____	
Phone: _____	
Address: _____	
Name of Contact Person: _____	
Contact's Phone Number: _____	Cell: _____
Fireworks Company: _____	
Phone: _____	
Insurance Company: _____	Policy Amount: _____
Name of Sponsoring Business/Organization: _____	
Address: _____	
Contact's Number: _____	Cell: _____
Name of person in charge during the night of the display: _____	
Phone Number: _____	Cell: _____

The following is a checklist of items required to be submitted with the completed application. This checklist is derived from the requirements of NFPA 1123.

- Set up an appointment with city staff to inform staff, of the intended display and to facilitate joint cooperation and the involvement of the various city departments.
- Provide site map (see attached, example) of discharge area showing display layout to include any buildings, trees, streets, power lines, or other obstructions and indicate the use of the property within 300 feet of the discharge area.
- Site map shall be drawn to an acceptable scale, i.e. 1/4" = 1 foot.
- Site map shall show the layout of all items placed inside the fenced area, to include all fireworks, lighting facilities (for fireworks), fire extinguishers, etc.
- Site map shall show the required fence placement to protect the discharge area from unauthorized entry.
- Indicate how perimeter fence will be monitored (policed) to keep persons out of the firing area.
- Provide copy of all operators "Kansas commercial fireworks operations license" for all "operators" working the display.
- Provide a list of names and ages of any and all other company employees or company volunteers involved in the display operations, to include anyone within the fenced area and others outside the fenced area.
- Provide a copy of the insurance cover letter showing required public liability insurance protection. Any insurance cover letter showing a deductible on the policy shall have as an attachment to the policy, a notarized statement from the procurer of the insurance policy, indicating the procurer will provide coverage for the deductibles listed on the policy through the procurer's company.
- The contractor will be responsible for the set-up, tear down and cleanup of the immediate firing area.
- It is the responsibility of the contractor to coordinate with the various city entities of the city for necessary city assistance, i.e. Police Chief for event security, Fire Chief for Fire Department stand-by, and Director of EMS for emergency medical responses, street department for street or area blockades and other necessary contacts.

## Site Map showing layout and minimum secured (fenced in) distances.

A.3.2.3. Figure A.3.2.3. illustrates some of the requirements for a permitted display site where mortars are placed vertically such as might be the case for an electrically ignited display.

FIGURE A.3.2.3. Typical layout for a display site with vertically positioned mortars.

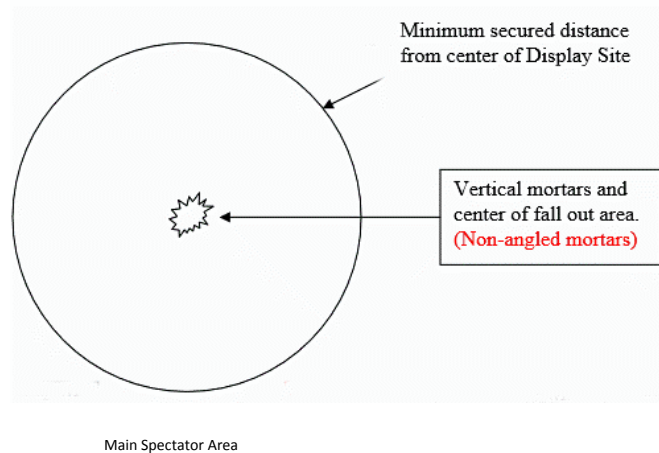
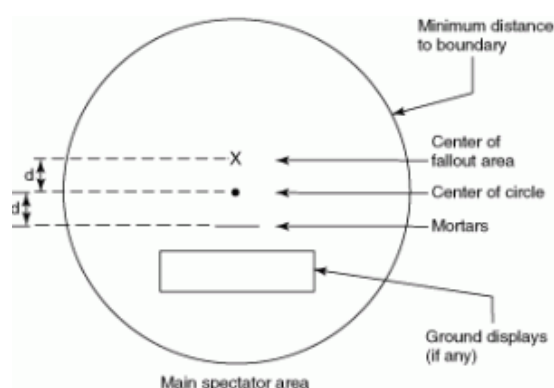


FIGURE A.3.2.3.1. Typical layout for a display site using angled mortars. The distance,  $d$ , shall be at least  $1/6$  but not more than  $1/3$  the radius of the circle, indicating the minimum distance to the secured boundary.



A.3.2.3.1 Figure A.3.2.3.1 illustrates some of the requirements for a permitted display site where aerial shells are to be stored at the discharge site for subsequent loading into mortars during the display, such as might be the case for a manually ignited display.

### Figures and Code Text Copyright NFPA:

**Table 3.1.3 Distances for Outdoor Fireworks Display Sites: Minimum Separation Distances from Mortars to Spectators for Land or Water Displays**

Mortar Size <sup>1</sup>		Minimum Secured Diameter of Site <sup>2</sup>		Vertical Mortars <sup>3</sup>		Angled Mortars <sup>4</sup> $1/3$ offset		Mortars to Special Hazards <sup>5</sup>	
in.	mm	ft	m	ft	m	ft	m	ft	m
<3	<76	280	85	140	43	95	29	280	85
3	76	420	128	210	64	140	43	420	128
4	102	560	171	280	85	190	58	560	171
5	127	700	213	350	107	230	70	700	213
6	152	840	256	420	128	280	85	840	256
7	178	980	299	490	149	320	98	980	299
8	203	1120	341	560	171	370	113	1120	341
10	254	1400	427	700	213	460	140	1400	427
12	305	1680	512	840	256	560	171	1680	512

>12 requires the approval of the authority having jurisdiction.

<sup>1</sup> See 2.1.1.

<sup>2</sup> See 3.1.3.

<sup>3</sup> See 3.2.3.

<sup>4</sup> See 3.2.3.1. Note that for angled mortars, the minimum secured diameter of the display site does not change. Only the location of the mortars within the secured area changes when the mortars are angled.

<sup>5</sup> See 3.1.3.2. Note that this is only the distance to the special hazards. The minimum secured diameter of the display site does not change.