

**City of Appleton – Fire Department  
Permit for Fireworks Display**

Applicant Instructions: (Please Print or Type)

**This application must be completed and returned at least 30-days prior to date of display, unless waived by the Authority Having Jurisdiction. A 45-day period is required for a special event license if required.**

Name of applicant (Sponsoring Organization): \_\_\_\_\_

Address of applicant: \_\_\_\_\_

Name of authorized agent of applicant: \_\_\_\_\_

Address of agent: \_\_\_\_\_

Telephone number of agent: \_\_\_\_\_

Date of display: \_\_\_\_\_ Time of Setup: \_\_\_\_\_ Time of Display: \_\_\_\_\_

Location of display: \_\_\_\_\_

Scheduled rain date: \_\_\_\_\_ Time of Setup: \_\_\_\_\_ Time of display: \_\_\_\_\_

**City of Appleton requires that the fireworks display be conducted under the direction supervision of a person who is at least 21 years of age and competent to perform the task.**

Name of supervising operator: (Print or Type) \_\_\_\_\_

**I understand and agree to comply withal provisions of this application and requirements of the issuing authority and will ensure that the fireworks/pyrotechnic special effects are transported, stored, setup and discharged in a accordance with all state and local codes in order to assure that the event will not endanger persons or property or constitute a nuisance.**

Signature of applicant (or agent): \_\_\_\_\_ Date of application \_\_\_\_\_

**Display Site Information:**

Business Name: \_\_\_\_\_

Fallout Perimeter  
Defined by: \_\_\_\_\_

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

Perimeters  
Enforced By: \_\_\_\_\_

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

\_\_\_\_\_

(Perimeter must be defined by a fence or some other means, during the display, individuals must be designated to enforce and maintain the perimeter.)

Telephone Number: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

**Application Checklist:** The following attachments must be included with this application

- 1.) Proof of Financial Responsibility – Copy of certificate of liability insurance with policy limit amounts of no less than one million dollars (\$1,000,000), if conducted on City property, the City of Appleton must be named as additional insured on the policy.
- 2.) Names of Assistants and their ages (must be at least 18 years of age)
- 3.) Type (diameter)/Number of Fireworks
- 4.) Manner and Place of Storage of Fireworks Prior to Display
- 5.) Diagram of Location for Fireworks Display – An incomplete site diagram will be rejected and delay the permit process. The diagram is not required to be to scale but must include the following:
  - a) Fallout radius for the largest shell to be fired during the display;
  - b) The points at which the shells and/or cakes are to be fired;
  - c) Locations for significant buildings, public roadways, overhead obstructions, and utilities at the site;
  - d) The location of the lines behind which spectators are restricted indicating distances in feet;
  - e) Indication of magnetic north.
- 6.) Knowledge of Competency of on site supervising operator.
- 7.) Copies of Material Safety Data Sheets (MSDS) for the pyrotechnic materials to be used
- 8.) Letter of Permission to display fireworks from the property owner
- 9.) A permit fee of \$1000.00 payable to the City of Appleton
- 10.) An on-site inspection will be scheduled with the authority having jurisdiction prior to the event as deemed necessary by the authority having jurisdiction
- 11.) Transportation of pyrotechnics devices must be in accordance with the requirements of the Department of Transportation.
- 12.) Storage of pyrotechnics must be in accordance with Federal, State and Local requirements. Extended storage must be in an approved location by the Authority Having Jurisdiction.

I certify under penalty of perjury that all statements, answers and representations made herein, including all supplementary statements attached hereto, are true and accurate.

\_\_\_\_\_  
Signature of Authorized Agent of Applicant

-----**Office Use Only**-----

The Chief of the Appleton Fire Department, or his designee, has reviewed the application and;

- Approves the discharge of the listed fireworks as specified in this application.
- Disapproves the discharge of the listed fireworks as specified in this application.

\_\_\_\_\_  
City of Appleton Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Provide copy of approved permit to:

- Mayor's Office
- City Police Department
- City Parks Department – if event is to take place within the City Park.