

CITY OF ANN ARBOR DISPLAY FIREWORKS PERMIT  
GUIDELINES FOR APPLICANT

Step 1: Applicant must submit the following:

- 1) Completed State of Michigan approved ‘Application for **Display** Fireworks ~~other than Consumer or Low Impact,~~’ which is available on the AAFD and the State of Michigan websites.
- 2) Scale drawing of site to include, but not limited to:
  - a) Display site,
  - b) Surrounding buildings,
  - c) Spectator viewing area, and
  - d) Parking area(s).
- 3) Proof of one of the following qualifications:
  - a) License as a pyrotechnic operator by the federal BATFE and/or
  - b) Contract with licensed pyrotechnic operator licensed by federal BATFE.
- 4) Proof of comprehensive general liability insurance for at least \$2,000,000 total limit or liability for individual applicants or \$5,000,000 total limit of liability for commercial entities, protecting applicant against property or personal injury damages during fireworks display. The endorsed policy must name the City of Ann Arbor, its official and employees as additional insured parties.
- 5) In additional, to assist the evaluation process, a separate signed statement of the following is recommended: a description of the operator’s experience, disclosure of any accident history with display fireworks, and acknowledge of safety requirements outlined in NFPA 1123, 1124, 1126.

Step 2: Applicant must make payment for the \$150.00 permit application fee (checks made to the City of Ann Arbor)

Step 3: On receipt of a completed application, including all attachments, and permit fee, the Ann Arbor Fire Marshal will review the application and supplemental documents and make a site inspection. The City Attorney’s Office will also review and approve required insurance documents.

Step 4: The Fire Marshal will submit her/his recommendation for City Council’s final approval through the City Council’s agenda process. This recommendation submitted may include additional requirements determined by the Fire Marshal to assure that all safety precautions are in place such as fire personnel and apparatus to be on standby during the fireworks display or specific weather requirements.

Step 5: City Council will approve or deny the permit application. If approved, the Fire Marshal will complete and execute the Display Permit form.

Step 6: If a firework display permit is approved by City Council, the applicant shall notify adjacent residents and/or businesses of the date and time of the event a minimum of fourteen (14) days prior to the event.

**PLEASE NOTE THAT THIS FIREWORKS PERMIT APPLICATION PROCESS MAY TAKE UP TO EIGHT (8) WEEKS TO BE COMPLETED.**