



CITY OF SARATOGA SPRINGS APPLICATION FOR FIREWORKS PERMIT

All applications for permits must be made at least thirty (30) days in advance of the fireworks display.

PLEASE BE ADVISED that NYS Penal Law Section 405.00 Section 5 specifies that a permit for the public display of fireworks may only be granted to municipalities, fair associations, amusement parks and/or organizations of individuals. A municipality does not have the authority to issue a permit for a private display of fireworks to any individual for private purposes because NYS Penal Law Section 207 prohibits an individual from selling, possessing or using fireworks for private display.

1. Name/Title of Person Making this Permit: _____
2. Name of Organization Making this Permit: _____
3. Applicant is (Check One): Fair Association _____ Amusement Park _____ Organization _____
4. Mailing Address of Organization: _____
5. Organization Contact Telephone Numbers: _____
6. Purpose of Fireworks Display: _____
7. Exact Location of Display: _____
8. Date of Display: _____ Time of Display: _____ Expected Attendance: _____
9. Fireworks Company Licensed to Conduct Display: _____
10. NYS Explosive License Number (**Please attach copy of current license to this application**): _____
11. Persons conducting the discharge of fireworks: (**Please attach copy of individual's NYS Drivers' License**)
Name _____ Age _____ Experience _____
Height _____ Eye Color _____ Hair Color _____ Weight _____
Name _____ Age _____ Experience _____
Height _____ Eye Color _____ Hair Color _____ Weight _____
Name _____ Age _____ Experience _____
Height _____ Eye Color _____ Hair Color _____ Weight _____
12. Location, manner and place of storage of fireworks prior to display:

13. **On Attachment A provided**, please provide a complete listing of the number and kind of fireworks to be discharged during this event. Please remember to attach a Material Safety Data Sheet for each type of fireworks used in the display.
14. **On Attachment B provided**, please provide a diagram of the grounds on which the display is to be held. Your diagram must show (1) the point at which the fireworks are to be discharged; (2) the location of all buildings, highways, and other lines of communication; (3) the lines behind which the audience will be restrained; and (4) the location of all nearby trees, telegraph or telephone lines or other overhead obstructions.
15. **Attachment C**: Please provide a copy of the community notification your organization will distribute to any landowner within 1000 feet of the firework display to be conducted. Door to door community notification is a requirement of this permit.

16. **Attachment D:** Please provide a permission letter from property owner on which the fireworks display is set to take place. The permission letter must be on the property owner's letterhead.

NYS Penal Law 405 requires your organization meet the following criteria in the issuance of this permit:

1. The actual point at which the fireworks to be fired must be at least two hundred feet from the nearest permanent building, public highway or railroad or other means of travel and at least fifty feet from the nearest above ground telephone or telegraph line, tree or other overhead obstruction.
2. The audience at such display must be restrained behind lines at least one hundred and fifty feet from the point at which the fireworks are discharged and only persons in active charge of the display shall be allowed inside these lines.
3. All fireworks that fire a projectile are set up so that any projectile will go into the air as nearby as possible in a vertical direction. If such fireworks are to be fired from the shore of a lake or other large body of water, they may be directed in such manner that the falling residue will fall into such lake or body of water.
4. Any fireworks that remain unfired after the display ends must be immediately disposed of in a way safe for the particular type of fireworks remaining.
5. No fireworks display shall occur during any windstorm in which the wind reaches a velocity of more than thirty miles per hour.
6. All persons in actual charge of firing the fireworks (minimum of two) must be over the age of eighteen years, physically fit and competent in setting off the fireworks under permit.
7. There will be at least two fire extinguishers of at least two and one-half gallons capacity each to be kept at as widely separated points as possible within the actual area of the display.

Your organization must provide the following insurance for the issuance of this permit: a **Certificate of Insurance** naming the City of Saratoga Springs as an **Additional Insured** evidencing the following coverage: Commercial General Liability of One Million Dollars (\$1,000,000) per occurrence with a Two Million Dollar (\$2,000,000) aggregate including completed operations, product liability and personal injury liability insurance AND Statutory Workers Compensation, Disability and Employer's Liability Insurance for all employees *(Please note that for this coverage per NYS Law, the City of Saratoga Springs shall not be named as an Additional Insured.)*

Your NYS Licensed Fireworks Company must provide the following insurance for the issuance of this permit: a **Certificate of Insurance** naming the City of Saratoga Springs as an **Additional Insured** evidencing the following coverage: Commercial General Liability of One Million Dollars (\$1,000,000) per occurrence with a Two Million Dollar (\$2,000,000) aggregate including completed operations, product liability and personal injury liability insurance: Excess Liability Insurance of Four Million Dollars (\$4,000,000) per occurrence aggregate, AND Statutory Workers Compensation, Disability and Employer's Liability Insurance for all employees *(Please note that for this coverage per NYS Law, the City of Saratoga Springs shall not be named as an Additional Insured.)*

Both Certificates of Insurance must name the City of Saratoga Springs as an Additional Insured on a primary non-contributory basis and should be addressed to the attention of: Department of Accounts, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, Attention: City Clerk.

