



FIREWORKS VENDOR LICENSE PROCEDURES

Company Name _____

Return to City of Greeley Finance, 1000 10th St, Greeley CO 80631 970-350-9733

Checklist:

- Complete Outdoor Application (attached).
- Property Owner Letter of Permission
- Certificate of Liability Insurance (naming City of Greeley Cert Holder)
- Complete Temporary Use Permit Application (attached).
- Complete Fireworks Permit Application (attached).
- Fees: \$1500 non-refundable Fire Department fee, \$100 Temporary Use Permit fee, \$100 Outdoor Vendor fee
- \$1500 advanced payment on Sales Tax.



Business & Outdoor Vendor Application

Finance Department
1000 10th Street
Greeley, CO 80631

(970) 350-9733
FAX (970) 350-9736
greeleysalestax@greeleygov.com
www.greeleygov.com

In order to ensure processing, please fill in fields in legible print. Incomplete applications will not be processed.

Business Name & Type of Entity		FOR CITY USE ONLY		
		ACCT #	SQ. FT.	
PART A - Business Information	1) Legal/True Name of Business (Last, First if Individual). Repeat on Page 2 & 3		PROP ID	GEO
	2) Trade Name/Doing Business As (DBA) of Business			
	3) Reason for Filing (check only one) <input type="checkbox"/> New Business (Including new location) <input type="checkbox"/> Update Information for Account: _____ <input type="checkbox"/> Business Purchased or Merged <input type="checkbox"/> Renewal		5) Type of Ownership (check only one): <input type="checkbox"/> Individual/Sole Proprietor (<u>Verification of Lawful Presence</u> required) <input type="checkbox"/> Corporation (Including PC) <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Partnership (General or Limited) <input type="checkbox"/> Limited Liability Partnership (LLP or LLLP) <input type="checkbox"/> Non-Profit <input type="checkbox"/> Trust <input type="checkbox"/> Government <input type="checkbox"/> Other Entity Type: _____	
	4) Location/Account Type (check only one): <input type="checkbox"/> Commercial (Including retail, office, and industrial locations) <input type="checkbox"/> Home Occupation (<u>Home Occupancy Permit Form</u> required) <input type="checkbox"/> Out of City Location(s)			
Location Information				
6) Location Manager Name		7) Location Phone Number	8) Location Fax Number	
9) Location Street Address with Suite Number (No PO Boxes)				
10) City	11) State	12) Zip Code	13) Location Manager E-mail Address	
Business Licensing Mailing Information (This is where your Business License and Certificate of Occupancy will be mailed)				
14) Send Business Licensing Correspondence Care Of		15) Licensing Phone Number	16) Licensing Fax Number	
17) Check the following if the licensing address is: <input type="checkbox"/> Same as Location Address (lines 9 - 13 above)		18) Mailing Address for Business Licensing Correspondence		
		19) City	20) State 21) Zip Code	
Tax Mailing Information (This is where your tax booklet and any tax information will be mailed)				
22) Send Tax Correspondence Care Of		23) Tax Phone Number	24) Tax Fax Number	
25) Check one of the following if the tax address is: <input type="checkbox"/> Same as Location Address (lines 9 - 13 above) <input type="checkbox"/> Same as Licensing Address (lines 18 - 21 above)		26) Mailing Address for Tax Forms, Notices, and Correspondence		
		27) City	28) State 29) Zip Code	
30) Check one of the following if the records address is: <input type="checkbox"/> Same as Location Address (lines 9 - 13 above) <input type="checkbox"/> Same as Licensing Address (lines 18 - 21 above) <input type="checkbox"/> Same as Tax Address (lines 26 - 29 above)		31) Address where Tax Records may be Inspected (No PO Boxes)		
		32) City	33) State 34) Zip Code	
Tax Contact E-mail Address				
Primary E-mail Address:		Alternate E-mail Address:		

This form has 3 pages. All pages must be completed. Incomplete applications will not be processed.

35) Legal/True Name of Business (From Part A, Line 1)

PART C - Owners/Officers	36) Name of principal officer, owner, partner, member, or manager		37) Title		
	38) Address of principal residence		39) City		40) State 41) Zip Code
	42) Name of other officer, owner, partner, member, or manager		43) Title		
	44) Address of principal residence		45) City		46) State 47) Zip Code
Additional officers, owners, partners, members, or managers may be included on attachments.					

