



**PREVENTION AND TECHNICAL SERVICES MANUAL**  
**ADMINISTRATIVE REQUIREMENTS**  
**301.007 FIREWORKS STANDS**  
**EFFECTIVE: JANUARY 2017**

## SCOPE

Approved Fireworks Stand requirements and illegal fireworks guidelines.

## PURPOSE

The purpose of this policy is to outline requirements of possession, use, storage, sale, and/or display of Safe and Sane and/or Illegal fireworks.

## SAFE AND SANE FIREWORKS

An organization or corporation interested in selling Safe and Sane fireworks within the City of Selma (City) must first obtain a current Selma Fire Department (Department) Fireworks Application from any fireworks vendor registered with the California State Fire Marshal.

Fireworks stand applications will be available to fireworks vendors beginning February 1, or the first business day thereafter, at Selma City Hall:

Fireworks vendors must return completed applications to the Department's Prevention Division by 3:00 p.m. on the last business day of February.

To ensure acceptance of the application, the following information must be provided and approved:

1. Name of Organization: Provide the complete title of the organization. Do not use abbreviations.
2. Organizations Headquarter Address: Provide the physical address of the organization's headquarters. This address must be located within City limits. Post office box addresses are not acceptable as a headquarter address.

3. Contact Persons: List two (2) officers of the organization and provide a minimum of two (2) contact phone numbers for each officer.
4. Federal Tax ID Number: Fill in the organization's Federal Tax ID number and the state in which the tax exemption was issued. (It is no longer required to submit copies of a Federal Tax ID number.)

Federal Tax ID numbers shall be verified prior to submittal of an application to the Department as follows:

A. Go to:

<http://apps.irs.gov/app/eos/revokeSearch.do?searchChoice=pub78&dispatchMethod=selectSearch>.

(If the name of a subject organization is listed in this document electronically, hold the CTRL key and click on the link.)

B. Once on the website, select the option "Are eligible to receive tax-deductible contributions".

C. Enter the Tax ID number in the EIN box and click search. Do not verify by the organization name without verifying by the Tax ID number.

D. If an organization is not listed on the IRS website, it is the responsibility of that organization to inquire with the IRS as to why they are not listed. If an organization is not on the IRS website, by the application due date, they will not be considered for the current year's lottery drawing.

5. The application must be accurately completed, legible, signed by vendor and non-profit organization, and submitted no later than the due date referred to above.
6. All organizations or corporations interested in obtaining a permit to sell Safe and Sane fireworks must meet all the provisions set forth in this section and the provisions in the *Selma Municipal Code*.
7. Submittal of more than one (1) application by an organization shall be grounds for denial of all applications. There are no exceptions to this requirement.
8. A Federal Tax ID number shall be verified by Department personnel to ensure duplicate numbers have not been submitted. If a duplicate number is identified, a random pre-drawing will take place with the duplicate numbers to determine the one organization which will remain in the lottery.

9. Vendors will bring the applications to be reviewed on the last business day of February no later than 3:00 p.m. Applications shall be reviewed by Department personnel whereupon vendors shall be notified of any corrections needed and/or denial of an application within 72 hours of submittal. Corrected applications shall be submitted by the first Monday of March, or the first business day thereafter by 4:00 p.m.
10. Should the fireworks stand application be denied for any reason, the organization will not be entered into that year's lottery drawing.
11. Once an application has been successfully submitted and approved, the organization will be assigned a number for the lottery drawing.
12. Failure to meet all requirements in this section or in the *Selma Municipal Code* by the due date and time shall be grounds for denial of an application.
13. The Fire Chief and/or designee shall make the final decision regarding a denial or approval of an application.

