



City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

SALE OF CONSUMER FIREWORKS
PERMIT APPLICATION¹

This application must be filled out legibly, in black ink, either hand printed or typewritten

APPLICANT:

This party shall receive determinations and notices associated with this application, and shall be the City’s point of contact for processing this application. If additional parties, please provide additional names and information as an attachment.

Last Name: _____ First Name: _____

Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Physical Address of Sales Location:

Address: _____

Assessor’s Tax Parcel Number of Property: _____

Subdivision Name: _____ Block: _____ Lot: _____

Property Owner (If Different than Applicant²):

Last Name (Business Name): _____ First Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

With my signature I acknowledge and give permission to the above named applicant to apply for this permit, to use or make changes to my property as specified within the application materials, and to complete any improvements upon my property as outlined in this application or as approved by the City of Leavenworth. I further acknowledge that I am the authorized representative to execute this permission on behalf of all owners of said property.

Signature: _____

Physical Address of Temporary Storage Facility:

Address: _____

Property Owner Last Name: _____ First Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

¹ This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

² If more than one property owner, please use additional sheets as necessary in order to provide information for each owner.

REQUIREMENTS

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.

FEES³:

- Permit Fee:\$100.00
- Deposit for Temporary Structure Removal and Clean-Up:\$500.00⁴
- Temporary Business License - one Month.....\$25.00

GENERAL INFORMATION:

- Fireworks Permits are subject to the requirements of Leavenworth Municipal Code (LMC) Chapter 8.36. The Code can be viewed online at www.cityofleavenworth.com. All drawing(s) must be on paper capable of being folded for storage in an 8 ½” x 14” file, and become the property of the City of Leavenworth.
- Unless permitted, and except where exempt, it is unlawful for any person, firm or corporation within the city of Leavenworth to manufacture, import, possess or sell fireworks at wholesale or retail for any use, to discharge fireworks at any place, to make a public display of fireworks or to transport fireworks by means other than common carrier in compliance with Leavenworth Municipal Code 8.36.
- The applicant shall have a valid license issued by the State of Washington authorizing the holder to purchase fireworks for the purpose of retail sale.
- Complete permit applications must be submitted to the City, and fees paid, by **no later than the last official business day of May** in the calendar year for which the applicant is seeking a permit.
- In addition to the other requirements of the Washington State Fireworks Law (RCW 70.77 and WAC 212-17), the applicant shall procure and maintain a policy or policies of public general liability, bodily injury and property damage insurance from a company or companies approved by the Leavenworth Fire Marshal in the minimum amount of \$1,000,000.00, single limit. The City of Leavenworth and Chelan County Fire District No. 3, and any other fire protection district providing fire protection certificates of coverage, shall be named as additional insured on such policy and shall be filed with the City of Leavenworth.
- No consumer fireworks shall be sold or offered for sale, except between the hours of 10:00 AM and 10:00 PM on July 1st through July 3rd, and between the hours of 10:00 AM and 9:00 PM on July 4th.
- The retail sale of consumer fireworks shall be permitted only from permanent buildings and temporary stands used for no other purpose than the importation, storage, wholesaling and/or retailing of fireworks, or as determined by the City Administrator or Designee in compliance with State Law; provided, that:
 1. Such structure shall be approved by the building official and fire official;
 2. The use of such structure shall conform to zoning, health, fire, safety and other applicable ordinances and regulations. Such regulations include, but are not limited to, the provisions of the LMC contained within Chapter 14.08 (Old World Bavarian Architectural Theme), 5.22 (Lighting, Noise, and Display of Stock), 5.21 (Transient Businesses), 14.12 (Off-Street Loading and Parking), and Title 15 (Buildings and Construction);
 3. The provisions of the State Fireworks Law pertaining to the operation of temporary fireworks stands shall apply to retail sales from permanent structures.
- Wholesalers distributing fireworks for retail sale in the City of Leavenworth shall conduct public service announcements during the time period of June 30th through July 4th of each calendar year. Such public service announcements shall be conducted by means sufficient to reach City of Leavenworth residents and shall provide information regarding safe handling and discharge of consumer fireworks, illegal fireworks, and restrictions on

³ Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application

⁴ Such deposit shall be supplied to the City via personal, business, or cashier’s check and is refundable upon confirmation of removal of temporary structures, launch pads, etc, cleaning of all debris from the site, and restoring the site to pre-display conditions. If the applicant removes all signs of the display, including all debris, and restores the site within two days after the end of the permitted fireworks activities, the applicant shall be entitled to the return of the deposit. If not removed, cleaned, and restored prior to that time, the \$500.00 deposit shall be forfeited and placed in the City of Leavenworth general fund and abatement proceedings will begin.

the days and times during which consumer fireworks may be lawfully discharged. Public service announcements may be jointly conducted by fireworks wholesalers.

