1. **Appendix "A"-** Verify the Fireworks stand location.
   - Firework stands will be allowed only on Fresno County Fire Protection District property. Public safety, ingress, egress and adequate parking will be additional factors considered by the Fire Department before approving any site for fireworks sales. Ensure signature on form.

   - A list needs to be compiled of the fireworks storage location/stand location and first-in engines and/or other jurisdictions should be notified.

   Site map approval:

2. Verify the dimensioned site plan containing all of the following;
   - Drawing that indicates all areas within one hundred feet (**100'**) of the proposed fireworks stand.
   - Drawing that indicates all areas within one hundred feet (**100'**) of the proposed storage container (storage is located at the same location as the fireworks stand).
   - Drawing that indicates all adjacent buildings, property lines, burnable materials, grass or vegetation not within thirty five feet (**35'**) of the fireworks stand.
   - Drawing that indicates any gasoline pump or distribution point is at least one hundred feet (**100'**) from the fireworks stand.
   - Drawing that indicates the fireworks stand location is at least ten feet (**10'**) from any public roadway or public sidewalk.
   - Drawing that indicates the storage container is at least thirty five feet (**35'**) from the fireworks stand.

3. **Appendix "B"-** Throughout the life of the permit, the applicant shall pay for and maintain in full force and effect policies of insurance. The policies of insurance shall name the FCFPD, its officers, officials, agents, employees and authorized volunteers as additional insures. The applicant shall submit current proof of insurance in a manner authorized by the FCFPD. **(Appendix B)**;

4. **Appendix "C"-** Verify the Indemnification and Hold Harmless Agreement is signed by the applicable people listed on the form. Verify there is a date.

5. Sellers Permit- Verify the Temporary Seller's permit is for the applicable organization and is valid through the end of the organization's sales date. Permanent sellers permits will not have an expiration date;

6. Property owner's permission, a currently dated "Property Owner's Release" signed by the property owner giving permission to erect a fireworks stand on their property. This letter shall include the following:
   - The organization to which permission is being granted.
   - The property address for which permission is being granted.
   - Verbiage stating the organization has permission to use the property for the location of a fireworks stand.
   - Property owner's name, address and contact phone number.
   - Property owner's signature and current date signed.

7. Verify the Office of the State Fire Marshal Retail Fireworks Application is for the applicable organization and has a current year sticker. (This document should be a copy, as the original stays with the organization.);

8. Verify the appropriate fee is paid by check or money order.
   - Made payable to: Fresno County Fire Protection District ($414.00)

9. Write a receipt and include the date, organization's name, amount, check number and the FCO account number 4971. The Fireworks stand fee is $414.00. This is a non-refundable sum. Give the vendor a copy of the receipt.