



CITY OF
TOPEKA

RETAIL FIREWORKS STAND INFORMATION



TOPEKA FIRE
DEPARTMENT

WELCOME



Thank you for your interest in conducting business in the City of Topeka, Kansas. We have prepared the following Retail Fireworks Stand Information to assist you in successfully completing the Application Process. Once you have completed and submitted your application, City staff will review your application, approving or making recommendations to it. Once this review is complete, your application will be returned to the City Clerk's Office. You will be notified at that time on the approval of your application and a Retail Fireworks License will be issued to you. If you have any questions during your application process, please contact Keya Downing in the City Clerk's Office at 785-368-3941 or Tom Rodman in the Topeka Fire Prevention Department at 785-368-4143.



TABLE OF CONTENTS

Fireworks Stand Application Phase	<u>4</u>
Application Checklist	<u>7</u>
Application Review Phase	<u>8</u>
Topeka Fire Department Requirements for Retail Fireworks Stand	<u>9</u>
Topeka Fire Department Requirements for Special Conditions	<u>14</u>
Topeka Fire Department Requirements for On-Site Inventory Storage Trailers/ Containers	<u>16</u>
Pre-Inspection Checklist Instructions	<u>17</u>
Pre-Inspection Checklist for Retain Stand Managers/Employees	<u>18</u>

Attachments, Diagrams, Examples, Tables

City of Topeka Ordinance No. 19740	
Site diagram example	<u>I</u>
Tent barricade diagram example	<u>II</u>
Table A (Occupant load, exit width, number of exits, extinguishers)	<u>III</u>
EXIT placement diagram	<u>IV</u>
Occupant Load sign example	<u>V</u>
City of Topeka Possession and Discharge Notice	<u>VI</u>
NO SALES until Inspected sign	<u>VII</u>

APPLICATION PHASE



The Application Phase will involve the following steps:

STEP 1: Application Deadline: May 31 at 5:00 p.m.

Retail Fireworks Application and Stand Information are available at the City of Topeka City Clerk's Office located at:

City Clerk's Office
215 SE 7th Street, Room 166
Topeka, Kansas, 66603
785-368-3941

- You may obtain an application in person;
- Request an application be mailed directly to you;
- Contact Keya Downing at kdowning@topeka.org to request an application be sent to you via electronic mail; or
- Download an application and stand information from the City's website at www.topeka.org
 1. Click the Government then Department dropdown box located in the middle of the page and select "City Clerk."
 2. Click on the "License Application" link listed on the left side of the City Clerk's web page.
 3. Select Fireworks and download application and information.

STEP 2: Select location for the retail fireworks stand

The City of Topeka Planning Department will permit retail fireworks stands to be located in specifically zoned areas. The approved zoned areas are as follows:

1. C-1 (Commercial – 1)
2. C-2 (Commercial – 2)
3. C-3 (Commercial – 3)
4. C-4 (Commercial – 4)
5. C-5 (Commercial – 5)
6. I (Industrial)

STEP 3: Verify that your chosen location is an approved area

It is the responsibility of the applicant to verify that your stand location is in an approved zoned area. Re-zoning of property occurs and you location may not be approved.

APPLICATION PHASE

(continued)



Contact the Planning Department to verify the current zoning of your selected location. You can reach the Planning Department at (785)368-3728. Please advise the administrative staff that you need to verify property zoning.

STEP 4: Obtain property owner consent, if necessary

If you are NOT the property owner of your selected location, written consent from the property owner will need to be obtained for your application.

STEP 5: Prepare a site diagram to be submitted with your application. All of the following information is required to be on the site diagram (See Site Diagram Example). Omission of required information may delay your application process or prevent your application from being approved.

- Name of the retail stand
- Name and contact number for the stand operator, if available at the time of application.
- Address of the stand location
- Compass direction
- Public roadways surrounding or adjacent to the property
- Names of the public roadways
- Location and name of any building structure or drive through or drive by facility. (Drive thru or drive by facility includes but is not limited to, ATM's, Postal Mail Drop Boxes, Bus stops, Dry Cleaners, etc.)
- Location of retail fireworks stand on the property
- Size of the temporary structure (tent) being used
- Distance between the stand and any existing buildings, structures or facilities on the property.

