

TEMPORARY RETAIL FIREWORKS STAND USE PERMIT APPLICATION

City of Spring Hill, Tennessee
Planning Department

5000 Northfield Lane, Ste. 520, Spring Hill, TN 37174
(931) 486-2252 Fax (931) 486-3596



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An application for a Temporary Retail Fireworks Stand permit application must be submitted to the Planning Department and comply with the submittal requirements specified in this application and applicable code sections. Applications shall include a completed application and all documents required in the permit application checklist. Title 7, Chapter 7 of the City of Spring Hill Municipal Code contains regulations specific to Fireworks and the permitting of retail stands. Article 13.9 of the Unified Development Code contains information for temporary use permits. Temporary uses are also listed in Table 8.1, Use Matrix, and Article 8.4 provides the Temporary Use Standards for selected temporary uses.

**A Temporary Retail Fireworks Stand permit application will not be accepted more than 90 days prior to June 25 or December 23, depending on the requested dates of operation. Reviews will be completed within 30 days of submittal.**

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Date: _____

Application for Retail Sales Period (Check only one):

June 25 through July 4

December 23 through January 1

Address/Site Location: _____

Setup Date: _____ Removal Date: _____

Applicant Name: _____

Business Name: _____

Permanent Business Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

State of Tennessee Sales Tax Number _____

Description of Fireworks to be sold: _____

How will fireworks products be secured when not open for sales? _____

INSURANCE COVERAGE

Amount of Liability Coverage _____

Insurance Company Name _____

Company Address _____

Name of Insurance Agent _____

Telephone _____ Fax _____

Email _____

No permit shall be granted to any person until the applicant has provided proper documentation demonstrating the applicant has public liability insurance coverage for personal injury and property damage with the City of Spring Hill named as additional insured. Applicant must provide copy of Certificate of Insurance.

TYPE OF PERMIT REQUESTED (check only one):

- | | | |
|--------------------------|---|------------|
| <input type="checkbox"/> | Retail Sales Permit (June 25 through July 4) | \$2,500.00 |
| <input type="checkbox"/> | Retail Sales Permit (December 23 through January 1) | \$1,000.00 |

Retail Sales Permits also require payment of a \$500.00 clean-up deposit that is refundable to applicant upon inspection of the premises by the City of Spring Hill to confirm all debris and refuse has been properly removed from the site.

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**PROPERTY OWNER(S) OR AUTHORIZED AGENT:**

I/We certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filling. (If signed by the authorized agent; a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

**Property Owner Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Authorized Agent Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**APPLICANT OR REPRESENTATIVE:**

I hereby certify that I have read Chapter 7, Sections 7-701 through 7-712 of the Spring Hill Municipal Code and Ordinance No. 18-28. I agree to abide by these Ordinances. I also certify that I have read and examined this application and check-list and know the same to be true and correct. All provisions of laws and ordinances governing this type of use and all permits required by the City of Spring Hill or other entity will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of this permit.

**Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**\*FOR STAFF USE ONLY\***

**Date Application Received:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Complete:** \_\_\_\_\_

**Building Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Engineer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Marshal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Decision of Planning Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conditions of Approval:**