PART D - Business Inception & Operations	48) Legal Name of Prior Business (if purchased or merged)				49) Purchase/Merge Date			
	50) Date Started or Date Business Will Open							
	51) Hours of Operation (local businesses only)							
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	From							
	To							
52) Website Address http://			53) NAICS Code:		Number of Employees at this Location 54) FT 55) PT			
56) Primary Business Type (check only one)								
<input type="checkbox"/> Manufacturing or Processing		<input type="checkbox"/> Agriculture		<input type="checkbox"/> Wholesale Trade		<input type="checkbox"/> Transportation, Warehousing		
<input type="checkbox"/> Professional or Service		<input type="checkbox"/> Construction		<input type="checkbox"/> Utilities		<input type="checkbox"/> Real Estate, Rental & Leasing		
<input type="checkbox"/> Accommodation, Food Services		<input type="checkbox"/> Health Care		<input type="checkbox"/> Information		<input type="checkbox"/> Other:		
57) Description of Goods Sold or Services Provided				58) Check this box if you intend to sell liquor.		59) State Child Care License Number		
60) Requested Reporting Frequency Monthly Quarterly Annually Occasional Filer Estimated Annual Sales/Use Tax Liability: _____ Every business must file at least annually, even if no tax is due. All businesses, including those that do not make taxable sales, will likely have a use tax liability.								

Signature of Applicant or Authorized Agent	I declare under penalty of perjury, that this application has been examined by me and that the statements made herein are, to the best of my knowledge and beliefs, are true, correct and complete.	
		Date
	Signature	Date
	Printed Name	Title

PART E - Outdoor Vendor Information	Outdoor Vendor License Application	
	1) Business Type (check all that apply): Construction Mobile Food Vendor Mobile Food Truck Neighborhood Mobile Food Vendor Outdoor Vendor of Miscellaneous Goods & Services Outdoor Vendor of Transportation Services Pushcart Other (describe below):	2) Application Type (check one): New Business Renewal Information Change
	3) Description:	

4) Legal/True Name of Business (From Part A, Line 1)

PART F - Description

5) Description of the design of any vehicle, pushcart, kiosk, table, chair, stand, box, container or other structure or display device to be used in the operation by the applicant, including the size and color, together with any logo, printing or sign which will be utilized by the applicant

6) Vehicle License Plate and Registration Information

PART G - Location Information

Private Property Location(s)

7a) Street Address with Suite Number (No PO Boxes)			7b) Street Address with Suite Number (No PO Boxes)		
8a) City	9a) State	10a) Zip Code	8b) City	9b) State	10b) Zip Code
7c) Street Address with Suite Number (No PO Boxes)			7d) Street Address with Suite Number (No PO Boxes)		
8c) City	9c) State	10c) Zip Code	8d) City	9d) State	10d) Zip Code

PART H - Outdoor Vendor Checklist

- Application Fee
- Proof of Liability Insurance
- Plan drawing of each location on private property
- Weld County Retail Food License
- Documentation of Colorado Department of Revenue Sales & Use Tax License
- Completed Outdoor Vendor Application
- Completed Business Application
- Completed Affidavit of Lawful Presence (Sole proprietor or Individual only)
- S.A.V.E Verification (Non-US Citizen)
- Home Occupation Form (If applicable)

By signing below, I declare all documentation has been turned in for the occupational license of Outdoor Vendor.

Signature of Applicant or Authorized Agent	_____	_____
	Signature	Date
	_____	_____
	Printed Name	Title



Temporary Use Permit Application

Fees
Minor Use: \$25/\$50
Major Use: \$100

Date(s) of Event:	Location (address) of Event:
Start/End Times of Event:	Name of Event:
Associated Storefront:	Description of Event:

Business Name: _____ Phone: _____

Contact Name: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Required Submittal Materials for Event Review

- Project narrative (reverse side of application or separate attachment) detailing the following:
 1. Brief description of event
 2. Security details that will be in place for the event (if applicable)
 3. Description of how the site will be cleaned
 4. Description of how water and sewer will be used (restrooms)
 5. Description of any special lighting, sound amplification or noise (including music associated with the use)
- Accurate site plan drawn to scale, including dimensions, showing existing and proposed (permanent or temporary):
 1. Buildings, structures, walls, partitions, etc.
 2. Parking (show location and quantity)
 3. Vehicle ingress and egress location
 4. Site infrastructure (i.e., streets, water lines, easements, etc.) if applicable
 5. Restroom facilities
 6. Directional arrow (North arrow)
 7. Fire exits and smoke detection devices (if applicable)
- Signage
 1. Size and dimensions
 2. Location
 3. Picture, drawing or rendering
- Letter from property owner granting permission to use the site
- Letter authorizing use of associated storefront's temporary use allowance
- Fee