Stands are not to be located within 50 feet of any gasoline pump, gasoline filling station, gasoline bulk station or any building in which gasoline or volatile liquids are sold in quantities in excess of one gallon. (Kansas Administrative Regulation 22-6-8)

STEP 6: Obtain a photocopy of the "Certificate of Flame Resistance" of the tent being used.

- The "Certificate of Flame Resistance" will need to be obtained from the company that you rent your tent from.
- Only tents provided by a commercial rental company will be approved for use as a retail fireworks stand, providing that the tent has a "Certificate of Flame Resistance"



APPLICATION PHASE

(continued)

Tents or canopies purchased at retail stores such as: Discount stores, sporting goods stores, department stores, home improvement stores, etc., will not be allowed for use.

STEP 7: Application Deadline: 5:00 pm, May 31

Application submitted after the deadline date will not be accepted.

(NOTE: If May 31st falls on a Saturday or Sunday, the deadline will be the first business day following the holiday)

Return the completed Application to the Clerk's Office, with the following information attached:

- License Fee
- Legal description of the property
- Written Consent from property owner, if applicable
- Site Diagram, with contact information if available
- "Certificate of Flame Resistance" of the tent being used (Required by the Fire Department)

Omission of any required documents may delay your application review process or delay the issuance of your City of Topeka Retail Fireworks License.

CONGRATULATIONS, you have completed the application phase of the retail fireworks stand process. Attached is a checklist you may use to ensure that all the application requirements have been met.

The next phase of the process will be the Review Phase. Each application submitted is required to be reviewed and approved by the City of Topeka Planning and Fire Departments.

NOTE:

The use of any kind of inflatable animals, caricatures, signs, etc., is only allowed in areas that are zoned C-4, C-5, I-1 and I-2. Use of these items will require that a Special Temporary Sign Permit be obtained. For additional information regarding this use contact the City of Topeka Planning Department at (785) 368- 3728 and ask to speak with the Planner of the Day.

APPLICATION CHECKLIST



Obtain application from City Clerk's Office on online
Select an approved zoned location
Verify current zoning of the selected stand location site
Obtain property owner's written consent, if necessary
Contact Planning Department for information and permit process regarding the use of inflatables

Prepare site diagram
Name of the retail stand
Name and contact number of the stand operator, if available at the time of application
Address of stand location
Compass Directions
Public roadways indicated
Names of roadways on diagram
Location of building(s) indicated
Location of drive-thru or drive by facilities indicated
Names of building(s) and/or facilities indicated
Location of retail fireworks stand indicated
Size of temporary (tent) structure indicated
Distances between stand and existing building(s) and/or drive-thru or drive by facilities

Copy of "Certificate of Flame Resistance" for stand obtained
License fee (\$280.00)
Completed application

All required documents attached to the application

Legal description of the property
Site diagram
Property owners written consent, if necessary
Copy of "Certificate of Flame Resistance"

Application, including all required documents, submitted to the City Clerk's Office before 5:00 pm, May 31st.

APPLICATION REVIEW PHASE



This phase will involve the review process of the completed and submitted application for a retail fireworks stand. Each application will be reviewed by both the planning and fire departments.

The completed application, submitted initially to the Clerk's Office, will be forwarded to the Topeka Fire Department for review, sent to the Planning Department for review and finally returned back to the Clerk's Office for issuance of the City of Topeka Retail Sales License, for fireworks. City of Topeka Departments will review for the following information.

Topeka Fire Department:

- Review the property owner's written consent, if applicable
- Review for all the required information on the site diagram
- Review the distances between the retail stand and existing buildings and drive through or drive by facilities
- Review the size of the tent for further requirements
- Review the "Certificate of Flame Resistance" for the tent
- Sign and date the application.

Planning Department:

- Review the address identification
- Review the property owner's written consent, if applicable
- Review for approved zoning for a retail fireworks stand
- Sign and date the application.

Once the City Clerk's Office receives the reviewed and signed application a City of Topeka Retail Sales License, for fireworks the departmental application review phase is complete.

TOPEKA FIRE DEPT. REQUIREMENTS FOR RETAIL FIREWORK STAND



While there are other city departments that regulate retail firework stands, the Fire department is the primary enforcement agency or authority having jurisdiction. The Clerk's Office addresses the receipt of the retail stand, application and issuance of the City of Topeka Retail Sales license; the Planning Department addresses the location of where retail stands can be located and conduct business; and the Fire Department addresses the fire and life safety of the stand in addition to specific requirements.

