



FOR OFFICE USE ONLY	
Permit #(s) _____	
Date: _____	

MONROE FIRE DEPARTMENT

163 Village Court • Monroe, WA 98272
Phone: (360) 805-0338 • Fax: (360) 794-0959
www.monroefire.org

SUBMIT TO: CITY OF MONROE PERMIT DEPARTMENT

806 West Main Street • Monroe, WA 98272
Phone: (360) 794-7400 • Fax: (360) 794-4007
www.monroewa.gov

RETAIL FIREWORKS STAND PERMIT

Permit Submittal Hours Monday through Friday:

Building, Fire & Land Use permits: 8:00 am – 12:00 pm & 1:00 pm – 5:00 p.m.
Verify Current Fee Schedule with Permit Staff before Submitting Application

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS (SEE PAGE 2)

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____

Phone # (____) _____

*Signature: _____

Printed Name: _____

Mailing Address: _____

Fax # (____) _____

City _____ State _____ Zip _____

E-mail _____

Property Owner: _____

Phone # (____) _____

**Signature: _____

Printed Name: _____

Mailing Address: _____

Fax # (____) _____

City _____ State _____ Zip _____

E-mail _____

ATTACH A SEPARATE SHEET FOR ADDITIONAL PROPERTY OWNERS/ADDITIONAL ADDRESSES

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.**Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

FOR OFFICE USE ONLY

Plan Check Fee: \$ _____	Permit Fee: \$ _____
Fire Plan Check Fee: \$ _____	State Fee: \$ _____

SUBMITTAL REQUIREMENTS

RETAIL FIREWORKS STAND PERMIT – RCW 70.77

The following requirements have been established for the submittal of plans and specifications for all retail fireworks stands within this jurisdiction. Submittals not conforming to these minimum requirements will be returned as incomplete. In addition, all retail fireworks stands must comply with the provisions of 70.77, RCW and 212.17, WAC.

Retail fireworks stand permit applications will be accepted until May 1st for the July 4th holiday and until November 1st for the New Year's holiday. Late applications will be returned without consideration.

Submittal Requirements

1. Three (3) copies of the following shall be submitted:
 - a) Issued Washington State Fireworks Stand Permit
 - b) Certificate of Insurance with the certificate holder indicated as “City of Monroe, 806 W. Main Street, Monroe WA 98272” with additional insured indicated as “City of Monroe, its officers, elected officials, agents and employees” and “**Snohomish County Fire Protection District #7**, its officers, elected officials, agents and employees.”
 - c) Scaled site plan of a minimum 8 ½ x 11” size showing:
 - Stand or tent location
 - Type of structure used, including all sizes and dimensions
 - Specific information relating to the site, including slope, ground cover, and use of adjacent properties (vacant lot, commercial, pasture, etc.)
 - Distances to buildings, combustibles, property lines, parking, public roads and private ways, as described in WAC 212-17-21509
 - Required signage and locations: This must be in compliance with WAC 212-17 and must show specific signage location on the site plan. Incomplete submittals will be returned to the applicant without further review.
2. When tents (in excess of 200 square feet) or canopies (in excess of 400 square feet) are being utilized for the retail sales of fireworks, a higher fee will apply and the tent must meet the requirements of this permit and the submittal requirements for canopy permits (although a separate permit, the canopy permit is not required in addition to the retail firework permit).

Canopy Permit Submittal Requirements

(For Temporary Tents, Canopies and Membrane Structures installed for less than 180 days)

NOTE: Tents 200 ft² and less and Canopies 400 ft² and less are exempt.

DEFINITIONS:

Tent - temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Temporary Membrane Structures – air-inflated, air-supported, cable or frame-covered structure as defined by the Building Code, which is erected for less than 30 days and not otherwise defined as a tent, canopy or awning.

Temporary Structure – non air-supported structure which is portable to the extent that it is moved on-site and used for commercial purposes in a temporary manner. The term temporary structure under this permit shall include temporary membrane structures.

Canopy – temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

SUBMITTAL REQUIREMENTS

2. Provide (2) two copies of a site plan to indicate the proposed tent, canopy or temporary structure location, and show all locations of and distances to:
 - A. Buildings
 - B. Parking areas
 - C. Proposed parking areas
 - D. Property lines
 - E. Other tents, canopies or temporary membrane structures
 - F. Exits
 - G. Generators
 - H. Indicate the period of use: beginning and ending dates
3. Exits shall be located such that all points are 100 feet or less from an exit. The minimum number of exits shall comply with Table 2403.12.2 of the International Fire Code (IFC).
4. Smoking shall not be permitted in tents, canopies and temporary membrane structures or in adjacent areas where hay, straw, sawdust or any other combustible materials are stored or used. **NO SMOKING** signs shall be conspicuously posted.

5. Open flames and devices capable of igniting combustible materials shall not be used in or adjacent to the tent, canopy or temporary membrane structure.
6. Fire extinguishers shall be provided as follows:
 - 0-500 square feet: One 2A:10BC
 - 501-1000 square feet: Two 2A:10BC
 - Each additional 2000 square feet requires one additional 2A:10BC
7. An approved fabric certification shall be provided with the following information:
 - A. Identification of the tent, canopy or temporary structures, size & fabric type.
 - B. Date the tent, canopy or temporary structure and other flammable materials were last treated with flame retardant solution.
 - C. Trade name and type of solution utilized in flame-retardant treatment.
 - D. Name of persons and firm treating materials.
8. Guy wires, guy ropes and other means of support shall not cross a means of egress at a height less than 8 feet.
9. Exit illumination and signs shall be provided as required by the Fire Prevention Division.
10. The arrangement of seating areas and aisles are subject to approval of the Fire Prevention Division.
11. Any weeds, flammable vegetation, hay, straw, trash and other flammable materials shall be removed from the area occupied by the tent and from areas adjacent to or within 30 feet of the tent.

The information provided herein shall not be construed to permit violation of any City, State or Federal laws. After permit issuance, call 360-805-0338 to schedule an inspection prior to occupancy. If you have questions, you may contact the Fire Prevention Division between the hours of 7 a.m. and 4:00 p.m., Monday through Friday.

NOTE: A FIELD INSPECTION WILL BE PERFORMED TO DETERMINE ANY ADDITIONAL REQUIREMENTS.