



# CITY OF TOPEKA



**Fire Department**  
Fire Prevention Division  
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**Greg T Bailey Sr, Fire Chief**  
[www.topeka.org](http://www.topeka.org)

## Fireworks Display Permit Requirements

1. Application must be submitted sixty (60) days in advance of any event
2. Application must be submitted in writing to the Fire Department Inspection Unit
3. Name, address, email address and phone number of individual, group or organization sponsoring the outdoor fireworks display.
4. Name, address, email address and phone number of supplier of fireworks if different from the Operator.
5. Name, address, email address and phone number of individual responsible for discharging. Fireworks.
  - Photo ID
  - Copy of State of Kansas Public Display Operator license
  - Copy of Federal Explosives License
  - Qualification and experience information
  - Number, names and ages of assistance and scope of responsibility
6. Evidence of financial responsibility by the sponsor of the event or person discharging the display. This should take the form of an insurance certificate or other document attesting to the coverage or responsibility in the amount of \$500,000.00.
7. Complete Device List of fireworks that will be discharged.
  - Fireworks may only consist of 1.3g Commercial Fireworks.
  - Material Safety Data Sheets (MSDS) for devices
8. Date and time of day at which the outdoor fireworks display is to be held.
  - Proposed length of time to complete discharge of display
  - Discharge times shall only occur between 5 PM-11 PM.
9. Informational fliers shall be distributed to all residential housing within a 5 block radius of event.
  - Fliers must be distributed a minimum of two (2) week prior to the event. Fliers must list the time and date of the event, contact information to the event organizer and the planned duration of the event.

10. Exact location of the event including site diagram utilizing satellite imagery i.e. Google Earth.

Site plan to include:

- Distances to audience
- Emergency and crowd control plan
- Device locations
- Fallout area
- Location of shooter
- Locations of fire extinguishers and types (Minimum of one class C fire extinguisher in discharge area and one class C extinguisher in fallout area or acceptable water supply available).

11. The fire chief or designee may impose conditions, requirements or restrictions when public safety or the general welfare of the public is a matter of concern based on the venue, location, date/time and expected number of spectators.