We will now address the specific requirements for the stand, itself. Most retail firework stands are operated out of a tent rented from a commercial rental company. There have been a few rare occasions of a retail stand being operated out of something other than a tent, so we will address the most common structure used...the TENT.

When it comes to requirements for a tent, the Fire Department enforces the requirements stated in the 2015 International Fire Code, Tents, Canopies and Other Membrane Structures. All tents used for a retail firework stand are required to comply with the code. Failure to comply will result in the issuance of the Topeka Fire Department Tent Permit, for Retail Firework Sales, being delayed.

Without a Topeka Fire Department Fireworks Tent Permit, fireworks cannot be sold to the public. Each tent requirement will be broken down and explained.

LET'S BEGIN with the outside of the tent first.

REQUIREMENTS FOR THE OUTSIDE OF A RETAIL FIREWORKS STAND TENT

Certificate of Flame Resistance:

Each tent is required to have a "Certificate of Flame Resistance". Tents rented from a commercial rental company will meet this requirement. Renting your tent from a commercial rental company will ensure that it will. During the application phase you were required to attach a copy of this certificate to your application, ensuring that your tent met this requirement. Your tent will have a label attached to it stating that it meets the Flame Resistance Requirements.

TENTS THAT DO NOT MEET THE FLAME RESISTANCE REQUIREMENTS CANNOT BE USED AS A RETAIL FIREWORKS STAND

20 foot wide barricade provided around the tent:

Each tent is required to have a 20 foot wide barricade constructed around the tent to prevent vehicles from parking next to the tent. If the tent is located on a parking lot or in a field where vehicles can park, then the barricade is required. The barricade is to be constructed around all sides of the tent.

TOPEKA FIRE DEPT. REQUIREMENTS FOR RETAIL FIREWORK STAND (cont.)



Several methods can be used to construct this barricade. Some of these are:

- Cement blocks and landscape timbers
- Metal posts and orange construction fencing
- Metal posts and flags
- Orange construction stanchions and rope Whatever method used to construct the barricade it must be:
- Around all four sides of the tent.
- An opening in the barricade shall be provided for the main entrance to the tent and the additional required exits.
- Easily visible to the drivers of passenger vehicles
- Replaced or repaired if damaged, blown down by wind or knocked down by customers.

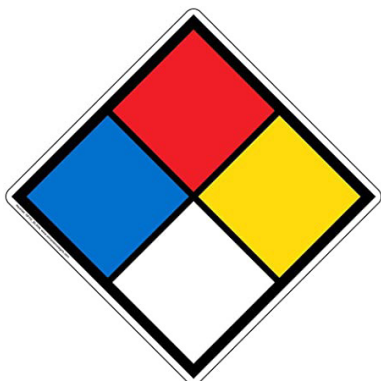
To measure for the 20 foot wide barricade you will begin at the tent stakes and measure outward away from the tent to 20 feet. (See Example) This form of measurement is to be used on all 4 sides of the tent.

Hazardous Materials Identification, also know as NFPA 704 Placard:

NFPA 704 Placards are to be placed on the outside of the tent where they are easily visible by responding emergency personnel. Placards are to be located on all four sides of the tent.

NFPA 704 Placards are to measure no less than 10 inches square (each side of the placard is to be no less than 10 inches). Placards may be larger in size but no smaller.

NFPA 704 Placard will have 4 smaller colored squares (red, blue, yellow and white) with a number placed in 3 of the colored squares. Below is a sample of what a blank NFPA 704 Placard looks like:



The number 4 is required to be placed in the Blue, Red and Yellow squares. The white square is to be left blank. Each number will need to be at least 4 inches in height. Vinyl peel and stick numbers work the best.

NFPA 704 Placards are to be durable enough to withstand the elements (wind and rain) and to be securely attached to the outside of the tent.

TOPEKA FIRE DEPT. REQUIREMENTS FOR RETAIL FIREWORK STAND (cont.)



REQUIREMENTS FOR THE INSIDE OF A RETAIL FIREWORKS STAND

Occupant load sign:

Each tent is required to have an Occupant Load sign posted inside. The occupant load tells you how many people can be in the tent at any given time. This includes customers and employees.

The occupant load number is determined by the Fire Department using the 2015 International Fire Code, and is based on the size of your tent. We have attached a table (See Table A) of the common tent sizes available with the occupant load already determined.

