

# Consumer Fireworks Sales Application Guide Sheet

**Step 1. Fill out Application - packets are available at these locations:**

- Online at [www.bgky.org](http://www.bgky.org)
- Bowling Green Fire Department Administration Building at 625 East 6<sup>th</sup> Street, between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday

**Step 2. Gather Required Documents:**

- Copy of your Kentucky State License and Storage Notification Report (available from the Kentucky State Fire Marshal's office, 502-573-0369 or online at <http://dhbc.ky.gov/fp/fw/default.htm>)
- Proof of general liability insurance in an amount of not less than one million (\$1,000,000) dollars per occurrence for bodily injury liability, property damage liability or both combined.
- Copy of a deed to the property or a written lease from the owner or authorized agent of the owner of the property granting permission or consent to the tenant to store fireworks at that location.

**Step 3. Obtain Zoning Verification Letter/Approval (No fee is required.)**

- Available at City Hall Annex, **Building Inspection Division**, 1017 College Street (Contact Glenn Burns, Ron Tabor or Laura Johns, 393-3676)

**Step 4. Schedule Facility Inspection**

- Call the Bowling Green Fire Department Administrative Office between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday at 270-393-3702 to schedule an inspection. (contact Steve Coleman or Brian O'Callaghan)  
\* Site selection inspection is available prior to beginning application process

**Step 5. Obtain City Business License (pay applicable fees)**

- City Hall Annex, **Licensing Division**, 1017 College Street (contact Jennifer Phillips or David Lyne, 393-3000)

**Step 6. Periodical Inspections performed by Bowling Green Fire Dept.**