CITY OF SPRINGFIELD, OREGON

225 FIFTH STREET • SPRINGFIELD, OR 97477 • PH: (541)726-3753 • FAX: (541)726-3689

APPLICATION: FIREWORKS SALES LOT LICENSE/CHRISTMAS TREE LOT LICENSE

FEE: $48.30 (includes 5% technology fee) Non-refundable fee

BUSINESS INFORMATION

Name of Business:	**Type of License:**
Address of Location of event or sale (Required)	
Date(s) of event or sale:	**Hours of Operation:**

BUSINESS OWNER AND CONTACT INFORMATION

Applicant's Full Name	**Date of Birth:**	**Phone #:** ( )
Residence Address (No P.O. Box)		
Mailing Address if different from above:	**Email Address:**	
Federal and Tax ID#:	**State of Oregon Registry #:**	

ADDITIONAL INFORMATION

Will a sign be used: NO ☐ YES ☐ What size?

Will tents or other membrane structures be used: NO ☐ YES ☐

Please indicate size of the tent or membrane structure:
(A permit will be required for tent or other membrane structure over 1,500 sq. ft.) Please see Fire Marshal's Office

PROPERTY OWNER'S INFORMATION

Written permission to use property is required from the property owner, by signature of this form, I have authorized applicant to use of property on dates indicated above.

* Property Owner's Name:	* Property Owner's Contact #: ( )
*Property owner's Address where sale is to be conducted:	Dates for use of property

*Is Property zoned CC-Community Commercial _____ or MRC-Major Retail Commercial _____

Property Owner's Name: (Please Print)	Signature of Property Owner	Date Signed:

SIGNATURE AND INFORMATION

The information provided on this form is true and complete to the best of my knowledge

Applicant's Name (Please Print)	**Applicant's Signature**
Date	**Phone Number**

****NOTE: TWO WEEKS PROCESSING TIME IS NECESSARY FOR *COMPLETED* APPLICATIONS. Incomplete information will prolong the review process. Please submit an application with all the necessary permits for each address location of business. Thank you.**

Payment must accompany application. Make check payable to: City of Springfield

Mailing Address: City of Springfield, Business Licensing, 225 Fifth Street, Springfield, OR 97477

FOR OFFICE USE ONLY

*FIREWORKS APPLICATION FROM FLS:_____ PLOT PLAN SUBMITTED:_____
*(Fireworks Application only)

Date Received:		Amount Paid:		Cash ☐ Check ☐ Charge ☐	Receipt Number:		Received by:	

SIGN PERMIT#:	ELECTRICAL PERMIT #:	For Office Use Only: License #

CITY OF SPRINGFIELD, OREGON
DEVELOPMENT AND PUBLIC WORKS DEPARTMENT

225 Fifth St
Springfield, OR 97477
PHONE (541)726-3753
FAX (541)726-3689
wwwi.springfield-or.gov

FIREWORKS STAND LICENSES AND CHRISTMAS TREE LOT LICENSES

Upon receipt of your Fireworks Stand or Christmas Tree Lot License, you may start business operations only at the location listed on the license. Although, your business is temporary, it must conform to specific requirements as outlined in City Code Sections 7.150-7.156 of the Springfield City Code. Failure to do so can result in the issuance of a civil infraction citation in addition to revocation of the license and the closure of your business. These Code provisions are as follows:

7.150 Definitions. For the purpose of Sections 7.150 through 7.156, the following means:

Fireworks Sales Lot. Means any location where legal fireworks are offered for sale to the general public.

Christmas Tree Sales Lot. Means any location where Christmas trees and /or wreaths are offered for sale to the general public.

7.152 License Required. No person shall establish, maintain or operate a fireworks sales lot or a Christmas tree sales lot within the city unless a license for that use is obtained from the city. Every fireworks sales lot and Christmas tree sales lot, whether for hire or not, shall be deemed a fireworks sales lot or Christmas tree sales lot subject to the provisions of Section 7.150 to 7.156. Each licensee shall meet the standards as described in Section 7.000 to 7.006 (general business license requirements).