Locate the size of your tent to determine the occupant load number. This number is to be indicated on your Occupant Load sign. (See Example)

Occupant load signs are to be easily visible to the public. The letters and numbers are to be black in color and on a white background.

NO SMOKING SIGNS:

NO SMOKING signs are to be posted inside the tent (a minimum of 2 signs inside) and on the outside of the tent at the main entrance.

The NO SMOKING signs are to be easily visible to the public. We suggest that the signs be commercially manufactured. These signs may be purchased at retail stores, home improvement stores or hardware stores.

NO SMOKING is to be strictly enforced inside the tent by all employees. This includes cigarettes, cigars and pipes. For safety reasons it is highly suggested that a metal container with sand be placed outside the main entrance, located 10 feet away from the tent for customers to discard their smoking materials in. Smoking materials discarded on the ground could potentially be blown by the wind, roll into or accidentally tossed into the tent.

Samples of NO SMOKING signs:



TOPEKA FIRE DEPT. REQUIREMENTS FOR RETAIL FIREWORK STAND (cont.)



EXITS and EXIT Signs:

Each tent is required to have a minimum of 2 EXITS. These exits are to be located away from each other and are to be a minimum of 6 feet wide. The main entrance will count as one of the 2 required exits. (See EXIT Placement diagram for an example)

Depending on the calculated occupant load of the tent, more than 2 exits may be required. To determine the number of required EXITS use the attached table. Locate the size of your tent; follow over to the EXIT column to determine the number of required exits. (Table A)

Each required EXIT opening is to have an EXIT sign placed inside the tent directly above the opening.

- EXIT signs are to be easily visible at all times.
- EXITS are required to be kept unobstructed at all times.
- EXIT aisles are to be kept clear of displays, trash and any other items that may prevent exiting or create a trip hazard.

Fire Extinguishers:

Each tent is required to have a minimum of 2 fire extinguisher, no less than 2A 10BC in size. Fire extinguishers may be larger in size but cannot be any smaller than a 2A 10BC.

Based on the size of your tent more than 2 fire extinguishers may be required. Fire extinguishers are to be located where they are easily visible, secured and easy to get to in the event of an emergency.

Fire extinguishers may be purchased from a retail store or home improvement store. If purchased make sure that you purchase a 2A 10BC

If your fire extinguishers are provided by a commercial fire extinguisher business you will need to ensure that the attached serviced tag date is for the current year. Extinguishers that do not have a current service date will not be accepted.

Aisle widths:

Each tent is to provide main aisle widths of no less than 5 feet wide. Main aisle widths are those that go to the EXITS. (See EXIT Placement diagram for an example)

Additional aisle widths are to be no less than 44 inches wide.

Aisle widths are to be maintained at all times and free of any materials or trip hazards.

TOPEKA FIRE DEPT. REQUIREMENTS FOR RETAIL FIREWORK STAND (cont.)



Sales/display tables:

Sales/display tables are to be arranged so that they DO NOT BLOCK THE REQUIRED EXITS.

Possession and Discharge Notice:

City of Topeka Ordinance No. 8.35.070 requires that a "Possession and Discharge Notice" be posted on the premises where fireworks are being sold. The notice shall be at least 8 ½ inches by 11 inches in size and printed in type no smaller than 12 characters per inch.

The Topeka Fire Department suggests that the notice copies onto a bright/neon colored paper such as orange, yellow, pink or green, and be easily visible to customers purchasing fireworks.

Written Discharge Notice:

City of Topeka Ordinance No. 8.35.070 requires that "each seller is required to give each purchaser of fireworks at the time of sale a written notice stating the following:"

"The discharge of fireworks is lawful in the City of Topeka on July 3 from the hours of 10:00 am to 11:00 pm, and on July 4 from 10:00 am to 11:59 pm. Discharge on any other day or during any other times is unlawful."

We have addressed requirements for the outside and inside of the retail fireworks stand tent. Now we will address requirements for special conditions such as the use of electricity, generators and on-site storage of fireworks inventory.

TOPEKA FIRE DEPT. REQUIREMENTS FOR SPECIAL CONDITIONS



Use of electricity at the retail fireworks stand:

With a retail firework stand comes the use of cash registers or credit card machines. Both require electricity to operate and the electricity can come from different sources, such as existing electrical outlets, temporary power pole or generators. Each of these different methods will have specific requirements.

