

Permit # _____

City of Caldwell

Caldwell City Clerk Department
205 S. 6th Avenue – P.O. Box 1179
Caldwell, ID 83606
(208) 455-4656
E-mail: cityclerk@cityofcaldwell.org



APPLICATION FOR FIREWORKS PERMIT

Applications for a non-aerial common fireworks or a dangerous fireworks permit must be completed and returned to the address for the Caldwell City Clerk as listed above.

NOTE: This application should only be completed for those firework stands that will be located within the Caldwell City Limits.

Applications for a permit to sell non-aerial common fireworks at retail shall be filed with the Caldwell City Clerk **on or before May 15th** for the summer sales permit or **November 15th** for the winter sales permit.

Non-aerial common fireworks may only be sold within the summer sales period from 11:59 p.m. on June 22 to 12:01 a.m. on July 5 or the winter sales period from 11:59 p.m. on December 25 to 12:01 a.m. on January 1. **(See attached Caldwell City Code – Article 13, Section 08-13-09)**

Please note that you may access duplicate copies of this Firework Application packet on the City of Caldwell website located at: <https://www.cityofcaldwell.org/departments/city-clerk/licenses-and-permits/forms> (City Clerk's departmental forms page).

Name of applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell: _____

E-mail Address: _____

Name of on-site manager: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell: _____

E-mail Address: _____

Items to be returned with this application:

- ☐ Copy of "Proof of Insurance" coverage document.
- ☐ Letter of permission from property owner where the temporary stand will be located.
- ☐ Site plan to include booth location, traffic flow pattern (ingress and egress), closest fire hydrant, and proximity of closest residence to the site.
- ☐ Fireworks Storage Information with list of employees (must be completed) (Form 1)
- ☐ Acknowledgement of Receipt and reading of Caldwell City Code, Article 13, Section 08-13-09 – Fireworks Regulations (Form 3)
- ☐ Application for Temporary Fireworks Stand Permit
- ☐ **Check made payable to the City of Caldwell in the amount of \$158.39.**
- ☐ Copy of **applicant's** driver's license for purpose of the background check.

1. The purpose for which the applicant is primarily existing and for which it was organized: _____

2. The names and addresses of the officers, trustees and directors: (Please attach additional names and addresses on a separate sheet if more space is needed.)

(*) Name: _____

Address/City/State _____

(*) Name: _____

Address/City/State _____

3. Address of location where fireworks stand or display will be located:

(Note: The applicant must submit evidence of consent by the owner of said location and a site plan indicating specifications as listed on page one (1) of this document)

4. When and where the applicant's firm or organization was organized and established, or if a natural person, the applicant's age: _____

5. The location of the applicant's principal and permanent meeting place or principal place of business: _____

6. The applicant's State Sales Tax Permit number: _____

7. If the applicant is an entity other than sole proprietorship, the name and general description of the business activities of each parent or subsidiary company, business or entity, and a general description of the ownership organization of each parent or subsidiary, if applicable: _____

SIGNATURE

Signature of Applicant

Printed Name

Must be signed before a Notary Public

Subscribed and sworn before me this _____ day of _____, 20____

Notary Public of _____ (State)
Residing at _____
Commission Expires _____

OFFICE USE ONLY

City Clerk Check List for Firework Permit Applications

Date Received: _____ Amount Paid: _____

City Clerk App. _____ Proof of Insurance: _____

Permission to sell at location: _____ Site Plan: _____

Fireworks Storage & Listing of names & numbers for background check (Form 1) _____

Acknowledgement of receipt & reading of Fireworks Regulations: _____
City Code Article 13, section 08-13-09 (Form 3)

Submitted copy to Fire Department: _____

Information added to City Clerk's Spreadsheet: _____

Permit to Operate Issued: _____



Caldwell Fire Department

"Saving Lives, Protecting Property"

Division Chief Alan Perry, Fire Marshal
Fire Prevention Division

621 Cleveland Blvd.; Caldwell, ID 83605

Phone 208-649-1266 Fax 208-455-3014

2025 PERMIT INFORMATION FOR RETAIL SALE OF NON-AERIAL COMMON FIREWORKS

TO: All Fireworks Stand Operators and Applicants (FOR YOUR INFORMATION. DO NOT RETURN WITH APPLICATION)

IMPORTANT INFORMATION: On January 4, 2011 Caldwell adopted Ordinance #2853 – Fireworks Regulations. A copy of the Caldwell City Code – Article 13, Section 08-13-09 – is provided to you for your review referencing these regulations.

This letter is intended to assist Applicants for permits to operate temporary fireworks stands with information on the process required to apply to sell non-aerial common fireworks in the City of Caldwell.