## LOTTERY

1. The City of Selma allows only 10 fireworks stand permits within the city limits.
2. In the event that one or more vendors does not pick up an application to renew their permit a lottery will take place.
3. The lottery will take place at Selma City Hall, in the Council Chambers, located at 1711 Tucker Street, on the first Wednesday in March at 10:00 a.m.
4. A lottery system consisting of table tennis balls marked with each participant's assigned number shall be used in conjunction with a squirrel cage for the drawing. Department personnel will select thirty (30) new participants. Additional numbers will be selected in order to establish an alternate list.
5. On the day of the drawing, vendors will receive a list of organizations and their corresponding numbers.
6. After the new organization(s) is/are drawn, vendors will then assume the responsibility of contacting all organizations to assist them in completing the necessary documentation in order to obtain a permit to sell Safe and Sane fireworks.

## ADDITIONAL SUPPLEMENTAL DOCUMENTATION REQUIRED

All additional documents are required on the day the permits are due to Selma Fire Headquarters.

1. Fireworks Stand Location Address
  - A. Note: Fireworks stands shall be allowed only on City property which is currently developed and zoned for commercial use C-1 through C-6 and CP. Public safety, ingress, egress, and adequate parking will be additional factors considered by the Department before approving any site for fireworks sales.
2. A currently dated "Property Owner's Release", signed by the property owner, giving permission to erect a fireworks stand on their property, is required. This form shall include the following:
  - A. The organization to which permission is being granted.
  - B. The property address for which permission is being granted.
  - C. Verbiage stating the organization has permission to use the property for the location of a fireworks stand.
    - i. Property owner's name and address.
    - ii. Property owner's signature and current date of signature.
3. Throughout the life of the permit, the applicant shall pay for, and maintain in full force and effect, policies of insurance as required by the City's Risk Manager. The policies of insurance shall name the City, its officers, officials, agents, employees, and authorized volunteers as additional insureds. The applicant shall submit current proof of insurance in a manner authorized by the City's Risk Manager.
4. A dimensioned site plan (not to scale) containing all of the following:
  - A. A drawing reflecting all areas within one hundred feet (100') of the proposed fireworks stand.
  - B. If storage is located at the same location as the fireworks stand, a drawing reflecting all areas within one hundred feet (100') of the proposed and storage container is required.

- C. A drawing reflecting all adjacent buildings, property lines; burnable materials, grass or vegetation not within thirty-five feet (35') of the fireworks stand.
  - D. A drawing reflecting any gasoline pump or distribution point that is at least one hundred feet (100') from the fireworks stand.
  - E. A drawing reflecting fireworks stand location at least ten feet (10') from any public roadway or public sidewalk.
  - F. A drawing reflecting the storage container at least thirty-five feet (35') from the fireworks stand and any other building.
5. Every fireworks stand for permit shall be accompanied by an Office of the State Fire Marshal Retail Fireworks Application (with current year's sticker).
  6. Each applicant shall submit for a Temporary Seller's Permit from the City of Selma Finance Department valid through the end of the organization's sales date.
  7. Each applicant shall execute an Indemnification and Hold Harmless Agreement as required by the City's Risk Manager.
  8. Every application for a permit shall be accompanied by a non-refundable application fee established by resolution of the Selma City Council and set forth in the Master Fee Schedule. This application fee shall be in addition to any fee or tax imposed by any other chapter or article of the *Selma Municipal Code* or within this section. The cost for the fireworks season permit will be two hundred and forty nine dollars (\$249.00 or current fee) made payable to the City.) \$50 dollars of the fee is refundable after the stand is taken away. Each permit shall be for only one (1) fireworks stand per eligible organization.
  9. When all application requirements have been completed, the fireworks stand location has been approved, and Risk Management has approved the insurance certificate, the Department shall authorize erection of a fireworks stand.

### USE OF ALTERNATES

1. If one of the thirty (30) newly selected organizations or thirty (30) previous organizations resigns or loses its position to sell Safe and Sane fireworks, an alternate may be chosen. It will be the vendor's responsibility to contact the Department if an alternate position becomes available. If the Department is not notified, or the due dates have passed, the slot will remain vacant for the fireworks season.

