



**PLANNING DEPARTMENT**  
**707-588-2236**

**PUBLIC SAFETY FIRE DIVISION**  
**707-584-2641**



Dear Fireworks Booth Operator,

The City of Rohnert Park, by local ordinance, allows the sale of safe and sane fireworks from June 30th to July 4th each year. Rohnert Park's local ordinance is very specific as to what conditions must be met to receive a local fire department permit to sell fireworks.

The City of Rohnert Park will enforce all of the conditions of the fireworks ordinance as adopted, with no exceptions. Therefore, in an effort to prevent any confusion during the 2019 fireworks season, the City of Rohnert Park is hereby informing all potential booth operators in the City of Rohnert Park, of the specifics of the fireworks ordinance and of all City expectations for selling fireworks within the City limits of Rohnert Park. The Rohnert Park Fire Department asks that each applicant sign and return this letter acknowledging the ordinance and its requirements for selling fireworks in the City.

Please be advised of the following **FIRE DEPARTMENT PERMIT** requirements to sell safe and sane fireworks from a booth in the City of Rohnert Park.

- (1) You must apply to the State Fire Marshal for a State permit to sell fireworks during the specified application time period, April 1-May 31.
- (2) You must apply to the City of Rohnert Park Planning department for a temporary use permit during the specified application time period, April 1 –May 31.
- (3) You must then apply to the City of Rohnert Park for a local Fire Department permit during the specified application time period, April 1-May 31.

Please be advised that each permit you must receive may have different and/or specific permit application time periods and conditions. It is your responsibility as a booth operator to know all dates and conditions for each required permit.

The following is a summary of requirements from the City of Rohnert Park Municipal Code. In order to avoid possible future confusion, please read the City of Rohnert Park ordinance and determine in advance if you meet all conditions.

- (1) The application period to obtain a Fire Department permit is the first day in April until the last day of May of the selling year. **THE COMPLETED APPLICATION MUST INCLUDE:**

- a. A sales permit from the State Fire Marshal;
- b. A Planning department receipt showing proof of application and fees paid;
- c. A site plan showing the booth location, existing structures and points of entry and exit for vehicles and circulation pattern and the storage location of fireworks after selling hours;
- d. Permission from the property owner to use said location to sell fireworks (dated between January 1 and May 31 of the selling year);
- e. Proof of insurance, \$100,000/300,000 public liability, \$50,000 property damage and \$2,000,000 products liability insurance coverage with riders attached to the policies designating the City of Rohnert Park, it's officers, agents and employees as an additional insured there under; and
- f. The appropriate fire department permit fee.

**INCOMPLETE FIRE DEPARTMENT APPLICATIONS WILL NOT BE PROCESSED OR APPROVED FOR PERMIT ISSUANCE.**

- (2) A permit to sell fireworks in the City of Rohnert Park will only be issued to groups having a principal meeting place within the City limits of Rohnert Park. Please read the definition of a principal meeting place in the fireworks ordinance 793 & 814 Sections 15.28.3302.010 – 15.28.3308.150
- (3) Only one (1) permit will be issued per non-profit, this includes affiliated groups and sub groups of the non-profit.

If you are unclear of any of the conditions set forth in the City ordinance, please call the Fire Department (584-2641) in advance of the application period which is April 1-May 31, as no applications will be accepted for the 2019 selling season after May 31, 2019.

Thank you,

City of Rohnert Park  
 Planning Department & Fire Division

\*Please sign and return a copy of this letter in the enclosed envelope acknowledging the terms of the Rohnert Park Fireworks ordinance.

Signed \_\_\_\_\_ Dated \_\_\_\_\_