



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: August 19, 2022

www.villageofglencoe.org

Public Fireworks Display Permit Application

This is a fillable PDF form. You may complete the form electronically and e-mail a saved copy to info@villageofglencoe.org or print and mail, fax or deliver the form to the department listed at the end of this form. Approved applications will require payment of a \$750 permit fee prior to issuance of the fireworks permit.

All applications must be submitted no later than 30 calendar days prior to the proposed date of event. This time frame is necessary to allow coordination of Village Public Safety personnel for the event and complete the public notice requirement outlined in Section D.

Section A: General Information

Date of Application: _____ Display to be held at (location/area): _____
Date of Fireworks Display: _____ Starting Time: _____ AM/PM Display Duration: _____ minutes
Sponsoring Organization Name: _____
Organization Address: _____
Applicant Last Name: _____ First Name: _____ Date of Birth: _____
Street Address: _____
Work Phone: _____ Cell Phone: _____

Section B: Fireworks Company Information

All accidents must be reported to the Office of the State Fire Marshal within 36 hours of occurrence.

Firm Providing Fireworks: _____
Name of Firm Owner/Manager: _____
Firm Address: _____
Name of Display Supervisor: _____
List of firm's previous clients:

--

Number and types of fireworks to be discharged:

Does this company have record of incident or injury connected with their display?

Yes

No

Was the State of Illinois Fire Marshal's Office contacted?

Yes

No

If yes, please explain:

Will the firm employ any contractual personnel for the display or materials transportation? Yes

No

If yes, please list the names, ages and qualifications of all contractual personnel who will be employed at the site or in the transportation of materials.

Section C: Display & Materials Information

Date of materials/explosives delivery: _____ Mode of transport: _____

If materials/explosives are to be brought into the Village in advance of the display date, (1) where will they be stored, (2) what security measures will be taken and (3) what fire protection measures will be taken? Describe below:

Do you have a rain/alternate display date: Yes (Date: _____) No

If materials/explosives are to be stored in the Village due to a rain/alternate date being needed, (1) where will they be stored, (2) what security measures will be taken and (3) what fire protection measures will be taken? Describe below:

Describe plans for site cleanup after the display is over. *All debris shall be removed from the site on the evening of the event. Additionally, a follow-up inspection early the following morning is required of the entire site.*

Describe what provisions/plans have been made to remove any misfires:

Site Drawing: Please submit a site drawing illustrating the following:

- a. Spectator area (*Required clearance is 75 feet from ground display, 70 feet per inch of internal mortar diameter from mortar discharge area.*)
- b. All structures in the area
- c. Any tents in the area (*100 feet clearance from ground display required.*)
- d. All adjacent public ways
- e. All public utilities
- f. All overhead obstructions
- g. Fireworks discharge area
- h. Down range, potential landing area

Liability Insurance: Please provide a Certificate of Liability Insurance listing the Village of Glencoe and its officials, employees and volunteers as additional insured parties. Minimum levels of insurance:

- a. Comprehensive or Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- c. Worker's Compensation coverage as required by the Industrial Insurance Laws of the State of Illinois.

Section D: Public Notice

Please submit with your application a copy of a **draft** letter to nearby property owners notifying them of the event. The letter should be on the event host organization's letterhead and must include the date and time of the event. The letter shall be reviewed and approved by Village Staff.

The applicant shall be responsible for mailing the approved letter to properties with 500 feet of the event site no later than 14 calendar days prior to the event. A mailing list for properties with 500 feet of the event site will be furnished to the applicant by the Village.

The Village of Glencoe Village Manager's Office may contact surrounding municipalities to notify them of the event at the sole discretion of the Village Manager.

Section E: Signature of Applicant(s)

Signature: _____ Date: _____

The above information will be required before any consideration of granting a permit will take place. Public Safety will then perform a site inspection using the form below. If all plans appear to be in good order, a permit will be issued. The Village refers all applicants to the following for use in planning any supervised public fireworks display: Glencoe Village Code, Chapter 17, 1987 BOCA Fire Prevention Code, Article 27, N.F.P.A. Pamphlets #1123, #1124 and #1126 (most recent editions), Illinois Compiled Statutes (ILCS), Chapters 425 ILCS 30/1-26 and 425 ILCS 35/0.01-5

Please e-mail, mail, fax or deliver this form with any supporting material to:

Public Safety Department
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4112 | Fax: (847) 835-8438 | E-mail: publicsafety@villageofglencoe.org

FOR OFFICE USE ONLY

Public Display of Fireworks Site Inspection

Inspection Date: _____ Distance to nearest structure: _____ feet

Is the distance to the nearest hydrant or water supply greater than 600 feet? Yes No

Is the display area clear of all overhead obstruction? Yes No

Have provisions been made to keep the public out of display area? Yes No

Is there a hospital, nursing home or other institution within 600 feet? Yes No

Have provisions been made for on-site fire protection during the display? Yes No

This display site has been determined not to be hazardous to property or a danger to any person or persons.

Yes No (If no, attach diagram of the hazard site.)

Inspection Bureau: _____ Date: _____

Approved By: _____ Date: _____