

FIREWORKS PERMIT APPLICATION PROCESS

The following steps are required to obtain a fireworks permit:

1. Contact the Public Works Department at 605-995-8433 to be put on the Public Health & Safety Committee's meeting agenda. This committee meets once a month so it is very important to plan ahead and have your request added to the agenda in a timely manner prior to your event.

Complete information must be to the Public Works Secretary one week prior to the City Council Meeting. Information must be received no later than the Monday (one week prior) to the Meeting.

2. You must complete your portion of the Fireworks Public Display Permit that will be sent to you prior to the placement of your request on the Agenda for the committee meeting. Please note that this form must be notarized and should be given to the Public Works Secretary:

- a copy of applicant's insurance certificate (certificate must be on file with Human Resources. The insurance certificate must have liability insurance of \$1,000,000 per occurrence and the City of Mitchell listed as additional insured);
- a map/drawing of the area where the fireworks will be shot off and the width perimeter requirements,
- \$30.00 permit fee made payable to the City of Mitchell.

This paperwork must be completed and filed with the Public Works secretary prior to being placed on the Committee Agenda for approval.

3. The Fire Marshal will review the permit when filed prior to the Committee Meeting. Once the City Council has approved the permit then paperwork is forwarded to the Mitchell Department of Public Safety for approval.
4. The Fire Marshal shall make the final determination of compliance with NFPA 1123 and local regulations. Failure to comply with these regulations will mean forfeiture of the permit for the display.
5. Once the permit is approved in committee it will be voted on by the full council later in the evening.
6. Once the Fire Marshal has signed off on the permit, a copy will be issued to the contact person listed on the permit. If a burn ban is enacted the fireworks permit may be withdrawn.
7. If your permit is denied, your \$30.00 fee will be returned to you.

CITY OF MITCHELL
DEPARTMENT OF PUBLIC SAFETY
FIREWORKS PUBLIC DISPLAY PERMIT
A PERMIT TO OPERATE A DISPLAY OF FIREWORKS

PERMIT NUMBER _____

Name of Applicant _____ Phone # _____

Address _____ City _____ State _____ Zip _____

PERSON(S) ACTUALLY IN CHARGE OF FIRING THE DISPLAY:

Name _____ Address _____ State _____ Zip _____

Name _____ Address _____ State _____ Zip _____

Date of Display _____ Time of Day _____

Exact Location of Display _____

A copy of the insurance certificate on file with Human Resources? _____ (yes or no)

TYPE OF FIREWORKS:

_____ Class B Explosive (Special Fireworks) _____ Class C Common Fireworks

I, _____, declare and affirm under the penalty of perjury that this Fireworks Display Permit has been examined by me and to the best of my knowledge and belief is true and correct.

Dated this _____ day of _____, 20____. ^x _____
Signature of Applicant

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____.

Notary Public

My Commission expires: _____

Fire Marshall Reviewed: _____

Permit Authorized By: _____

Title: _____

Location of Issuing Authority: _____

Issued subject to all applicable laws and regulations, SDCL 34-36, SDCL 34-37 and National Fire Protection Association Pamphlet #1123 (2000 edition). This permit may not be assigned or transferred.

DEPARTMENT OF PUBLIC SAFETY
201 W 1ST AVE., MITCHELL SD 57301
PHONE: 605-995-8400