\_\_\_\_\_

\_\_\_\_\_

## TEMPORARY RETAIL FIREWORKS STAND PERMIT APPLICATION CHECK-LIST

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1.  | A cover letter describing the nature of the application, the site <b>address/location</b> , <b>dates of operation</b> (including set-up and take-down), hours of operation, <b>applicant address</b> and contact information (mobile phone, other), a management plan which should cover operating rules and security provisions, and any other important information. (permit is valid only from June 25-July 4 and December 23-January 1). Note, permit must be obtained two weeks prior to the sale dates.                                                                                    | <i>No sales on July 5<sup>th</sup>. 3 days to remove tent.</i> |
| 2.  | A completed application that is signed by the property owner and the permit applicant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |
| 3.  | A letter or contract signed by the property owner (or authorized agent of the owner) that provides written permission by the property owner to the applicant to conduct retail fireworks sales on the property.                                                                                                                                                                                                                                                                                                                                                                                  |                                                                |
| 4.  | Property must be <b>zoned</b> C-4 or C-5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                |
| 5.  | Proof of <b>liability insurance</b> and other required coverages. (Certificate of Insurance to be provided with completed Application). Must name City of Spring Hill as an additional insured, a min. of \$2,000,000 per occurrence.                                                                                                                                                                                                                                                                                                                                                            |                                                                |
| 6.  | Copy of state license issued by the State Fire Marshal's Office (must contain name of applicant). <i>Must submit prior to sales.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                |
| 7.  | Certificate of Flame Resistance for tent. Must meet current IBC and Life Safety Code (NFPA 101), certified by Fire Marshal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |
| 8.  | Maximum <b>tent size</b> is 3,200 sq. ft. (storage of fireworks in a permanent building must meet Section 7-706 of Ordinance 18-28). Tent to comply with NFPA 101 and International Building Code. <i>Will the tent have sides? If so, identify exits.</i>                                                                                                                                                                                                                                                                                                                                       |                                                                |
| 9.  | Copy of City of Spring Hill <b>Fire Marshal</b> permit for sales. <i>To be inspected after set-up and prior to opening.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |
| 10. | A <b>site plan</b> that includes the dimension of the lot, size and location of any temporary structure and signage, setback of any structures from the right-of-way, location of any lighting to be installed exterior to the tent, location of other structures in the area that are occupied, location of and distance to any nearby residences and fuel outlets, and the location of any generator or electrical service. Additionally, the site plan should show the ingress/egress points to the site and to any structures and the location and number of parking spaces (minimum of 12). |                                                                |
| 11. | A <b>lighting</b> plan describing all lighting to be installed exterior to the tent in compliance with the UDC. <i>Should be placed to direct light away from roads, residences and other property.</i>                                                                                                                                                                                                                                                                                                                                                                                          |                                                                |
| 12. | <b>Permit fee</b> required is \$2,500 summer and \$1,000 winter, for 10 day period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                |

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|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 13. | Payment of \$500 clean-up <b>deposit</b> , per location.                                                                                                                                                                                                     |  |
| 14. | Identify signage to be used during the sales event. <i>Subject to Building Department review.</i>                                                                                                                                                            |  |
| 15. | Required use of “Fireworks - No Smoking” <b>signs</b> , min. 4” letters. Show location. Provision of a minimum class 2A fire extinguisher and pressurized water fire extinguisher shall be provided.                                                         |  |
| 16. | Fireworks retail sales structures (tents) shall be a minimum of <b>500’</b> from any occupied residence or Residential District, public or private educational facility, public building, or hospital. <i>Provide distances on plan to tent and trailer.</i> |  |
| 17. | Fireworks retail sales structures (tents) shall be a minimum of <b>1,000’</b> from a fuel outlet or fuel storage facility, and no less than <b>50’</b> from any property line or right-of-way.                                                               |  |
| 18. | Fireworks sales are not permitted on any site where a single existing retail business operates from a building >10,000 sq. ft. in area.                                                                                                                      |  |
| 19. | A fireworks sales lot shall not be less than <b>2,500 feet from other</b> similar uses. A maximum of four (4) retail fireworks sales permits are permitted.                                                                                                  |  |
| 20. | Site to provides a min. of <b>12 gravel or paved parking spaces</b> for off-street parking compliant with ADA. No backing of vehicles into the right-of-way.                                                                                                 |  |
| 21. | Inspection by the Fire Marshal and/or Building Official for code compliance after setup.                                                                                                                                                                     |  |
| 22. | This completed check-list. Review Article 7, Chapter 7, Fireworks, of the City Code for more information.                                                                                                                                                    |  |