- In addition to all other signage requirements of the State of Washington, a sign shall be conspicuously posted at each location where consumer fireworks are sold that reads as follows:

ONLY CONSUMER FIREWORKS LIKE THOSE SOLD AT THIS LOCATION MAY BE DISCHARGED IN THE CITY OF LEAVENWORTH.

DISCHARGE OF FIREWORKS IS PERMITTED ONLY BETWEEN THE HOURS OF 1:00 P.M. AND 11:59 P.M. ON JULY 3 AND JULY 4 AND BETWEEN THE HOURS OF 6:00 P.M. ON DECEMBER 31 AND 1:00 A.M. ON JANUARY 1.

DISCHARGE OF BOTTLE ROCKETS, SKY ROCKETS, MISSILE-TYPE ROCKETS, FIRECRACKERS, SALUTES, AND CHASERS IS ILLEGAL AND WILL SUBJECT THE VIOLATOR TO CIVIL PENALTIES.

- All signage, including the above and other than that expressly required by the State, shall be subject to the requirements of Leavenworth Municipal Code Chapter 14.10 Signs, shall be consistent with the Old World Bavarian Alpine theme of the City, and shall be required to receive approval of the Design Review Board when required. Contact Department of Development Services staff for information regarding signs compliant with the Old World Bavarian Alpine theme and Sign Codes.

APPLICATION INSTRUCTIONS:

- **Use the following checklist to include all of the following information, forms, and applicable drawings with your application.** Applications that do not include all the required information and drawings will not be accepted as complete and will be returned to the applicant.
 - Copy of current State of Washington Retail Fireworks License
 - Completed “Information for Transient Business” (see attached⁵)
 - Completed Site Plan (as identified within “Information for Transient Business”)
 - \$100.00 Fireworks Permit fee (non-refundable)
 - \$500.00 clean-up deposit (as applicable)
 - Temporary Business License Application (see attached)
 - \$25.00 City Transient Business License fee (non-refundable)
 - Insurance certificate(s)
 - Proof of ownership or lease of the property on which the stand is to be located
 - For temporary structures: Copy of Design Review Board action sheet approving the structure to be used or Application for Design Review Permit (approval of the permit must be received prior to operation)
 - Copy of the Design Review Board action sheet approving any signage which is subject to permit requirements or Application for Sign Permit (approval of the permit must be received prior to operation)
 - Confirmation of public service announcement as outlined above. This may be achieved by providing a signed statement from a local newspaper or radio station affirming ad copy for publication or announcement, including dates of publishing or airing.

⁵ Please note that some of the information requested within the “Information for Transient Business” form may be duplicative or may not be applicable to Fireworks Permit applicants.

Information for Transient Business:

The City reviews applications for Transient Business Licenses based on such issues as public health, public safety, pedestrian traffic, parking, vehicular traffic, lighting, public disturbance, and noise concerns. The City shall grant, deny, or condition the license based on such considerations. Please provide the following information:

1. Provide a project site plan showing the following minimum items (a full Site Plan Checklist may be required as determined by the City):
 - The entire subject property where the business is to be located, including the property dimensions in feet;
 - Location of all structures on the site (existing and proposed) and their setbacks from all property lines, access easements, and public right-of-ways. This includes accessory structures like sheds and carports, regardless of size;
 - The location and width of all existing and proposed roads, right-of-ways, driveways, access easements and **parking areas** (identify parking stalls and dimensions and identify if parking is dedicated for use of the transient business), including edge of existing roads or sidewalks adjacent to the property. Please note that in many cases property lines are NOT at the edge of pavement on City streets;
 - The locations of garbage and recycle receptacle, mailboxes, flagpoles, fences, power lines, and any other pertinent features and appurtenances;
 - Address of project site, property owner’s name, complete legal description and tax parcel number;
 - Directional arrow indicating North

2. Describe the proposed business, items to be sold, and manner of operation: _____

3. What are the proposed months, days, and hours of operation? _____

4. Is exterior lighting to be used? No Yes
If “Yes” please submit a City Lighting Permit Application (available upon request)

5. Are utilities such as water, sewer, power, or telephone proposed to be used? No Yes
If “Yes” such utilities shall be provided by conventional permanent connections. Portable generators for electrical power are NOT permitted. Please provide details of permanent utility locations on the project site plan.

