

## **FIREWORKS PERMIT INSTRUCTION SHEET**

In the event an individual desires a permit for the purpose of conducting a pyrotechnic (fireworks) display, the following procedure is required:

1. A permit application form may be obtained from one of the following methods:
  - a) **IN PERSON** from the Creve Coeur Fire Protection District Administrative Center located at 11221 Olive Boulevard.
  - b) Request a **FAXED** copy by calling (314) 432-5570.
  - c) **DOWNLOAD** from the District's website - <http://www.ccfire.org>.
2. The application must contain the following information:
  - a) Provide the name, address, phone and fax numbers of applicant.
  - b) Name, address, phone and fax numbers of organization represented along with a contact person.
  - c) Organization's insurance information including certificate numbers and dates of coverage.
  - d) Name, address, phone and fax numbers of company discharging the fireworks along with a contact person.
  - e) Along with the application, a site plan must be submitted showing location of display, distances to streets, nearest buildings, homes and lot lines.
3. After the application and site plan is returned to the Creve Coeur Fire Protection District Administrative Center by faxing, mailing or in person, a permit in the form of a letter from the Fire Marshal or his designee will be issued to the individual or organization holding the event.
4. If the event is located within the City of Creve Coeur, permission is also required from the Community Development Director's Assistant by calling **(314) 872-2500** and the Creve Coeur Chief of Police's Secretary by calling **(314) 872-2533**. **The Chief of Police has the final authority** in granting permission to conduct a pyrotechnic display.
5. The permit application must be returned for approval by the Fire Marshal at least ten (10) days in advance of the date of display and/or discharge of fireworks. The possession and discharge of fireworks for such display will be lawful under the terms and conditions approved with the permit and for only that purpose. A permit granted hereunder may not be transferable, nor will any such permit be extended beyond the dates set out therein.
6. Approved displays must be handled by an approved competent operator and the fireworks must be arranged, located, discharged and fired in a manner that will not be a hazard to property or endanger any person.
7. On the day of the event, it is the responsibility of the applicant to contact the Battalion Chief at **(314) 581-2302** to examine the site. The Creve Coeur Fire Protection District may cancel the event due to high winds or other weather or site related conditions.

Modified: March 24, 2009