Section 7.154 Standard of Operation. The following shall be required of all fireworks sales and lots and Christmas tree sales lots:

1. Written permission from the property owner.
2. The name, address and phone number of the business or person conducting the sale.
3. The name and phone number of the responsible person at the site.
4. All sales shall occur entirely on private property. *This applies to signs as well. Sidewalks, parking strips, curbs and streets are public property.*
5. All display areas on the property shall be outside the required 25 foot vision clearance triangle. *This includes all signs as well. Reference Section 4.2-130 Vision Clearance SDC – see reverse.*
6. Required parking spaces and landscape areas of the established business on the property are to remain clear. *This includes signs as well.*
7. There shall be room to pull a vehicle off the roadway so that hazardous traffic conditions are not created. Once off the roadway, there must be adequate room and paved parking for all vehicles to park, in accordance with parking and access standards of the Springfield Development Code. *Licenses will not be issued on undeveloped parcels.*
8. Fireworks sales lots and Christmas tree sales lots may be allowed only on property that is zoned CC-Community Commercial or MRC-Major Retail Commercial. *Check with Planning Staff for zoning of parcels.*
9. Signs, if used, must receive a valid sign permit(s). All signs shall be located on private property where the sale is approved and shall be outside the required 25 foot vision clearance triangle. *Signs include, but are not limited to banners, pennants, blimps, balloons, portable signs, search lights, wall signs and logos. Check with Community Services staff for requirements and applications.*

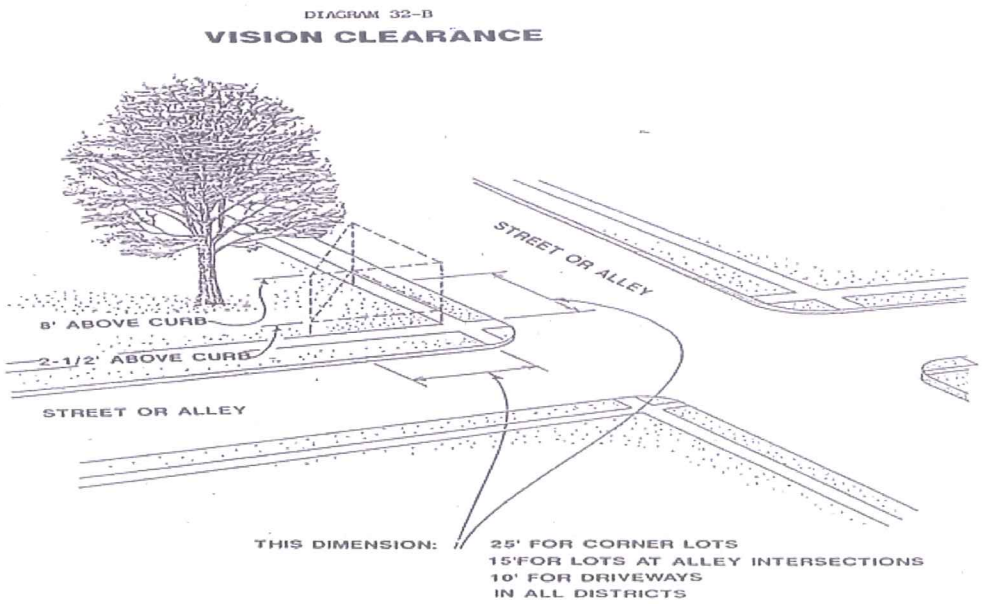
The following shall be required of all fireworks sales lots only. The following is not required of Christmas tree sales lots.

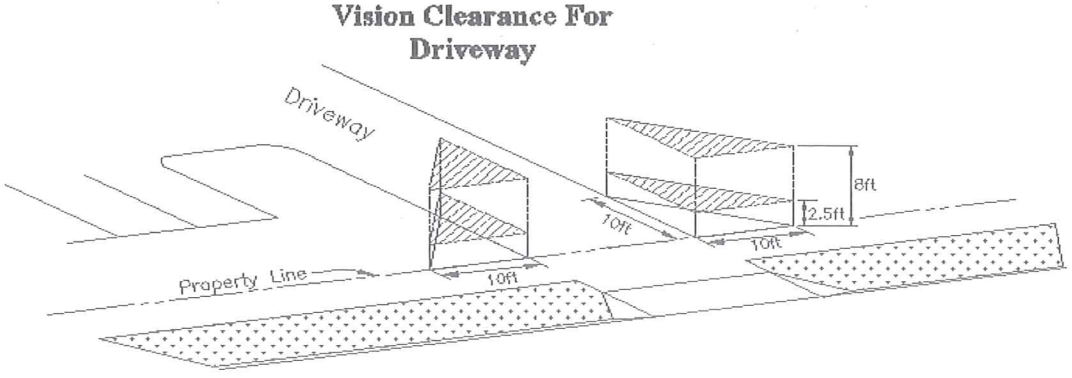
1. Receipt of an Operational Permit for fireworks sales from the Springfield Fire & Life Safety Department.
2. Receipt of a valid Retail Fireworks Sales Permit from the Oregon State Fire Marshal's Office.