1. Contact the City Clerk at Caldwell City Hall, located at 411 Blaine Street to obtain the “**Application for Temporary Fireworks Stand Permit**” package. The City Clerk’s Office may also be contacted at **455-4656**. Application packages will also be available on the City’s website at: cityofcaldwell.com (City Clerk’s webpage)
2. The application shall be completed and returned/filed with the City Clerk’s Office **on or before May 15, 2025**. *NOTE: A separate application is required for each temporary fireworks stand.*
3. All information requested in the Fire Code and revisions under the Caldwell City Code must be provided by the Applicant in order to process the application. Additionally, a current copy of the Applicant’s proof of insurance coverage shall be submitted to the City Clerk’s Office.
4. Evidence of consent by the owner of the property upon which the fireworks stand will be located shall be submitted with the application.

All fees must be paid to the City Clerk. The Caldwell Fire Department fireworks stand permit fee for 2025 is **\$133.39**, plus a **\$25.00** City Clerk permit fee for a total amount of **\$158.39**. The **Fire Department fee** includes two inspections (inspection credits) - an initial inspection and a re-inspection. Additional fire department re-inspections (as necessary) will be charged at a rate of **\$107.92 per hour** (with a one-hour minimum). All fees must be paid-in-full before a permit to operate will be issued.

NOTE: All inspections must be scheduled in advance. You must call the Caldwell Fire Department at 208.649.1266 to schedule your inspection. If the Applicant or stand operator is not available, not ready, fails to cancel in advance, or is otherwise unable to be inspected at a scheduled time - then no inspection will occur, but an inspection credit will be charged. The fee you pay includes one inspection and one reinspection.

5. All temporary fireworks stands must be inspected and approved by the Caldwell Fire Department **once they are set up.**
6. You must schedule and successfully pass an inspection by the Caldwell Fire Department before you may open for business. Use the included “**Inspection Requirements for Temporary Fireworks Stands**” form as a guide of what is required in order to pass the inspection. Applicants should also consult the Fireworks Regulations ordinance. **All stands must pass inspection and be issued a permit to operate before any fireworks may be sold!**
7. A “**Fireworks Storage Information**” form is attached and must be filled-out completely and returned with your application. Incomplete information may cause delays in approving your application and/or may result in rejection of the application.
8. When you have properly submitted all materials for the application and passed the CFD inspection, then and **only then** will the City Clerk issue a City of Caldwell Permit for the Sale of Fireworks. Permits will be delivered by CFD staff and **MUST** be posted so they are readily visible to the public.
9. Failure to comply with, or a violation of any requirements of, the permit or fire code relating to the operation of temporary fireworks stands may result in a criminal citation being issued and/or the stand being ordered to close.

Attachments:

- Fireworks Storage Information form (Form #1)
- Inspection Requirements for Temporary Fireworks Stands form (Form #2)
- Acknowledgement form (Form #3) acknowledging that the applicant has read the attached copy of Caldwell City Code Article 13, Section 08-13-09 (Ordinance #2853).



Caldwell Fire Department

"Saving Lives, Protecting Property"

Division Chief Alan Perry, Fire Marshal
Fire Prevention Division

621 Cleveland Blvd.; Caldwell ID 83605

Phone 208-649-1266 Fax 208-455-3014

Inspection Requirements for Temporary Fireworks Stands (FOR YOUR INFORMATION. DO NOT RETURN WITH APPLICATION)

The following is a list of specific requirements that Applicants need to use to "pre-inspect" their stands for compliance. All items must be completed prior to the time of their scheduled fire inspection. Compliance with ALL of these will enhance your chances to pass your inspection the first time, allowing you to open sooner.

1. Stands must be at least 25' away from any other building or structure.
2. Stands must be at least 100' away from any fuel storage / dispensing station.
3. Stands must meet all International Code requirements for a "temporary" stand.
4. Stands may not exceed 600 SF in floor area.
5. Exit doors must be located at *both ends* of the structure, be thirty inches (30") wide and must open outward. Exits must be unobstructed, clearly marked and accessible.
6. Stands must have two (2) fire extinguishers. One shall be a **2A** rated **water type extinguisher** and the other must be a **2A10BC** rated **multi-purpose** extinguisher. Extinguishers must have a current service tag dated within the past eleven months and must be mounted three to five feet above floor level. Extinguishers must be readily *visible* and *accessible* at all times. Extinguishers must not be blocked or used to hang things on.
7. The following signage is required to be posted on all interior and exterior sides of the stand: "FIREWORKS - NO SMOKING WITHIN 50 FEET" and "NO FIREWORKS TO BE DISCHARGED WITHIN 300 FEET". These signs are to be in red, block-style lettering, 4" tall and must be visible and in a legible condition at all times. **Signage must also be in Spanish.**
8. Stands must have at least one **metal** trash receptacle with a **securely-fitting lid** in place.
9. Exit paths must be clear and unobstructed, and must remain that way at all times.
10. Stands must be kept clean and free of empty boxes, paper or other debris or trash.
11. All ground underneath and for 30 feet around all fireworks stands must be cleared, and kept clear of any weeds, combustible vegetation or material and debris.
12. Motor vehicles or generators must be parked or kept at least twenty-five feet (25') away from the stand. **Sleeping in stands is prohibited.**
13. No bare light bulbs may be used in the stand, all lights must have guards/covers on them.
14. Exit signs (8" x 12") must be posted above or on each exit door.
15. Exit doors must open *outward* with minimal effort.
16. The "Permit to Operate" must be posted and visible to the public at all times.
17. No one under the influence of drugs or alcohol is allowed in the stand at any time.
18. Stands must be at least 100', but not less than 500', from a working fire hydrant.

