



Suisun City Fireworks Program

Frequently asked Questions

2013 Important Dates

January 2, 2013	Applications for Fireworks Permit Accepted at City Hall
February 4, 2013 5:00 PM	Last Date to File Application
February 19, 2013 10:00 AM	The lottery will be held (if required) at City Hall
May 31, 2013	Last Day to File All Required Documents for Stand Permit

WHERE CAN I GET AN APPLICATION FOR THE PERMIT LOTTERY?

Applications are available at City Hall and online at www.suisun.com

WHAT IS THE FILING FEE?

A filing fee of \$50.00 is due at the time of application.

WHERE DO I TURN IN THE APPLICATION?

Applications can be filed at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585

HOW MANY PERMITS ARE AVAILABLE?

Per Council Policy there will be three permits awarded for the sale of fireworks in 2013. Fireworks stand locations will be approved by the City.

WHO IS A QUALIFIED APPLICANT?

"Qualified applicants" shall mean any group or organization that has met all of the following criteria for a continuous period of not less than one full year preceding submittal of an application for a permit to sell required by this chapter, and that continues to meet the criteria for the duration of any permit to sell issued by the city pursuant to this chapter:

- a. The organization shall be a nonprofit organization. Only one application per nonprofit organization will be allowed. If an organization is affiliated with a recognized educational institution as defined in this section, but maintains a separate tax-exempt status with the Internal Revenue Service or the California Franchise Tax Board, said nonprofit organization shall be allowed a separate application.
- b. The organization shall be organized primarily for educational, youth development, veterans, patriotic, welfare, civic betterment, religious, athletic, or charitable purposes. City council, at its discretion, may determine priorities and preferences amongst the population served by the nonprofit organization for purposes of selecting organizations to sell fireworks pursuant to this ordinance.
- c. Has a minimum bona fide membership of at least ten members who have agreed to participate and staff a fireworks sales stand.
- d. Has not been found by any court of competent jurisdiction or city administrative hearing officer to be in violation of any civil or criminal local, state or federal law within twenty-four calendar months prior to the organization's submittal of an application for a permit to sell fireworks;
- e. Has not had a permit to sell fireworks revoked within twenty-four months prior to the organization's submittal of an application for a permit to sell fireworks.

HOW WILL THE LOTTERY FOR APPLICATIONS WORK?



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By City Council direction, qualified applications will be sorted into two groups. Group one will be organizations that primarily serve youth, residents, or business located in Suisun City.

All other applications will be placed in group two. If more than three applications are in group one, three will be drawn for permits. If there are less than three applications in group one, a drawing will be held to select the remaining permits. The remaining applications will be drawn to determine order of selection.

Winning permittees will draw for stand location preferences.

WHEN IS THE LOTTERY?

The lottery drawings will be held on Tuesday, February 19, 2013 10:00 AM at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585

WHAT IF THE LOTTERY IS NOT REQUIRED?

If less than 3 qualified applications are received, the lottery will not be required and all applicants will be notified on February 19, 2013.

WE WERE SELECTED IN THE LOTTERY- NOW WHAT?

If you have not already done so, you should immediately contact a fireworks wholesaler approved by the City. There are several requirements that must be met prior to the issuance of a permit: (*see application for full list*)

The fireworks wholesaler will assist you with all of these items. The Fireworks Stand Permit Application and all of the supporting documentation along with the fee of \$85.00 must be turned in by May 31, 2013.

BOOTH PARTNERSHIPS / JOINT VENTURES

Groups who desire to partner in the operation of a fireworks stand may do so. The partner groups must be identified at the time of permit application. A single FEIN # will be used for the application so a lead organization will be needed.

State Board of Equalization – Temporary Sellers Permit Information

Suisun City 333 Sunset Ave., Ste. 330 Local Field Office

Suisun City, CA 94585-2003 (707) 428-2041

FAX (707) 428-2193 www.boe.ca.gov.

Or you may contact the Taxpayer Information Section at 800-400-7115, Monday through Friday, 8 a.m. to 5 p.m. Pacific time, excluding state holidays.

Walk in – no appointments bring Articles of Incorporation,

Will need signatures and info for principal officers of the organization

Takes 1 day

You will be asked to furnish:

- Federal Employee Identification Number
- The name and location of a bank where you have an account.
- Names of your suppliers.



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- Name of bookkeeper, accountant, or other person maintaining your business records.
- Name and address of a personal reference.
- Your projected sales and the amount of those sales that are taxable.
- A photocopy of your driver license (if you are mailing your application). This is to ensure the accuracy of the information provided and to protect against fraudulent use of your identification numbers.
- Your email address for the business.

Additional information may be required.

If you have partners, or if your business is managed by corporate officers or limited liability company managers, members, or officers, those individuals will also be asked to furnish some of the information listed above.

California State Fire Marshal- Retail Sales Permit

The retail sales permit is issued by the Office of the California State Fire Marshal; the application takes about two week to receive. The Wholesaler will facilitate the process of applying for, and receiving this permit.

Suisun City Insurance Requirement

Every applicant for a permit to conduct sales of Safe and Sane fireworks shall agree to defend, indemnify and hold the City of Suisun City, its officers and employees, harmless from any and all claims for damages or other costs arising out of the activity authorized by the permit.

The policy shall be issued for the days the fireworks stand is in place and during the days of sales. The policy shall provide coverage for bodily injury (including death) and property damage with policy limits of not less than two million dollars (\$2,000,000) General Aggregate liability and a provision which includes the City, its officers, officials, agents, and employees as additional insured's and provides that said insurance provides primary coverage as to the City without contribution by other City policies or self-insured retentions.

Such policies shall also contain an endorsement that the company issuing such policy or policies shall not allow the same to be cancelled without serving, by first class mail, ten (10) days' notice of cancellation upon the City Clerk.

Following approval of the permit by the Fire Chief, no permit shall be issued until the permittee furnishes the City Clerk a "Certificate of Insurance" for each insurance policy required by this section, in a form approved by the City Attorney.