



## RETAIL SALES OF FIREWORKS PERMIT APPLICATION

### Sale of Fireworks:

Per Chapter 41.10 of the City of North Liberty Code of Ordinances, the sale of consumer fireworks is permitted in accordance with state law and applicable provisions of the North Liberty Code of Ordinances, including but not limited to 157 (Building Code); Chapter 158 (Fire Code); and Chapters 165-173 (Zoning Code). The sale of consumer fireworks shall be limited to the dates established by state law.

All permanent and temporary structures used for the sales of consumer fireworks shall meet all requirements set out in National Fire Protection Association (NFPA) Standard 1124 (2006 Edition) and all applicable provisions of the North Liberty Code of Ordinances, including but not limited to Chapter 157 ("Building Code"); Chapter 158 ("Fire Code"); and Section 171.03 ("Temporary Uses").

The sale of consumer fireworks from temporary structures shall be considered a zoning temporary use, as set out in North Liberty Code Section 171.03(3), and regulated accordingly. The sale of consumer fireworks is not permissible as a minor temporary use or a special event under North Liberty Code Sections 171.03(1) and North Liberty Code Sections 171.03(2).

### Permit Application:

A City of North Liberty permit is required for each consumer fireworks retail seller license issued by the Iowa State Fire Marshal Division and will be valid through the expiration date listed on the license.

Permit Fee:	Permanent Structures: \$175.00	Valid Sales Dates: June 1 – July 8 and December 10 – January 3
	Temporary Structures: \$200.00	Valid Sales Dates: June 13 – July 8

**"Permanent"** as applied to buildings or structures shall mean a building or structure affixed to a foundation on a site and having fixed utility connections that is intended to remain on the site for more than 180 consecutive calendar days.

**"Temporary"** as applied to buildings or structures shall mean a building or structure not meeting the definition for permanent structure.

### Permit Submittal Requirements:

- Complete & Sign Retail Sales of Fireworks Permit Application, Zoning Application and Temporary Tent/Membrane Application (if using a temporary structure).
- Proof of Insurance (\$1,000,000/occurrence and \$2,000,000/aggregate minimum)
- Copy of State of Iowa Retail License
- Copy of Site Plan for Sales, Parking and Storage Location(s)
- Payment for Permit Fee will be emailed once permit is processed

Submit permit application and all required documents online:

<https://portal.iworq.net/NORTHLIBERTY/new-permit/600/418>



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### Use of Consumer Fireworks:

In accordance Chapter 41.10 of the City of North Liberty Code of Ordinances, the use of or explosion of consumer fireworks within the City is hereby prohibited. All fireworks retail businesses are required to display approved signage in permanent and temporary structures used for the sale of consumer fireworks stating that the use of consumer fireworks is prohibited within the city. Approved signage will be provided at no cost to the fireworks retail businesses.

### Application Information:

Name of Applicant:

Mailing Address:

Phone #:

Email Address:

### Business Information:

Name of Business:

Mailing Address:

Phone #:

### Site Manager Information:

Name of Site Manager:

Mailing Address:

Phone #:

### Fireworks Sale and Storage Information:

Dates of operation/Sales: \_\_\_\_\_ to \_\_\_\_\_

Address:

Address Parcel # ([See Johnson County Property Viewer](#)):

Gross Weight of All Firework Products on Sales Floor:

Structure Type:      Temporary Structure\*      Permanent Structure

\*If Temporary Structure, Complete Temporary Membrane & Tent Permit Application

Describe the manner and method of storage and sales of fireworks:

### Statement of Veracity:

I am an owner, officer, director, or other person authorized to sign on behalf of the Applicant. I affirm that the above information is true and correct. I understand that providing false or misleading information is grounds for revocation of this permit.

First Name:

Last Name:

Signature:

Date:



