

Fireworks Event Permit Application

- A Fireworks Shooter Permit Application is also required



Submit Application to:

Madison Fire Department
314 W. Dayton St
Madison, Wisconsin 53703-2506
(608) 266-4420

Make checks payable to: City of Madison Treasurer.
Permit fee is \$250.00 and is non-refundable.

For questions, or to contact a fire inspector, call Madison Fire at (608) 266-4420 for assistance with completing this application.

**Complete sections A - D. It is mandatory that all applicable information be completed.
Inaccurate information may result in suspension or revocation of permit.**

SECTION A: Event Site Information

Street Address: _____
City, State, ZIP: _____
Site name (if applicable): _____
Owner's name: _____

SECTION B: Applicant/Contact Information

Trade name (Doing Business As): _____
Local Contact Person: _____
Local Contact Phone: _____ Local Contact E-mail: _____

SECTION C: Permit Holder Information

Organization Legal Name/Sole Proprietor Name : _____
Mailing Address: _____
City, State, ZIP: _____
Organization Contact Person: _____
Organization Contact Phone: _____ Organization Contact E-mail: _____

SECTION D: Attestation and Signature

By signing this application you acknowledge and agree to comply with Madison General Ordinance 34, Wisconsin Administrative Codes and the International Fire Code.

The statements made in this application are true to the best of my knowledge.

Signature _____ Date _____

Please read and complete the other side →

Date / Time of Event (no fireworks after 11:00pm or before 8:00am)

Date of event: _____ Rain date (if needed): _____ Time of event: _____

Event Site Information

- Is event being held on City property of any type? (includes parks, streets, etc.) YES NO
If **YES**, event may require a Street Use Permit, and approved clean-up plan by Parks Dept
 - Is event being held on or near water? (includes lakes, streams, etc.) YES NO
If **YES**, event requires an approved clean-up plan by City Engineering
- If both answers above were **NO**, the required clean-up plan shall be reviewed and approved by MFD

General Requirements

- All permit applications shall be submitted **sixty (60) days** prior to commencing the prescribed activities.
- A separate application, fee, and license shall be required for each event.
 - Excepting multiple **identical** shows at a single venue
- Application can be made at the Madison Fire Department, 314 W. Dayton St., Madison, WI 53703.
- Permit is not transferable.
- Inspection(s) may be required before the issuance of this permit.
- Applications shall be acted upon within **fifteen (15) business days**.
- Permit approval letters shall be producible upon request.
- The license holder must notify the Mayor and the Alderperson(s) within 2 miles of the location of the display at least 10 business days prior to the day of the display. Information on who the Alderperson is for a specific location can be obtained by calling the Common Council Office at (608) 266-4071 or by going to <http://www.cityofmadison.com/council/councilmembers/map.cfm>. Complete the attached Notification of Fireworks Display form and forward to the Mayor's Office and the Common Council of-fice.

Required Documentation for Permit

- Certificate of Insurance naming the City of Madison as an additional insured. The certificate must indemnify the City. The minimum amount of liability insurance shall be \$1,000,000.
- A general summary of the proposed fireworks event and public display.
- An overall site plan indicating the locations of spectators, the firing site, the fallout perimeter, and any other special conditions.
- Written permission from the property owner, approved Street Use permit, or explanation why neither are necessary.
- A security plan for the security of the fireworks from delivery on site, to removal after the event. Contact information for parties responsible for said security must be included
- A preliminary clean-up plan, as defined in MGO 34.5608(5)(c)(4)
- License fee of \$250.00 payable to the City of Madison.

Permit Conditions

- The fireworks event and public display shall comply with MGO 34.5608, IFC Section 5608 and NFPA 160, 1123 or 1126 and with any other applicable codes and standards. Compliance with all applicable codes and standards are the responsibility of the permittee.
- A permit is required for each display, with the exception of multiple identical shows at a single venue.
- **A Fireworks Shooter permit is required to be submitted to MFD at least 30 days prior to the display date.**
- The permittee shall establish and maintain separate perimeters for preparation and unloading of fireworks and the display of fireworks
- Only authorized persons shall be allowed inside of the approved perimeters
- Spectators shall be located behind an approved and secured perimeter before the display commences.
- All fireworks shall meet minimum setback requirements.
- A clean-up plan shall be submitted and approved before a permit will be issued
- The permittee shall be responsible for cancelling or terminating the display in the interests of public safety should it become necessary.
- MFD may require special conditions depending on submittal, location, or type of display.

NOTIFICATION OF FIREWORKS (PYROTECHNIC) DISPLAY

Fax this completed form to:

Office of the Mayor
City County Building
210 Martin Luther King Jr. Blvd., Room 403
Madison, WI 53703
Fax number (608) 267-8671

Aldersperson(s): _____
Common Council Office
City-County Building
210 Martin Luther King Jr. Blvd., Room 417
Madison, WI 53703
Fax Number (608) 267-8669

DATE OF FIREWORKS DISPLAY: _____ **Rain Date (if any):** _____
Time Of Fireworks Display: _____ **Duration Of Display:** _____ (Minutes)

EVENT NAME: _____
Event Contact Name: _____
Phone number: _____ Cell Phone: _____
Email address: _____

FIREWORKS DISPLAY SITE NAME: _____
Fireworks Display Address: _____
Property Owner: _____
Address: _____
Telephone Number: _____ Cell Phone: _____
Email address: _____

PYROTECHNIC COMPANY NAME: _____
Contact Person: _____
Address: _____
Telephone Number: _____ Cell Phone: _____
Email address: _____

Transmission of this form to the Mayor and Aldersperson(s), and receipt of this form by the Mayor and Aldersperson(s) does not constitute approval of either the Event Permit, or the Shooter's Permit by the MFD. Approval shall be granted only upon receipt and review of all required documentation.

This form is required to be submitted in its entirety to both the Mayor's office, and the office of all affected Aldersperson's within two (2) miles of the fireworks display. Failure to submit this form at least 10 business days before the event is cause for the permit to not be issued, or revoked if previously approved.

If you have any questions or or concerns regarding the approval process, please contact the Madison Fire Department at 608-266-4420 or fireprevention@cityofmadison.com.