Additional Information:

- If an RV is used at the sales lot, it must also be located out of the vision clearance triangle and away from driveways to avoid vehicular conflicts. The RV can be used as a temporary office, not as a dwelling. If an RV is used, it must be at least 20ft away from the sales stand or tent.
- Fireworks sales requires someone to be on site 24/7 from the time the fireworks are delivered to the time the sale is completed and any remaining fireworks are picked up by the wholesaler. In this case the trailer would be used as a dwelling. Christmas tree lots are different, if an RV is used it can be used as a temporary office, not as a dwelling.
- In some cases, temporary electrical permits are required for lighting, etc. Check with Community Services staff to see if your operation requires an electrical permit and inspection.

Vision Clearance Areas Section 4.2-130 Springfield Development Code





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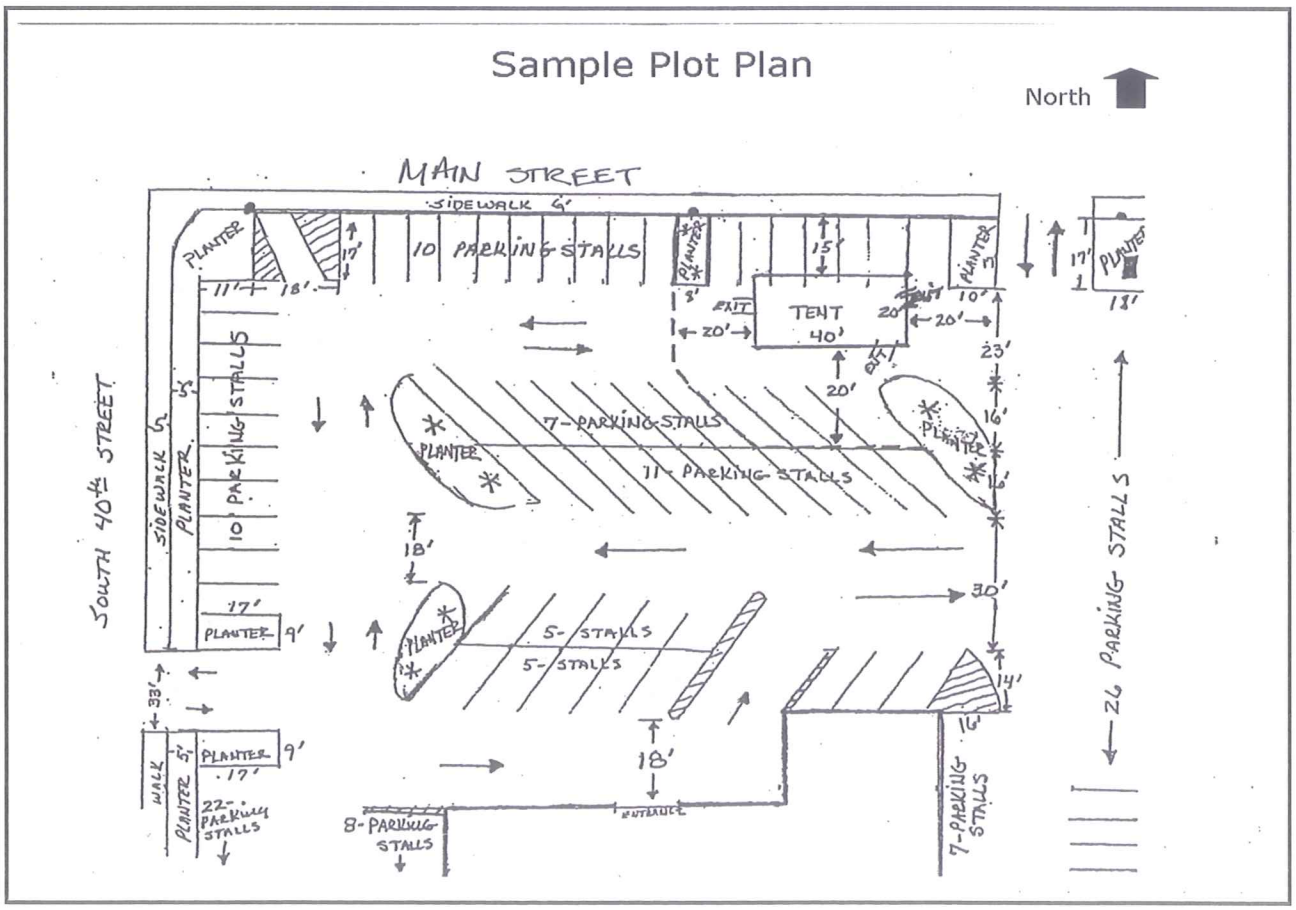
Fireworks Sales Lot/Christmas Tree Lot – Minimum Plot Plan Requirements

Show:

- Indicate property lines, parking areas (we'll need to verify that there is adequate parking for the proposed use and any existing uses on site), public streets, walkways, travel lanes and driveways, including widths and driveway throat depths (minimum 24' driveway widths and 18' throat depths will be required).
- North Arrow.
- All existing structures and buildings and the location of any proposed structures, tents, canopies etc. (These may require additional permits)
- Dimensions of the sales and storage areas with proximity to property lines and buildings.
- Generators.
- In addition, an aerial photo with the approximate location of setup would be helpful in expediting this review process.

