

# Retail Fireworks Permit

## General information

This application packet was prepared to aid you in submitting the materials needed for a permit to sell fireworks at retail in **unincorporated Clark County**. You must contact any other jurisdiction where you wish to sell for their specific requirements. Both the state and the local fire marshal regulate the sale of fireworks. Applicable state laws include RCW 70.77 and WAC 212-17. In unincorporated Clark County CCC 5.28 also applies. Under special circumstances provisions of the International Fire or Building codes may also apply. We strongly advise all applicants to become familiar with all of the applicable codes that regulate firework sales. If questions arise while preparing the materials, please contact the Clark County Fire Marshal as early as possible.

## Required submittal materials

The following materials must be submitted at the time of application:

1. A completed application form
2. A Valid Washington State Retail Fireworks License
3. A certificate(s) of insurance
4. Application / permit fee
5. A site plan along with parcel number of the site
6. An internal floor plan (if required - see instructions)
7. Property owner's permission or sales agreements
8. Tent anchoring information

## Application instructions

The following instructions are to assist you in completing your permit application. Headings in these instructions are the same as on the permit application. In completing the application form, be sure to fill in all of the spaces and check all of the boxes that apply.

Only the application form (pages 4 and 5) should be submitted with your submittal materials.

## Applicant information

- Indicate whether this is a new application or a renewal by a previous permit holder.
- Provide the name of the applying group, organization or person. Every organization must identify a responsible party for the permit. Enter the name of the person responsible for the permit and subsequent operations. Enter "SAME" if the applicant is also the responsible party. Be sure to provide complete legal names (last, first and middle initial) together with the correct date of birth as this information is needed to verify permit eligibility under CCC 5.28.090. **Applications without this information cannot be accepted.**
- Provide a mailing address and phone number for the applicant or responsible party. This information is critical because we rely on it if we have to contact you.

Revised 2/4/19



Public Safety Complex  
505 NW 179<sup>TH</sup> ST, Ridgefield, WA 98642  
Phone: 564.397.2186 Fax: 360.397.2076  
[www.clark.wa.gov/community-development](http://www.clark.wa.gov/community-development)



For an alternate format, contact the Clark County ADA Compliance Office.  
Phone: 564.397.2322  
Relay: 711 or 800.833.6384  
E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

**Sales and storage information**

- Indicate the address of the intended sales site.
- Identify the property owner of the sales location. If the property owner is other than the applicant, provide a written statement of permission for the fireworks sales activity from the property owner with the application.
- Indicate whether the structure used for fireworks sales will be a stand, a tent or another type of structure.
- The site plan must include:
  - The dimensions of the stand or other structure used for sales. (Example- 8'x16' plywood stand) or other structure used for sales.
  - The dimensions between the sales structure and adjacent property lines, nearby buildings, roads and access ways, parking and fireworks storage.

Clearly indicate where the stand is located on the property and where any necessary barricades will be located. The plan doesn't have to be drawn to a specific scale but should be neat and readable. Dimensions will be verified on the site at the time of inspection.

- If you intend to use a tent or other structure where customers will be allowed inside you must prepare and submit an interior layout plan.
- The interior layout plan must include:
  - The location and dimension of all exits.
  - The location and dimension of all aisles leading to exits.
  - The location and dimension of display areas.
  - The location and dimension of all storage areas.
- Indicate whether the fireworks will be stored on or off site.

- Indicate whether the fireworks will be stored in the sales structure, a detached building or some other type of structure.
- Tell us what the other structure used for storage is.
- Provide the address and property owner information for any off-site storage.

**Additional materials to include**

- Include the certificate of insurance with your application. You must procure and maintain a policy or policies of general public liability, bodily injury and property damage insurance from an approved insurance company in the amount of at least one million dollars (\$1,000,000) single limit; Clark County shall be named as an additional insured. The insurance must cover both the sales and storage locations.
- Include the application/permit fee
- Include your valid Washington State Retail Sales License.
- Include name of licensed wholesaler providing your sales location with fireworks and the wholesalers contact information (address/telephone).