FOR OFFICE USE ONLY

Planner	Date
Amount Charged: \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card

Narrative: _____

Examples of Minor Uses (\$25*)	Examples of Major Uses (\$100)	Examples of Exempt Events (fee waived)
<ul style="list-style-type: none"> • Sunglasses sales • Peddler/hot dog stands (if downtown, special downtown vendors' permit required) • Uses that are determined to generate low traffic volumes <p>*If event runs three days to one week, fee is \$50</p>	<ul style="list-style-type: none"> • Private concert (indoor or outdoor) • Automotive sale • Tent revivals/meetings • Carnival/fair/circus • Farmers market (not city related) • Christmas tree sales • Any temporary use that is determined to generate high traffic volumes • Most uses longer than one week 	<ul style="list-style-type: none"> • Ground breaking ceremonies • Public concerts/events in the park (requires a park permit from Parks Dept.) • Parades (requires a parade permit from Police Dept.) • Outdoor/temporary vendor (requires vendor license from Finance Dept.) • Events located at Island Grove Regional Park • Grand opening events (only exempt if grand opening does not include minor/major use characteristics)

Note: Additional criteria apply to the following types of temporary uses, see Section 18.52.040 of the Development Code for details. https://www.municode.com/library/co/greeley/codes/municipal_code?nodeId=TIT18DECO

- Seasonal sales events (Christmas trees, pumpkins, plants)
- Temporary concrete or asphalt batch plant
- Temporary construction or sales office
- Outdoor markets for sale of produce, plants, handcrafts
- Outdoor flea markets
- Outdoor carnivals, circuses, traveling shows, exhibitions, festivals or fairs
- Garage sales

Greeley Fire Department

POLICY FOR PUBLIC DISTRIBUTION NUMBER 78-4

REQUIREMENTS FOR FIREWORKS SALES

This policy provides basic information for the most common conditions and situations. A fireworks sales permit and a site/stand plan review are required for the sale of fireworks within the Union Colony Fire/Rescue Authority District boundaries. Permits for the sale of fireworks are only issued for areas outside of the City limits of Greeley that are within the district boundaries. The use and sale of fireworks shall be in accordance with Article 78 of the 1997 Uniform Fire Code (UFC), the current editions of National Fire Protection Association (NFPA) 1123, 1124, 1126, and the Colorado State Law. Any questions can be addressed to the Union Colony Fire/Rescue Authority - Fire Prevention Bureau between 8:00 a.m. and 5:00 p.m. at 970/350-9510.

1. **Permit Application and Fee.** An application for a permit shall be obtained from the Fire Prevention Bureau. A completed application including any attachments, a copy of the Colorado Retailer of Fireworks License, and a check made payable to Union Colony Fire/Rescue Authority (UCFRA) for \$1,000 shall be submitted to the Fire Prevention Bureau a **minimum of 30 days** prior to the beginning sale date.
2. **60-Day, Non-Transferrable, Temporary Permit.** A permit for the sale of fireworks shall be valid for a maximum of 60 days. A valid permit shall not be transferable.

NOTE: These requirements are applicable to temporary fireworks stands only. Sale of fireworks from permanent structures shall meet all of the requirements of an H occupancy as defined by the Uniform Building and Fire Codes.

3. **Initial Inspection.** All initial inspections of fireworks sales shall be conducted a **minimum of two (2) days** prior to the opening of the sales site.
4. **Operating Hours.** Operating hours shall not be before 8:00 a.m. or after 10:00 p.m.
5. **Retail Fireworks Sales.** A stand shall be used only for retail sales of fireworks. Sale of fireworks at wholesale shall not be conducted from stands.
6. **Compliance.** Immediate compliance with Union Colony Fire/Rescue Authority - Fire Prevention Bureau orders is required.
7. **Types of Fireworks Stands.**
 - A. **Tent Fireworks Stands.** Any stand, by the definition noted in the Uniform Fire Code (UFC), a tent, shall meet all the requirements stated in Article 32 of the UFC concerning tents. All flooring in a tent shall be gravel or other noncombustible type material.