## OPERATOR SAFETY SEMINAR

1. Each year, one or more representatives from each organization or corporation that is granted a permit to sell and/or display fireworks shall attend a stand operator safety seminar conducted by the fireworks industry. Failure of an organization or corporation to have a responsible individual attend the seminar shall result in the revocation of their permit to sell and/or display fireworks.

## INSPECTION APPOINTMENTS

1. The organizations with approved documentation will be contacted for an inspection appointment by the Selma Fire Prevention Bureau. The fireworks booth inspections will be conducted on the first business day prior to June 28 or the day that the vendor intends to open after June 28. The morning inspection appointments will begin at 8:00 a.m., the afternoon inspection appointments will begin at 1:00 p.m.
  - A. Initial fireworks booth inspection appointments are a one hour block.
  - B. Organizations shall have their fireworks booth set up with all items on Appendix D ready to be inspected, by the beginning time of their assigned four hour time block.

## FIREWORKS STAND INSPECTIONS

1. The initial fireworks stand inspection will be conducted on the day and time block assigned by the Department's Fireworks Coordinator.
  - a. If a re-inspection is required, appointments will be conducted on a first-come, first-served basis, and conducted on the next available business day after June 28.
    - A. A re-inspection will not be conducted until the re-inspection fee has been paid. The re-inspection fee is based on the current Master Fee Schedule.
    - B. These fees are payable to the "Selma Fire Department", and must be submitted to the Selma Fire Department Headquarters.
    - C. Upon payment of the fee, the organization will be assigned a day and time block for their re-inspection.
2. See Appendix D for a list of items which will be verified at the time of the initial inspection and during the daily inspections conducted by the Department.

3. Permits are effective only after the Department has conducted the initial inspection confirming compliance with all requirements.
4. Once the permit is issued, it must be posted in a conspicuous location inside the fireworks stand during times of operation, along with the following:
  - A. State Fire Marshal's license.
  - B. Temporary Seller's Permit from the State Board of Equalization.
  - C. Certificate of Insurance.
  - D. Name and contact information of at least two people responsible for the operation of the fireworks stand.
5. Permits are not transferable to any other organization.
6. It is unlawful for any person to sell Safe and Sane fireworks within the City without a permit issued by the Fire Chief or designee. If an organization is selling Safe and Sane fireworks without a permit, the individual or organization could face a fine of up to four times the standard permit amount, two thousand five hundred and four dollars (\$2,504.00) and face possible criminal charges.
7. It is unlawful for any person to sell or transfer any Safe and Sane fireworks to a consumer or user from any place other than a currently permitted fireworks booth. The sale of Safe and Sane fireworks and/or money(s) for those fireworks shall only be exchanged in a temporary fireworks booth which has been currently permitted by the Department.
8. All officers, agents, and employees of the eligible organization shall be responsible for compliance with all provisions of these standards.

#### TEMPORARY FIREWORKS STANDS

1. All retail sales of Safe and Sane fireworks shall be permitted only from within a temporary fireworks stand. The sale from any other location (i.e., building, structure or vehicle) is prohibited.
2. Stands are preferred to be on paved surfaces; however, unpaved surfaces may be approved.
3. No other items, such as food or drinks, shall be sold in conjunction with, inside or within thirty feet (30') of a fireworks stand.
4. Fireworks stands may not obstruct any handicapped parking stall.