BOTH your organizations acknowledge that failure to obtain such insurance on behalf of the City constitutes a material breach of this permit and subjects your organizations to liability for damages, indemnification and all other legal remedies available to the City. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the City.

Your organization and the NYS Licensed Explosive Company conducting the fireworks display agree to indemnify and save harmless the City, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the permitted activity, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of your collective organizations, your collective employees, or your collective agents.

Initials of Applicant: _____ **Date:** _____

Attachment A: Please provide copies and attach a complete listing of the number and kind of fireworks to be discharged during this event.

Quantity of Fireworks Used	Name of Fireworks Used	Description of Fireworks Used

A Material Safety Data Sheet must be attached to this application for each type of fireworks used in the permitted display.

Police Department Review:
Police Department Comments: _____

Police Manpower Mandated for Permit Issuance: _____
Reviewer Name (Print)/Signature: _____
Approval: _____ Rejection: (State Reason Below) _____
Reason for Rejection: _____

Fire Department Review:
Fire Department Comments: _____

Firefighter Manpower Mandated for Permit Issuance: _____
Reviewer Name (Print)/Signature: _____
Approval: _____ Rejection: (State Reason Below) _____
Reason for Rejection: _____

Code Enforcement Review:
Code Enforcement Comments: _____

Reviewer Name (Print)/Signature: _____
Approval: _____ Rejection: (State Reason Below) _____
Reason for Rejection: _____

Attachment B: Please provide a diagram of the grounds on which the display is to be held. Your diagram must show: (1) the point at which the fireworks are to be discharged; (2) the location of all buildings, highways, and other lines of communication; (3) the lines behind which the audience will be restrained; and (4) the location of all nearby trees, telegraph or telephone lines or other overhead obstructions.

Police Department Review:

Police Department Comments: _____

Police Manpower Mandated for Permit Issuance: _____

Reviewer Name (Print)/Signature: _____

Approval: _____ Rejection: (State Reason Below) _____

Reason for Rejection: _____

Fire Department Review:

Fire Department Comments: _____

Firefighter Manpower Mandated for Permit Issuance: _____

Reviewer Name (Print)/Signature: _____

Approval: _____ Rejection: (State Reason Below) _____

Reason for Rejection: _____

Code Enforcement Review:

Code Enforcement Comments: _____

Reviewer Name (Print)/Signature: _____

Approval: _____ Rejection: (State Reason Below) _____

Reason for Rejection: _____

I, as a legal representative of my organization, agree to the terms and conditions of the NYS Penal Laws Section 270 and 405 and agree to abide by all the City of Saratoga Springs' regulations that govern this fireworks permit. I certify that the information contained within this application is correct. I understand that the application as submitted must be approved by the Departments of Public Works, Public Safety and Risk and Safety Management prior to the issuance of this permit by the Department of Accounts.

Signature: _____ Date: _____

Authorized Representative/Title: _____

Signature of NYS Licensed Explosive Company/Date: _____

Authorized Representative/Title/License No.: _____

City Clerk Verification of Materials:

Is Application Completed Accurately?	Y	N
NYS Fireworks License Attached?	Y	N
NYS Drivers' Licenses Attached?	Y	N
Certificates of Insurance for Applicant Attached?	Y	N
Certificates of Insurance for NYS Fireworks Contractor Attached?	Y	N
Attachment A Included?	Y	N
Attachment B Included?	Y	N
Attachment C Included?	Y	N
Attachment D Included?	Y	N

Required Approvals/Dates: (Circle Approve or Reject)

Department of Public Safety/Date: Approve/Reject _____

Department of Public Works/Date: Approve/Reject _____

City Attorney/Date: Approve/Reject _____

Risk and Safety Management/Date: Approve/Reject _____

(If rejecting, please indicate reasons.)

Accounts Department:

Permit Issued/Date: _____

Permit Rejected/Date: _____

Rejecting Department(s): _____

Reason(s) for Rejection: _____

Notification to Applicant/Date: _____