* **Fireworks may only be sold from 12:00 AM on June 22 until 12:01AM on July 5.**

* **NO one under the age of 16 years is permitted inside the fireworks stand at any time.**

* **NO fireworks may be sold to any minor under the age of 16 years. (Proof of age and/or photo ID is required.)**

* **NO smoking inside or within 50 feet of a fireworks stand.**

* **NO parking within 25 feet of a fireworks stand.**

NO FIREWORKS STAND MAY SELL FIREWORKS UNTIL ALL REQUIREMENTS ARE MET.



Caldwell Fire Department

"Saving Lives, Protecting Property"

Division Chief Alan Perry, Fire Marshal

Fire Prevention Division

310 S 7th Ave, Caldwell ID 83605

Phone 208-455-3032 Fax 208-455-3014

Acknowledgement of Receipt and Reading Caldwell City Code Article 13, Section 08-13-09 Fireworks Regulations (Ordinance 2853)

TO: All Fireworks Stand Operators and Applicants (RETURN WITH APPLICATION)

This document is required in conjunction with your application for a permit to operate a temporary fireworks stand for the retail sale of non-aerial common fireworks.

On January 4, 2011 the Caldwell City Council unanimously approved the fireworks ordinance. Applicants must read the provided document, sign, and date this acknowledgement form.

(See the provided Caldwell City Code Article 13, Section 08-13-09 – Fireworks Regulations)

If you have any questions or concerns regarding the document, please contact the Caldwell Fire Department (Fire Prevention Division) at (208) 455-3032.

Applicant (print name): _____

Business Name (if applicable): _____

"I hereby certify that I have received and have read Caldwell City Code, Article 13, Section 08-13-09. I further certify that I am, therefore, aware of the fireworks regulations. In consideration of my application for a permit I agreed to abide by the terms and conditions set forth in provided document."

Signature of applicant: _____ Date: _____

Witness (print name): _____

Witness signature: _____

(This document must be returned with your application materials.)



Caldwell Fire Department
Division Chief Alan Perry, Fire Marshal
621 Cleveland Blvd., Caldwell ID 83605
Phone 208-649-1266 Fax 208-455-3014

FIREWORKS STORAGE INFORMATION
(RETURN WITH APPLICATION)

Instructions: Please supply all information requested. Use back of form if additional space is needed. Answer accurately, please print clearly and sign/date at the bottom.

STAND LOCATION: _____

ON-SITE MANAGER'S NAME: _____ AGE: _____

ADDRESS: _____

PHONE 1: _____ PHONE 2: _____ DL# _____

EMPLOYEES WORKING AT STAND (Must be 16 yrs. of age or older):

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

SUPPLIER: _____ PHONE: _____

LOCAL REP: _____ PHONE: _____

STORAGE INFO: When the stand is closed nightly, and before and after the sales period, please identify the physical location(s) of where fireworks will be stored:

APPROVAL BY FIRE OFFICIAL FROM AHJ STORAGE LOCATION:

Fire Department Official

Fire Department or Agency

Fire Official's Signature

Fire Official's Phone Number

I certify that the information supplied above is true and accurate to the best of my knowledge, and will promptly advise the CFD if any information changes.

OPERATOR'S SIGNATURE: _____ DATE: _____

MISC. NOTES or SPECIAL CONDITIONS:

1. Online payment portal: you can now [pay your licensing fees online](https://caldwell.billingdoc.net/nonub). Please see the online payment instructions below:
 1. Click on the payment portal link: <https://caldwell.billingdoc.net/nonub>
 2. Scroll down to the 'City Hall' category, and choose 'City Clerk Misc Permits (CH11030).
 3. For 'Service Description', enter 'Fireworks Stand Application'
 4. For 'Customer #', enter your Business Name
 5. For Invoice Number, enter '2025'
 6. Complete the remaining information until you get to payment amount.
 7. For 'payment amount', \$158.39.
 8. Submit payment.

Thank you and please do not hesitate to contact me if you have any questions.

Ellen



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Division Chief Alan Perry, Fire Marshal
Fire Prevention Division
621 Cleveland Blvd., Caldwell, ID 83605
Phone 208-649-1266 Fax 208-455-3014

Temporary Fireworks Stands Permit **(RETURN WITH APPLICATION)**

NO FIREWORKS STAND MAY SELL FIREWORKS UNTIL ALL REQUIREMENTS ARE MET AND MAINTAINED
*****SHALL REMAIN ON SITE & POSTED*****

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* ***NO*** *smoking inside or within 50 feet of a fireworks stand.*

* ***NO*** *parking within 25 feet of a fireworks stand.*

Owner/Operator: _____

Caldwell Fire Department: _____