

# CHECKLIST

## Consumer Fireworks Retail Sales (CFRS) Permit Applications

**Application Deadline:** May 20<sup>th</sup> (each year)  
**Deadline for Corrections:** June 1<sup>st</sup> (each year)

Late applications received between May 21<sup>st</sup> and June 1<sup>st</sup>, but no later than June 1st, **MAY** be considered. However, a non-refundable late fee of \$250 will be required; and, there will no opportunity for corrections.

**Incomplete applications cannot be accepted.**  
**Complete applications will consist of the following:**

	<p><b>A. Application Form</b> (<i>completed and signed by PROPERTY OWNER(s) and FACILITY OPERATOR</i>)</p> <p><b>Note:</b> If you have previously been permitted for a CFRS for the same location and there have been no changes from the previous year (i.e., the location, site plan, floor plan, etc. remains unchanged) you may be able to use the same information that was previously submitted. You will still need to submit an updated Application form. Please contact the Planning Dept. at 913-294-9553 or e-mail <a href="mailto:planning@miamicountyks.org">planning@miamicountyks.org</a> for details.</p>
	<p><b>B. Copy of Deed</b> (<i>may be obtained from Register of Deeds Office on main floor of Administration Building</i>)</p>
	<p><b>C. Application Fee: \$1,000.00</b> (<i>paid by certified check</i>)</p>
	<p><b>D. Copy of Retailer's Sales Tax Registration Certificate</b></p> <ul style="list-style-type: none"> <li>• Issued by the Kansas Department of Revenue</li> </ul>
	<p><b>E. Copy of Current Certificate of Tax Clearance</b></p> <ul style="list-style-type: none"> <li>• Issued by the Kansas Department of Revenue</li> <li>• May NOT be older than 90 days from the date of application</li> </ul>
	<p><b>F. Detailed Site Plan</b> (<i>see Pg. 3 for Sect. 14-303(B) of Miami County Code</i>)</p>
	<p><b>G. Site Plan for Offsite Signage</b> (<i>if appropriate</i>)</p>
	<p><b>H. Floor Plan of CFRS Facility</b> (<i>see Pg. 3 for Sect. 14-303(A)(5) of Miami County Code</i>)</p>
	<p><i>The following items are not required to be submitted with the APPLICATION. However, they MUST be submitted before the CFRS Permit may be issued.</i></p>
	<p><b>A. Original Certificate of General Liability Coverage</b></p> <ul style="list-style-type: none"> <li>• Must show Miami County, Kansas as Certificate Holder</li> <li>• Coverage must be no less than \$1,000,000.00</li> </ul>
	<p><b>B. Surety Deposit: \$500.00</b> (<i>in the form of a certified check or bond</i>)</p>
<p><b>Section 14-3.03 of the Miami County Code, which contains the Permit Application Procedure for CFRS Facilities, is included on Pages 3 and 4 for your reference and convenience.</b></p>	

## Staff Use Only

- 1. Do not accept incomplete applications.
- 2. Issue a receipt(s) for check(s).
- 3. Date-stamp the Application form and Site Plan.
- 4. Place entire packet in Janet's "IN" basket for processing.
- 5. **IMMEDIATELY** distribute copies of Application, and request comments from:

Planning Director;

County Engineer;

Sheriff;

Building Official;

EMS Director;

Director of Public Services; and

Fire District.

# MIAMI COUNTY CODE

## ARTICLE 3. FIREWORKS (R10-03-010)

### 14-303. PERMIT APPLICATION PROCEDURE FOR CFRS FACILITY

(A) A permit application for a Consumer Fireworks Retail Sales Facility (CFRS) Facility Permit shall be obtained from the Community Development Department and filed with said department on or before May 20th of any year with corrections to be received by June 1st. Late applications submitted between May 21st and June 1st “may” be considered with a nonrefundable late fee in the amount of \$250, with NO opportunity for corrections to be received at a later date. Applicant assumes all responsibility for an incomplete and/or inaccurate application that prevents the application from being approved. The operator of the CFRS facility, and the owner of record of the land upon which the facility will be located, shall sign the permit application. Applications for renewal of a CFRS facility, in which no changes are being made from the previous year, need only include items 1 through 3 of the application requirements listed below, with the CFRS facility application form. New CFRS facility permit applications must be accompanied with items 1 through 5 of the application requirements: (R17-04-013)

(1) Permit application fee in the amount of \$1,000, with a separate permit application being required for each CFRS facility;

(2) A copy of a “Retailer’s Sales Tax Registration Certificate” issued by the Kansas Department of Revenue;

(3) A current Certificate of Tax Clearance issued by the Kansas Department of Revenue, no older 90 days from the date of application;

**(4) A detailed site plan of the facility and a separate site plan for offsite signage (if appropriate). Site plan requirements are listed below.** No application will be processed unless all appropriate fees and documentation as stated above are received.

**(5) A detailed floor plan of the facility showing all aisle ways and widths; exits; locations and type of fire extinguishers; exit signs and type; lighting and type; electrical panel and outlet location(s).**

(6) Prior to issuance of the CFRS facility permit, the following items must be submitted:

a) A surety deposit in the amount of \$500 for each CFRS location;

b) An original certificate of general liability coverage in an amount not less than \$1,000,000 on which Miami County is added as the “certificate holder” to the insurance policy.

**(B) The site plan, drawn to standard engineering scale, shall provide the following information:**

**(1) All items specified in bullets J through Q as enumerated in Section 14-302;**

**(2) The driveway entrance location, as well as off-street parking and number of spaces;**

**(3) The distance between the CFRS facility and all property lines and right-of-ways;**

**(4) An exterior lighting plan, if applicable**

(C) The community development department shall distribute applications and plans to the planning director, county engineer, sheriff, building official, EMS director, director of road and bridge, the appropriate fire district and fire chief for their comments and/or recommendations immediately upon receipt of the application with comments to be received from each noted department with 10 days.

(D) The board of county commissioners hereby authorizes the planning director and/or director of code services, or their designee, to review and consider the comments received from each affected agency, and if the application is found to be in compliance with all of the requirements of this Article, issue said CFRS facility permit.

(E) Should the application fail to meet all of the requirements of this Article, the planning director and/or director of code services shall deny such application listing the reasons for denial.

(F) The applicant shall submit all corrections by June 1st for reconsideration.

(G) The applicant may submit a request for variance from the appropriate fire chief and/or the board of county commissioners no later than June 10th.