**Tent anchoring information**

Provide documentation specifying how the tent(s) will be anchored:

- Number, size (in diameter), length, and location of stakes
- Depth of embedment of the stake
- Show the required angle of the rope or strap (from the tent to the ground)
- If using ballast barrels, show the calculations that the weight of the ballast adequately secures the tent
- Indicate whether or not the tent is wind-rated and, if so, provide that documentation
- Indicate the number of pounds (hold-down capacity) intended per stake or ballast point

**Please be aware that your permit will not be processed without this information.**

**Certification**

Read, sign and date the application at the bottom of the certification section. In the case where a group is the applicant, only the responsible party's signature is needed. Where the applicant is also the responsible party, only the applicant's signature is needed. Where there is an applicant and a responsible party, both signatures are needed.

**Submittal deadlines**

All required information must be received by the Fire Marshal's Office no later than 5:00 p.m. on the last business day in May.

**Submit your application**

Community Development Permit Center  
Public Services Center, first floor  
1300 Franklin Street  
Vancouver WA 98660

**Hours**

Monday - Friday

8 a.m. - 3 p.m.

Walk-ins and scheduled appointments available each day

Call 564.397.4807 or visit

[www.clark.wa.gov/community-development/permit-center](http://www.clark.wa.gov/community-development/permit-center).

### Retail Fireworks Permit Application

Please only submit pages 4 and 5 with your submittal materials. Pages 1 through 3 are for your reference. Check all boxes and fill in all spaces that apply.

**Applicant information**

Previous Permit Holder

New Applicant

Name of Group or Organization: \_\_\_\_\_

**OR**

Name of Permit Holder: \_\_\_\_\_

Last

First

M.I.

Date of Birth

Responsible Party for Organization\*:

Last

First

M.I.

Date of Birth

\*(Required for a group or organization or if different than the applicant.)

Applicant Mailing Address: \_\_\_\_\_

Street

City

State

Zip

Phone Number: ( ) \_\_\_\_\_

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

**Sales and storage information**

Site Location (address): \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner's Written Permission:  Attached if other than applicant

Sales Structure:  Stand  Tent  Other (specify): \_\_\_\_\_

Site Plan:  Attached

Interior Plan:  Required for Tents - attached.  Required for Other - attached.

Storage Location  On Site  Off Site

Storage Structure:  Sales Structure  Detached Building  Other (specify below)

Other storage: \_\_\_\_\_

Size of Sales Structure (Sq. Ft. or Dimensions) \_\_\_\_\_

Storage Address (if off site): \_\_\_\_\_

Name of Property Owner (if off site): \_\_\_\_\_

Name of Licensed Wholesaler: \_\_\_\_\_

Address of Licensed Wholesaler: \_\_\_\_\_  
Street City State Zip

Phone number: ( ) \_\_\_\_\_

**Additional materials to include**

- Application / Permit Fee \$100.00\*
- Tent Permit Fee \$156.00\*
- Insurance Certificate (\$1,000,000)
- Valid Washington State Retail License

\* Make checks payable to Clark County

**Stand removal and clean up**

If the stand is not removed and debris cleaned up by 11:59 p.m. July 15, the applicant will be subject to a fine not to exceed \$500.00.

**Certification**

By submitting this application I certify that I am aware of and agree to comply with the applicable provisions of the laws of the State of Washington and Clark County regulating the retail sale of fireworks. I understand that any permit issued, permission granted or rights obtained by acquiring a permit subsequent to this application are to be used only by the permit holder and shall not be assigned, sublet or otherwise transferred. I also certify that I have not been convicted of a felony that has not been discharged pursuant to RCW 9.94.220 or RCW 13.50.050; nor have I been convicted of a fire/fireworks-related misdemeanor within the last three (3) years.

/s/ \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Permit Holder  
(for permits held by individuals)

/s/ \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Responsible Party  
(for permits held by organizations)