Use of existing electrical outlets, usually from a light pole:

The only requirement here will be the use of extension cords to provide electricity. The use of extension cords will have to meet the following requirements:

- Any extension cord used will have to be a commercial heavy-duty cord approved of outdoor use.
- All extension cords located where vehicles may drive over them or customers can walk over them are required to be protected to prevent abrasion from traffic and to prevent tripping over them. The simple use of duct tape will not work.
- The use of light-weight extension cords is strictly prohibited.

New temporary power pole or existing temporary power pole:

If the approved site you have selected does not have an existing source or power, you may decide to have a temporary power pole installed or have an existing temporary pole re- energized.

The City of Topeka requires an inspection of new electrical service or to re-energize existing electrical service for firework stands. In order for Westar to turn the power on a city inspection will be required to have been completed.

New poles or repairs to stationary on-site poles that will need to be energized or re- energized, require that the work be done by a licensed electrical contractor. A permit to perform the work will need to be obtained and the city inspection passed before Westar will provide service.

If you decide to have a temporary power pole installed or to re-energize an existing pole contact the following department for requirements before proceeding.

City of Topeka Development Services Division 620 SE Madison Street, 3rd Floor
Topeka, Kansas 66607
(785) 368-3905

Use of extension cords with a temporary power pole must meet the same requirements for use with an existing power source.

TOPEKA FIRE DEPT. REQUIREMENTS FOR SPECIAL CONDITIONS (cont.)



Use of a portable generator:

Often times an existing source or power is not available and the retail stand applicant/owner does not want to install a temporary power pole, a portable generator may be used. All portable generators are required to meet the following:

- Generators are required to be located no less than 20 feet away from the tent.
- A barricade is to be constructed around the generator to prevent the public from coming into contact with it.
- Fuel for a gas powered generator is to be stored 50 feet away from the tent and in an approved manner. The refueling of a gas powered generator is to be done no less than 20 feet away from the tent.
- The use of extension cords with a generator must meet the same requirements for the use with an existing power source or temporary power pole.

Use of space heaters:

The use of space heaters is prohibited, unless:

- The heater is a ceramic space heater, and
- The heater has a thermal safety shut-off switch, and
- The heater has a safety shut-off that activates if the heater is tipped or falls over.

Grassy lot stand locations:

If your retail fireworks stand is located on a grassy lot the following will be required:

- All vegetation is to be cut to within 3" of the ground where the tent will be located.
- All vegetation within 30 feet of the outsides of the tent is to be cut within 3" of the ground.
- The cleared areas are to be maintained the entire time that the tent is in place.

Waste materials:

Operating and maintaining a retail firework stand tent that is free of combustible waste materials, is a key factor in preventing fires. It is the responsibility of the retail firework stand employees to make sure that this is maintained at all times and the following requirements are met:

- The floor area inside the tent is to be kept free of combustible materials and waste.
- Combustible waste materials are not allowed to accumulate, outside the tent and within 30 feet of the stand or within 20 feet of the storage trailer/container if used.
- All combustible waste materials are to be placed in approved containers until removed from the premises.

COOKING INSIDE THE TENT OR NEAR THE TENT IS STRICTLY PROHIBITED

TOPEKA FIRE DEPT. REQUIREMENTS FOR ON-SITE STORAGE OF INVENTORY



Retail firework stand applicants/owners may wish to store their inventory on-site. If you do choose to store your inventory on-site in a trailer or container the following requirements must be met:

- The storage trailer/container is to be of metal construction.
- The storage trailer/container is to be capable of being locked.
- Storage trailer/container is to be locked at all times with the exception of when inventory is being removed.
- Storage trailer/container is to be located a minimum of 20 feet away from any dumpsters, structures, tent or other retail firework stand.
- Storage trailer/container is to be located a minimum of 50 feet away from any vehicle fuel station.
- Signs stating "NO SMOKING WITHIN 50 FEET" are to be placed on the outside of the storage trailer/container. Below is an example.



DOT (Department of Transportation) Placards are to be placed on the storage/trailer container. Placards are to be a minimum of 15 inches by 15 inches and located on 3 sides of the trailer/container.

DOT Placards are required to be orange in color with 1.4 G noted on the placard. The 1.4G designation is to be 4 inches in height and black in color. The following are examples of the required placards.