- B. **Other Types of Fireworks Stands.** All other stands may be constructed of wood, metal, or other approved materials. Stands shall not have wheels or tires. Combustible construction shall be painted with a water-based latex paint.
8. **Age Requirements.**
- A. **Salesperson.** Fireworks shall not be sold or dispensed unless directly supervised by a person **18 years of age or older**. Said person shall be present during all hours of operation.
- B. **Customer.** Fireworks shall not be sold or dispensed to anyone **under 16 years of age** unless accompanied by an adult. (An adult is a person 18 years of age or older).
9. **Security of Explosives.** Security of explosives shall be maintained at all times. A Class II Magazine, capable of handling all fireworks available-for-sale, is required on-site.
10. **Safety Procedures.** On-site safety procedures shall be strictly adhered to.
11. **No Smoking or Open Flames.** No smoking or open flames are allowed at any time within 25 feet of the sales site. "NO SMOKING" signs shall be conspicuously placed both inside and outside of all stands.
12. **Alcohol/Drugs.** No alcohol, drugs, or persons under their influence shall be allowed at the sales site.
13. **Storage and Trash.**
- B. All unauthorized personnel shall be kept out of all storage areas.
- C. Trash and storage requirements shall be strictly maintained.
14. **Use of Fireworks.** No use of fireworks shall be allowed within 200 feet of sales site.
15. **Security of Fireworks Stands.** All structural stands shall be securely anchored, painted, and structurally sound. No parking will be allowed within 30 feet of a stand or storage facility. "No parking" signs must be posted and visible from the parking area.
16. **Setbacks.** All setbacks shall be measured from permanent structures, curbing, vehicles, and fences.
- A. **Front setbacks** shall be measured from the curb face or the flow line of a concrete curb/gutter public street improvements in place, the front setback shall be measured from the edge of asphalt or driving surface.
16. **Setbacks.** (Continued)
- B. **Front** - a clear and unobstructed distance of 50 feet is required to the stand from any corner.

- C. Side - a clear and unobstructed distance of 20 feet is required to the side of the stand.
 - D. Separation - a clear and unobstructed distance of 30 feet is required between the stands.
 - E. Rear - a clear and unobstructed distance of 30 feet is required to the rear of the stand.
 - F. In any case, a clear and unobstructed distance of 50 feet shall be maintained between a stand and any portion of any permanent building or accessory structure, excluding fences.
 - G. A distance of 25 feet shall separate stands and detached fireworks storage.
17. **Exits.** Any stand measuring more than 25 feet in length across the face shall have two (2) exits. Exit doors shall be a minimum of 24 inches in width and 6 feet in height and swing in the direction of egress.
18. **Fire Extinguishers.** All stands shall be provided with two multi-purpose dry chemical fire extinguishers readily accessible and in good working order. Fire extinguishers are to have a minimum rating of 2A/10BC. Each extinguisher shall carry a current annual inspection tag. One extinguisher shall be placed at each end of the stand.
19. **Electrical Wiring.** All stands provided with electrical wiring shall meet the State Electrical Board and/or County and/or municipal requirements.
20. **Public Access.** The public shall not be allowed access to the interior of a stand.
21. **Posting of Warning Signs.** The permittee shall display a warning sign in a prominent place on the premises that states: "Warning, it is illegal for any person under sixteen years of age to purchase any fireworks." The sign lettering shall be a minimum height of 1½ inches. The permittee shall also post any other signs provided by the Fire Prevention Bureau concerning the sale or use of fireworks.
22. **Vegetation/Weeds.** Vegetation within the required stand setbacks shall be a maximum of two (2) inches above the ground, with the exception of trees and shrubs. Weeds, not within the stand setback but on the premises, must be maintained at a maximum height of 12 inches within a radius of 200 feet from any point of the stand or to the property line, whichever is the lesser distance.
23. **Motor Vehicles.**
- A. No fireworks shall be sold or dispensed from any motor vehicle or towed vehicle.
 - B. A motor vehicle, travel trailer, or tent cover attached to or combined as a part of a stand shall not be permitted.
24. **Dismantling of Fireworks Stands.** All fireworks stands shall be dismantled and removed **no later than ten (10) days** after the last sale day.



FIREWORKS SALES PERMIT APPLICATION

Applicable Codes and Standards: 2009 International Fire Code,
Colorado Revised Statutes, and
National Fire Protection Association (NFPA) 1124.

1. Application Information (include the corporate or company name and responsible agent)

Sponsor/Company Name

Name

Address

City _____ State _____ Zip

2. Primary Agent or contractor (include the corporate or company name and responsible agent)

Corporate or Company Name

Name _____ D.O.B.

Address _____ Phone

City _____ State _____ Zip

Local Address _____ Phone

City _____ State _____ Zip

3. Location of Permit Use

4. Owner of the Property (include the corporate or company name and responsible party)

Corporate or Company Name

Name

Address _____ Phone

City _____ State _____ Zip

5. Dates of Permit Use

6. Public Liability Insurance Company and Policy

Name

Policy Number

Amount of Coverage \$