5. Fireworks stands need not comply with the provisions of the *California Building Code*; however, all stands shall be erected under the supervision of the fireworks vendor. Vendors shall require fireworks stands to be constructed in a manner which will reasonably insure the safety of attendants and patrons.
6. If stands are operated at night, only cool electric lights (LED or Fluorescent) may be used. **Open splices are prohibited** and all wiring must be protected from physical damage and weather. Exposed light bulbs shall be protected with covers, cages, or screens.
7. No fireworks stand shall have a floor area in excess of seven hundred fifty square feet (750').
8. Each fireworks stand shall have at least two (2) exits. The exits shall be located and provided on opposite sides. Each exit shall be at least thirty-two (32") wide, six feet and eight inches (6'-8") in height, shall swing in the direction of exit travel and shall be clear at all times.
9. Fireworks stands with three (3) sides and open from the back will not require exits.
10. The frame of a fireworks stand and the lower half may be wood or metal.
11. The area above the display counter may be wire mesh with solid sides or wire mesh all around. The front counter area open for sales shall be located four feet (4') from the bottom edge of the fireworks stand and continue for no more than eighteen inches (18") in height for open area. The lath wire will continue to the roof.
12. The maximum fireworks stand length shall be no longer than thirty two feet (32').
13. Two approved sources of extinguishment must be present, multipurpose 2A:10BC or 2 ½ gallon water portable fire extinguisher or Garden Hose that can reach the stand must be provided in the fireworks stand sale area. It must be in operating condition with an up-to-date inspection tag indicating the fire extinguisher has been serviced within the past year.
14. Fireworks stands shall be located on currently developed commercial zoned parcels or a location approved by the Fire Chief or designee. The approved zone designations are *Zoning Code*, C1-C6 and CP.
15. Fireworks signs, sandwich boards, and advertisements shall be limited to the booth and no more than thirty feet (30') surrounding the booth. Starting in the 2011 fireworks season, a special provision was made to allow sandwich boards and additional decorations from June 28 until July 6 only.



16. Due to a possible traffic hazard, sales/advertising representatives will not be allowed on traffic medians.
17. Rotating beacons, strobe lights, or similar devices are not allowed.
18. No tarp or canopy shall be attached to or placed within two feet (2') of a fireworks stand, shall not be larger than the fireworks stand, and, if the canopy is larger than twenty feet by twenty feet (20'x20') there shall be a tag on the canopy showing it is flame retardant treated.
19. Fireworks shall not be displayed or moved into the fireworks stand until the first day of allowed sales, on June 28 at 12:00 p.m., or just prior to the initial inspection.
20. All temporary fireworks stands shall be disassembled and removed no later than July 8 at 5:00 p.m.

#### OPERATION OF A FIREWORKS STAND

1. No person shall sell fireworks to any person under the age of sixteen (16).
2. The sale of Safe and Sane fireworks shall begin no earlier than noon on June 28 and shall not continue after noon on July 6 of the same year. The sale of Safe and Sane fireworks shall be permitted only from 9:00 a.m. to 10:00 p.m. daily, except on June 28 when the hours shall be 12:00 p.m. to 10:00 p.m., and on July 6 when the hours shall be 9:00 a.m. to noon.
3. No entity other than the permitted organization or corporation shall operate the stand for which the permit is issued or share, or otherwise participate, in the profits of the operation of such stand.
4. No persons other than the individuals (volunteers) who are members of the permitted organization or corporation, or the spouses, immediate family, parents or adult children of such members shall sell or otherwise participate in the sale and/or display of Safe and Sane fireworks at such stand.
5. No person shall be paid any consideration by the permitted organization or any wholesale distributor of Safe and Sane fireworks for selling or otherwise participating in the sale of fireworks at such stand, provided, however, that compensation may be paid for security personnel during non-sale hours and to the party authorizing location of the stand on their property.
6. The person responsible for the fireworks stands shall instruct all workers who handle fireworks in any capacity of the hazards and with the rules and safety precautions governing fireworks.