- **NOTE:** If current site plan is denied a new site plan will need to be submitted, which will prolong the review process.



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Banner/Portable Sign Permit

FIREWORKS SALES LOT/CHRISTMAS TREE LOT Banner/Portable Sign Permit

BUSINESS INFORMATION	
Job Location	**City Job Number**
Assessors Map	
Tax Lot	**Hours of Operation:**

PROPERTY OWNER'S INFORMATION	
* Property Owner's Name:	* Property Owner's Contact #: (___)
*Property owner's Address where sale is to be conducted:	

CONTRACT/INSTALLER INFORMATION	
Contractor's Name Full Name	**Phone #:** ( )
Residence Address (No P.O. Box)	
Mailing Address if different from above:	**Email Address:**
Construction Contractors License #:	**Expires:**

ADDITIONAL INFORMATION	
Description:	
Date of Installation	**Date of Removal**

PERMIT FEE: $115.00

SIGNATURE AND INFORMATION	
By signature, I state and agree that I have carefully completed this application and hereby certify that all information herein is true and correct. I further agree and understand that the above described banner(s) and/or portable sign(s) is not larger than 60 square feet.	
Applicant's Name (Please Print)	**Applicant's Signature**
Date	**Phone Number**

FOR OFFICE USE ONLY				
Date of Application	**Job#**	**Receipt #**	**Issued By:**	**Amount Received:**

Electrical Permit Application

DEPARTMENT USE ONLY
Permit no.:
Date:

CITY OF SPRINGFIELD, OREGON

225 Fifth Street♦Springfield, OR 97477♦PH(541)726-3753♦FAX(541)726-3689

This permit is issued under OAR 918-309-0000. Permits are nontransferable. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

LOCAL GOVERNMENT APPROVAL		
Zoning approval verified? ☐ Yes ☐ No		
CATEGORY OF CONSTRUCTION		
☐ Residential	☐ Government	☐ Commercial
JOB SITE INFORMATION AND LOCATION		
Job site address:		
City:	State:	ZIP:
Reference:	Taxlot.:	
DESCRIPTION OF WORK		
PROPERTY OWNER		
Name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. OAR 479.540(1) and 479.560(1). Signature:		
CONTRACTOR INSTALLATION		
Business name:		
Address:		
City:	State:	ZIP:
Phone: - -	Fax: - -	
E-mail:		
CCB license no.:	BCD license no.:	
Signing supervisor's license no.:		
Print name of signing supervisor:		
Signature of signing supervisor:		

FEE SCHEDULE			
Number of inspections per item ( )	**Qty.**	**Cost ea.**	**Total cost**
Residential, per unit, service included:			
1,000 sq. ft. or less (4)		$163.00	$
Each additional 500 sq. ft. or portion thereof		$ 31.00	$
Limited energy (2)		$ 39.00	$
Each manufactured home or modular dwelling service or feeder (2)		$ 77.00	$
Services or feeders: *installation, alteration, relocation*			
200 amps or less (2)		$ 98.00	$
201 to 400 amps (2)		$114.00	$
401 to 600 amps (2)		$193.00	$
601 to 1,000 amps (2)		$249.00	$
Over 1,000 amps or volts (2)		$570.00	$
Reconnect only (2)		$ 77.00	$
Temporary services or feeders: *installation, alteration, relocation*			
200 amps or less (2)		$ 77.00	$
201 to 400 amps (2)		$ 106.00	$
401 to 600 amps (2)		$154.00	$
Over 600 amps or 1,000 volts, see services or feeders section above			
Branch circuits: *new, alteration, extension per panel*			
a. Fee for branch circuits with purchase of a service or feeder fee:			
Each branch circuit		$ 7.00	$
b. Fee for branch circuits without purchase of a service or feeder fee:			
First branch circuit (2)		$ 77.00	$
Each additional branch circuit		$ 7.00	$
Miscellaneous fees: *service or feeder not included*			
Each pump or irrigation circle (2)		$ 77.00	$
Each sign or outline lighting (2)		$ 89.00	$
Signal circuit or a limited-energy panel, alteration, or extension (2)		$ 89.00	$
Each additional inspection: (1)		$89.00	$

DEPARTMENT USE	
(A) Enter subtotal of above fees **(Minimum Permit Fee $89.00)**	$
(B) Enter 12% surcharge (.12 x [A])	$
(C) Technology Fee (5% of [A])	$
(D) Continuing Education Fee $2.50	$2.50
TOTAL fees and surcharges (A through D):	$