FINALLY! You are finished with the requirements for the retail stand tent and on-site storage trailer/containers. Now the most important day.... **SALES DAY, JUNE 29th.**

BEFORE any consumer fireworks can be sold to the public, a Fire Inspection must have been completed by a Topeka Fire Department Inspector. Inspectors will conduct an inspection of the retail stand on June 28th, unless an early inspection has been requested and approved. Inspections will be started as soon as possible and the Inspectors will be checking for the requirement compliance. Retail stand tents should be ready for the Inspectors arrival. Those that are not ready will result in the permit being delayed and not being able to sell fireworks until compliant.



PRE-INSPECTION CHECKLIST INSTRUCTIONS

Retail Stand Owners Checklist:

This checklist is designed to assist the retail stand owners in ensuring that any or all items they are providing or items required by the City of Topeka and/or the Topeka Fire Department have been provided to the retail stand site.

Retail Stand Manager and/or Employee Checklist:

NOTE: This checklist is required to be provided to the retail stand manager(s) and/or employees.

This checklist is designed to assist the retail stand manager and/or employees with the requirements that are to be completed, before the June 29th inspection by the Topeka Fire Department. All applicable items are to be completed before the Fire Department Permit will be issued and the stand can be opened up to the public for sales.

REMINDER!

METAL SPARKLERS are prohibited to be sold at retail stands within the city limits.

BOTTLE ROCKETS are prohibited to be possessed or sold within the State of Kansas.

PRE-INSPECTION CHECKLIST FOR RETAIL FIREWORK STAND MANAGERS/EMPLOYEES



This checklist is designed to assist you with the requirements that will need to be completed, before the June 28th fire department inspection. After the Fire Department inspection and issuance of the Fire Department Permit, will the stand be permitted to open to the public for sale of fireworks?

- NO SALES until inspected sign posted at the main entrance
- City License on site and posted for public to see.
- Possession and Discharge Notice posted
- Multiple copies of Written Discharge Notice on hand
- 20 foot wide barricade around the tent, or applicable sides
- NFPA 704 placards posted on the outside of the tent, all 4 sides
- NO SMOKING sign posted outside at the main entrance
- NO SMOKING signs posted inside the tent
- Occupant Load sign posted inside the tent
- Required number of EXITS provided
- Required EXIT widths provided
- EXIT signs posted above each required exit
- Fire extinguishers placed in visible and accessible locations and secured
- All extension cords subject to foot or vehicle traffic are protected, with provided devices
- Sales tables are arranged so not to block required EXITS
- Main aisle width of 5 feet is provided
- Accessory aisle widths of 44 inches are provided
- Fireworks for sale are unpacked and set on tables
- Fireworks inventory is checked for Metal Sparklers. If found they are removed and not for sale
- Pre-packaged assortments are checked for Metal Sparklers. If found they are removed and either substituted with wooden ones or removed and not sold
- Fireworks inventory is checked for items that may be classified as "Bottle Rockets". If found they are removed until a determination is made by the Fire Department Inspector. If classified as a "Bottle Rocket" they will be seized by local authorities
- Aisles are clear of trash, empty boxes and waste items
- Trash dumpster located at least 20 feet from tent and 20 feet from storage trailer/container, if used
- Receptacle for smoking materials is located outside near the entrance
- Generator is located 20 feet away from the tent, if used
- Barricade is constructed around the generator, if used
- Fuel for the generator is located at least 50 feet away from the tent, if used
- On-site storage trailer/container is located 20 feet away from the tent and dumpster, if used

PRE-INSPECTION CHECKLIST FOR RETAIL FIREWORK STAND MANAGERS/EMPLOYEES (cont.)



DOT placards are placed on the outside of the trailer/container, on 3 sides if used

NO SMOKING WITHIN 50 FEET sign is placed on 3 sides of the storage trailer/container, if used

On-site storage trailer/container is locked at all times, unless inventory is being removed by employees

Grass inside the tent is cut to within 3" of the ground, if located on a grassy lot
30 foot wide area around the outside of the tent is cut to within 3" of the ground, if located on a grassy lot

Space heaters, if used, are ceramic heaters with built in safety switches that activate when overheated or they have fallen or been tipped over

Requirements have been completed before the fire department inspection

Temporary balloon signs are located at least 20 feet away from tent