6. A transient business **MUST** be conducted out of a structure that is no smaller than 64 square-feet in area, and no larger than 120 square-feet in area. The business shall NOT operate out of any motor vehicle or trailer, whether or not the vehicle or trailer is operational. Pursuant to LMC 5.21.050 (C) (6), prior to placement of a structure, a Washington State licensed architect or a Washington State licensed engineer stamped plan of the structure shall be submitted to the City, and a Building Permit is required. The following are included (please check appropriate and attach documentation as necessary):

- City of Leavenworth Master Permit Application
- Building plans – stamped by WA licensed architect
- Building plans – stamped by WA licensed engineer

7. All proposed transient businesses shall provide evidence of ownership or lease of a place of business. The following have been provided (please check appropriate and attach documentation as necessary):
- Proof of ownership of the property (such as a current deed)
 - Proof of lease of the property (such as lease agreement signed by legal owner)
8. A transient business shall be a related business to the principal business on site and be an allowed use as defined by the zoning code. As an example, if the primary business is the sale of food, the transient business shall sell only food. If there is no principal business on site, a transient business shall be allowed per the permitted uses allowed in the appropriate zone.

What is the principal business on the site and how does the transient business relate? _____

9. Transient businesses are subject to compliance with Leavenworth Municipal Codes Chapters 14.08, Old World Bavarian Architectural Theme, and 14.10, Signs. This includes obtaining Design Review Board approvals for structures and signs which are subject to permit requirements under the Code. The following are included (please check appropriate and attach documentation as necessary):
- Copy of Design Review Board action sheet approving the structure to be used, or
 - Architectural Design Permit Application and fees
 - Copy of the Design Review Board action sheet approving signage, or
 - Sign Permit Application and fees
10. A transient business that processes or handles food shall provide on-site restroom facilities. In lieu of providing on-site restroom facilities, the applicant must provide the City of Leavenworth a copy of a letter from the Chelan-Douglas health district stating that the district has waived that requirement. Such must be accepted by the City. Please provide information as required to demonstrate compliance (plans for use of restroom facilities) if processing or handling food.

I acknowledge that upon issuance of any permit by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing the type of project permitted whether or not specified in the permit. I acknowledge that the granting of a permit or an approval by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of construction, performance of construction and/or operation of the project. I have read and understand the application and have provided information truthfully to the best of my knowledge. I hereby certify that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the permit or approval may be revoked.

Applicant's Signature: _____ Date: _____



CITY OF LEAVENWORTH

New Renewal

TEMPORARY BUSINESS LICENSE APPLICATION

Business: _____ State UBI #: _____ Year: _____

Name of Business: _____

Type of Business (explain in detail, attach additional pages as needed): _____

Physical Address (where business will be conducted in Leavenworth): _____

Contractor License Number (if applicable) _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Business Owner:

Last Name: _____ First Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

TEMPORARY LICENSE FEE:

1 – 4 months	\$25 per month
Start Date:	End Date:

PAYABLE WHEN:

<p>1) Each annual license fee provided herein shall become due and payable no later than the expiration date established for the business by the Master License Service.</p> <p>2) The annual license fee amount may be prorated to accommodate the expiration date established by the MLS.</p> <p style="text-align: right;"><i>LMC 5.04.11</i></p>
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I have enclosed a check for fees payable to the City of Leavenworth in the amount of: _____
- Mail your remittance with this form to: City Clerk, PO Box 287, Leavenworth, WA 98826

I have read and understand the above application, and have provided information truthfully and to the best of my knowledge. I understand that in issuing any business license, the City of Leavenworth makes no representation that the use applied for will actually be conducted. I understand that my application will be evaluated to ensure compliance with the Leavenworth Municipal Code, and that I may be required to have a pre-application meeting with the Community Development Department.

Applicant's Signature and Title: _____ Date: _____

STAFF USE ONLY

Date Received: _____ License #: _____ Amount: _____

Received By: _____ Penalty: _____

Cash / Check #: _____ Receipt #: _____ Total \$: _____

Community Development Review and Approval:

Codes Administrator: _____ Planner: _____ Director: _____

Conditions of Approval: _____

Special Use Permit or License Needed? Yes No Number/Type: _____