7. Workers shall be trained in emergency procedures; including use of the fire extinguisher (may be tested at random).
8. No person shall use or handle fireworks while under the influence of intoxicating liquids or narcotics. Alcohol and narcotics are prohibited within the fireworks stand.
9. All persons involved in the sale of Safe and Sane fireworks shall be at least eighteen (18) years of age. Proof must be shown at any time when requested by Fire officials. Failure to produce a valid picture identification upon request may result in revocation of a fireworks sales permit for the remainder of the daily sales period, and/or a fine of one thousand dollars (\$1,000.00). Any person sixteen (16) or seventeen (17) years old, who is affiliated with the organization, may help stock and work in the fireworks stand, however, may not handle the money or sell Safe and Sane fireworks.
10. Smoking shall be prohibited where fireworks are stored, handled or sold.
11. Sleeping is not permitted at any time inside a fireworks stand for any reason.
12. The premises shall be maintained in a clean, neat, and orderly condition at all times and kept free from any condition that would create a fire hazard. Empty boxes are not to be stored behind the fireworks booth.

#### GENERAL REQUIREMENTS FOR PERMITTEES

1. "NO SMOKING" signs shall be prominently displayed on all sides of a fireworks stand, in both English and Spanish. Each sign shall reflect the words "NO SMOKING" in red letters not less than two inches (2") in height with a minimum one-half inch (1/2") stroke on a white background.
2. No fuel-powered or similar equipment shall be allowed within thirty five feet (35') of a fireworks stand.
3. On-site storage of fireworks shall IS NOT permitted in the City Of Selma limits.
4. Any other task or item not covered in this standard could be subject to an eighty-one dollar (\$81.00) fee (or current Master Fee Schedule fee) as seen fit by the Fire Chief or designee.
5. Safe and Sane fireworks can be used or discharged in the City of Selma year round (365 days a year) between the hours of 7:00 a.m. and 10:00 p.m., except for the period of June 28 to July 6, when use and discharge will be allowed between the hours of 7:00 a.m. and 12:00 a.m.

## REVOCACTION OF PERMIT

1. The Fire Chief or designee may revoke, immediately and without notice or hearing, the permit of any permittee who violates any section within this standard or the *Selma Municipal Code*.

## SAFETY FLYERS

1. All fireworks vendors will be required to supply the Department with at least two hundred (200) safety flyers per fireworks stand in which they are sponsoring no later than the first Wednesday in May.

## ADMINISTRATIVE FINES

1. In addition to any other remedy available at law, any person or entity who possesses, uses, stores, sells and/or displays dangerous fireworks or any person or entity who possesses, uses, sells and/or displays Safe and Sane fireworks on or at dates, times, and/or locations other than those permitted by this section are subject to an administrative fine of not less than one thousand dollars (\$1,000.00) and a disposal fee of two hundred and fifty dollars (\$250.00) for each such offense.
2. Any violation of these regulations or any City ordinance, or the terms and conditions of the permit, or State Law or Administrative Regulations, or safety rules of the Department shall be grounds for immediate revocation of the permit.
3. The officers, agents, and employees of the eligible organization shall be responsible for compliance with all provision of these regulations.

## SEIZURE OF FIREWORKS

1. The Fire Chief or designee shall seize, take, remove or cause to be removed and destroy, at the expense of the owner, all stocks of fireworks offered or exposed for sale, stored or held in violation of this standard operating procedure.

## APPEAL

1. A citation issued for failure to comply with the provisions of this section may be appealed pursuant to *Selma Municipal Code*.
2. The denial of an application for a fireworks permit may be appealed pursuant to *Selma Municipal Code*. If no appeal is filed within the time prescribed, the action of the Fire Chief or designee shall be final.

3. The administrative citation penalty may become a special assessment or a lien against the property of any person who is issued a citation for violation of the provisions of this section. This shall include the property of a minor who is issued a citation and/or the property of the parent(s) or guardian(s) having custody and control of the minor. The procedures set forth in *Selma Municipal Code*, shall be followed for the imposition of a special assessment or lien.
4. A minor and the parent(s) or guardian(s) having custody and control of said minor, are jointly and severally liable to the City for any administrative citation and or penalty issued for failure to comply with the provisions of this standard.