## Zoning Compliance Certificate Application

Planning Department  
319-626-5728  
Building Department  
319-626-5713

**Please provide the following information:**

Property Address: _____						
Name of Applying Business: _____					Rents this space Owns this space	
Applicant Name: _____						
Address: _____						
Phone number(s) cell: _____ alternate phone: _____						
Email Address: _____						
Please indicate proposed uses <b><u>and</u></b> <b><u>NOTE THE SQUARE FOOTAGE FOR EACH USE IN THE APPLICABLE BOX</u></b>  Total height of shelved items is over 12 feet YES NO <input type="checkbox"/> Y <input type="checkbox"/> N Combustible	PERMANENT RETAIL FIREWORKS SALES	TEMPORARY TENT FIREWORKS SALES	RETAIL	SCHOOL	HOME OCCUPATION	DAYCARE
	ENCLOSED VEHICLE STORAGE	MINOR VEHICLE REPAIR	HOTEL/MOTEL	RESTAURANT	RESIDENTIAL	PLACES OF WORSHIP
	EQUIPMENT SALES	MAJOR VEHICLE REPAIR	VEHICLE SALES	PARKING FACILITY	OUTDOOR DISPLAY	OUTDOOR STORAGE
	INCIDENTAL STORAGE OF COMBUSTIBLES	INCIDENTAL STORAGE OF NONCOMBUSTIBLES	INCIDENTAL STORAGE OF HAZARDOUS MATERIAL	SMALL ANIMAL CARE	MEDICAL	OFFICE
	WAREHOUSE STORAGE OF COMBUSTIBLES	WAREHOUSE STORAGE OF NONCOMBUSTIBLES	WAREHOUSE STORAGE OF HAZARDOUS MATERIAL	MANUFACTURER	FUELING STATION	OTHER
Describe IN DETAIL the use or uses of this space:						
Provide Start-up date: _____ Provide Number of Employees: _____						
Will ALL ACTIVITIES associated with the proposed use be within structure(s) or buildings? If no, describe the activity:						
Owner's Certifications: By signing or typing your name, you certify that the information contained in this application and on any accompanying documents is true, that you have the permission of the property owner to perform the work herein described, and that you will comply with Code and covenant restrictions for this property.  [Note: Separate applications are required for building, electrical, plumbing, heating, cooling, signs, sewer, and water service.]  <b>ONE SIGNATURE &amp; DATE REQUIRED</b>  Signature of Authorized Agent: _____ Date: _____  Signature of Owner: _____ Date: _____						



## RETAIL SALES OF FIREWORKS PERMIT APPLICATION

### Temporary Tent & Membrane Permit Application

Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the *fire code official*.

#### Exceptions:

Tents open on all sides that comply with all of the following:

- 1) Individual tents having a maximum size of 700 square feet.
- 2) The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
- 3) A minimum clearance of 12 feet to all structures and other tents.

#### Type of Temporary Structure (Check one):

- ☐ Tent with Walls  
☐ Tent without Walls  
☐ Membrane Structure

#### Special Uses (Check all that apply):

- ☐ Sale of Fireworks  
☐ Heating Equipment – Electric  
☐ Heating Equipment – LPG

#### Temporary Structure Dimensions:

Structure #1	Total Size	sq./ft.	Length	ft.	Width	ft.
Structure #2	Total Size	sq./ft.	Length	ft.	Width	ft.

#### Site Location Information:

Setup Date: \_\_\_\_\_ Take Down Date: \_\_\_\_\_  
Address/Location: \_\_\_\_\_

#### Application Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

#### Supplier/Rental Company:

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_ Business Phone #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_



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### Temporary Tent & Membrane Permit Application

**Attach the Following Documents to this Application:**

(Permits will not be processed without all the information below)

- 1) Certificate of flame resistance for each tent and/or membrane structure.
- 2) Certificate of flame resistance for interior decorative fabrics or materials.
- 3) A diagram/site plan & floor plan; see below.

**Site & Floor Plan Information:**

The Site & Floor Plan shall include (Properly Scaled):

- 1) Location (IFC 3103.8.2)
- 2) Dimensions (all sides) of each structure
- 3) Other Buildings (NFPA 1124 7.4.7.2) – At least 20 Feet Separation
- 4) Layout of tables & chairs (IFC 3103.11)
- 5) Aisle widths (IFC 3103.12.5)
- 6) Means of egress facilities (exits & clear exit pathways) (IFC 3103.12)
- 7) Location of exit signs, if required (IFC 3103.12.6)
- 8) Means of egress illumination (IFC 3103.12.7)
- 9) Location of “No Smoking” signs (IFC 3104.6)
- 10) Location and size of fire extinguishers (IFC 3104.12)
- 11) Location and type of heating, cooking & electrical equipment (IFC 3104.15)
- 12) Location of LPG tanks (If applicable) (IFC 3104.16)
- 13) Location of Flammable & Combustible Liquids (IFC 3104.17)
- 14) Location of Generators (If applicable) (IFC 3104.19/ NFPA 1124 7.4.7.2) – At least 20 Feet Separation
- 15) Vehicle Parking (NFPA 1124 7.4.7.2) – At least 10 Feet Separation
- 16) Storage of Consumer Fireworks (NFPA 1124 7.4.7.2) – At least 20 Feet Separation
- 17) Combustibles (NFPA 1124 7.4.7.2) – At least 20 Feet Separation

**Statement of Veracity:**

Upon approval of this application, I agree to abide the requirements set forth in the currently adopted edition of the International Fire Code and the authority having jurisdiction, that being the North Liberty Fire Department. I understand that the location must pass an inspection prior to issuance of the requested Permit. I do hereby grant permission for that inspection. Responsible Party:

First Name:

Last Name:

Signature:

Date: