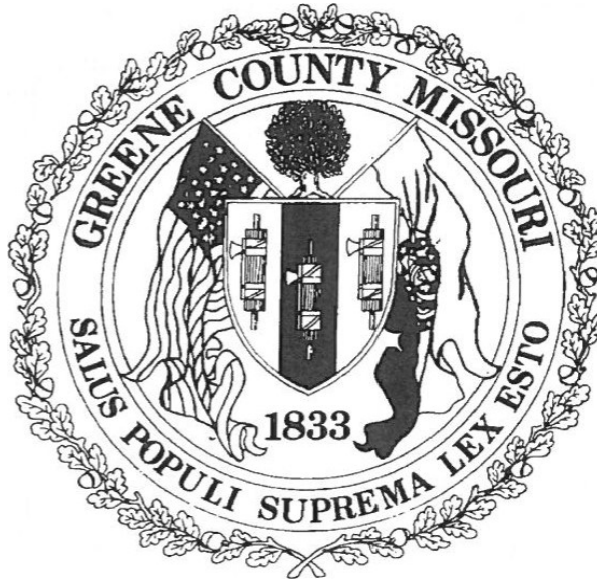


# GREENE COUNTY MISSOURI

# 2021

## INFORMATION & APPLICATION FOR TEMPORARY USE PERMITS

(Fireworks, Greenhouses, Festivals, Christmas Trees)



Temporary uses are permitted on any property zoned for commercial or manufacturing use. A Conditional Use Permit (approved by the Greene County Board of Zoning Adjustment) is required for any other zoning district. Permits are required and all requirements must be met before a building permit will be issued.

**NOTICE TO APPLICANTS:** *The following information was obtained from website of Missouri Department of Public Safety, Division of Fire Safety:*

**“Notice: If you are involved in Missouri’s fireworks industry as a manufacturer, distributor, wholesaler, jobber or seasonal retailer, it is your responsibility to be familiar with and know Missouri law, RSMo. 320.161 and Missouri’s Code of State Regulations II CSR 40-3.010.”**

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You may find it helpful to access their website at [www.dfs.dps.mo.gov](http://www.dfs.dps.mo.gov) or call 573-751-2930 for additional information from that office.

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NOTE: If additional information regarding temporary uses is needed, please contact Resource Management Department. ALL documents and information listed on Pages 2 & 3 (licenses, permits, site plans, letters of authorization, leases, etc.) must be submitted. **If you need assistance or have questions, our staff will be happy to assist you.**

**The following supporting documents are required to be submitted prior to a Greene County Building Permit being issued for temporary uses.**

1. **Missouri Division of Fire Safety Permit** – Application and information regarding fireworks licensing available at [www.dfs.dps.mo.gov](http://www.dfs.dps.mo.gov); 573-751-2930. *(Only if fireworks being sold.)*
2. **Missouri Sales Tax License OR Temporary State Vendor License** – Application and information available at Missouri Department of Revenue DOR website [www.dors.mo.gov/business](http://www.dors.mo.gov/business); 573-751-5860.
3. **County Merchant License** – Obtain from Greene County Collector, Room 107, 940 N. Boonville, Springfield, MO 65802; [www.greenecountymo.gov/collector](http://www.greenecountymo.gov/collector); 417-868-4036.
4. **Greene County Highway Department Right-of-Way Temporary Access Permit & Bond** – Obtain permit from Greene County Highway Department, 2065 North Clifton, Springfield, MO 65802; 417-831-3591. *(Permit cost is \$40.00. A cash bond is required for all temporary accesses. Bond for temporary accesses is \$1,000 for first access, each additional access bond is \$500. Refunded upon access removal and restoration of area. Final inspections for refunds must be scheduled with John Parham - 417- 831-3591.)*
5. **If Leased: Current notarized lease agreement and/or notarized statement** from property owner(s) giving permission for lessee to operate a specific temporary use on property.
6. **Commercial Review by Planning & Zoning Division** – Any temporary use , including fireworks, can be located in any area zoned for commercial or manufacturing use, as long as the applicant(s) can meet the requirements for a building permit. Any temporary use may be located within any other zoning district if a Conditional Use Permit is approved by the Greene County Board of Zoning Adjustment and all requirements for a building permit are met.

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All documents and application should be submitted to Greene County Resource Management Department, 940 N. Boonville, Room 305, Springfield, MO 65802 by mail, fax (418-868-4147) or email ([resourcemanagement@greenecountymo.gov](mailto:resourcemanagement@greenecountymo.gov)). See Page 3 for additional information required in order for permit to be issued.

**Greene County Resource Management Department  
Building Regulations Division  
Temporary Use Permits**

**▶▶▶ PLEASE NOTE: ALL NECESSARY PAPERWORK MUST BE SUBMITTED TO OUR OFFICE AT LEAST TEN (10) BUSINESS DAYS PRIOR TO A PERMIT BEING ISSUED.**

See Page 2 for supporting documents to be submitted with application for staff review. The following is ALSO required:

1. **A current and detailed** site plan must accompany all applications and **must include:**
  - a. Complete address of the site.
  - b. Map directional arrows on site plan.
  - c. Identify all streets and roads.
  - d. All dimensions of the lot.
  - e. Location of all power lines.
  - f. Location of all existing buildings, distances between each and distances from the property lines.
  - g. Location of all storage units containing flammable and / or explosive materials. (Gasoline tanks, propane tanks, dynamite, fireworks, etc.)
  - h. Usage of all existing buildings must be stated. (All setback requirements must be fully adhered to - see below for detailed information.)
  - i. Location of proposed unit and the setbacks from the property lines.
  - j. Location of the off-street parking area. One (1) space required for every two hundred (200) square feet of temporary unit area.
  - k. Number of parking spaces or square footage of (designated) available parking area.
  - l. Location of **ALL** proposed access drives from Greene County or State Highway Department roads and streets. Designate whether each is temporary or permanent. (Driveway permit and cash bond for all temporary accesses will be required prior to issuance of building permit. See Page 2, #4.)

**Setback Requirements:**

1. Setback requirements for all temporary uses must adhere to **all** requirements set forth by the Greene County Planning and Zoning Division for property location.
2. The unit must be a minimum of twenty-five (25) feet from **all** other buildings on the **same or adjoining lot**.

**GREENE COUNTY BUILDING REGULATIONS**  
 940 N. Boonville, Room 305, Springfield, MO 65802

Telephone: (417) 868-4015

Fax: 417-868-4175

***Email: [resourcemanagement@greenecountymogov](mailto:resourcemanagement@greenecountymogov)***

**TEMPORARY USE PERMIT APPLICATION**

**OFFICE USE ONLY:** Parcel Number: \_\_\_\_\_

Current Zoning \_\_\_\_\_ Conditional Use Permit Case: \_\_\_\_\_

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**PLEASE PRINT:**

<u>Designate type of unit:</u>  <input type="checkbox"/> Tent <input type="checkbox"/> Stand <input type="checkbox"/> Other (Specify type) _____  	<u>Specific Use(s):</u>  <input type="checkbox"/> Fireworks Sold from this location previously? <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Greenhouse <input type="checkbox"/> Seasonal Festival <input type="checkbox"/> Christmas Trees <input type="checkbox"/> Other (Specify type) _____
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Site Address: (Must be approved by Greene County Addressing Office-Room 305)

\_\_\_\_\_ (Street or Farm Road #) (City) (State) (Zip)

Directions to Site: (**Please furnish nearest intersection of county and/or state roads.**)

\_\_\_\_\_

\_\_\_\_\_

**Permit Issued To:**

Property Owner\*  
 Contractor/Operator

**IMPORTANT: \*If property owner is not obtaining permit, application must be accompanied by a current notarized lease agreement, an approved Conditional Use Permit OR a property owner(s) notarized statement granting permission for temporary use on property.**

**Property Owner::** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work/Day Phone: \_\_\_\_\_ Evening/Mobile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Contractor/Operator Information (If other than owner):**

Contractor/Operator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work/Day Phone: \_\_\_\_\_ Evening/Mobile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**UTILITY PROVIDER:** (For Services At This Location)

<input type="checkbox"/> City Utilities	<input type="checkbox"/> Southwest Electric
<input type="checkbox"/> Ozark Electric	<input type="checkbox"/> Webster Electric
<input type="checkbox"/> Liberty	<input type="checkbox"/> Other (Specify)
	_____

**DRIVE OR ACCESS INFORMATION:**

Access From: <input type="checkbox"/> Farm Road <input type="checkbox"/> New / Temporary <b>(See Page 2, #4 for information to obtain permit and bond required.)</b>	Access From: <input type="checkbox"/> State Highway
Greene County Highway issues all new driveway permits. (417-831-3591; 2065 N. Clifton, Springfield, MO) <b>NOTE: All installations and/ or changes require 48 hours notification prior to any work commencing.</b>	State Highway permit required. Obtain from Missouri Dept. of Transportation. (417-766-2691, Dennis Underhill; 3025 East Kearney Street, Springfield, MO)

**DISCLAIMER:**

Individual signing application is responsible for accuracy of information submitted. Information provided on the application has been furnished for the purpose of issuance of permit. Errors and/or omissions of information submitted with the application for permit are not the responsibility of Greene County or this office. By my signature below, I affirm that I am the property owner or a legally authorized representative\* for the property involved in this application.

PLEASE PRINT YOUR NAME: \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Firework Seasonal Sales Unit Inspection Checklist** *(To Be Completed By Inspector)*

Requirements by Greene County Building Regulations

<p align="center"><b><u>Following items need to be posted at all times:</u></b></p> <ol style="list-style-type: none"> <li>Missouri fire safety permit</li> <li>Missouri sales tax license</li> <li>Vendor license</li> <li>Greene County merchant license</li> <li>Greene County building permit</li> </ol>	<p align="center"><b><u>Initial inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>	<p align="center"><b><u>Re-inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>
<p align="center"><b><u>Fire extinguishers:</u></b></p> <ol style="list-style-type: none"> <li>Minimum of 2 extinguishers (Type 2A minimum) with at least one water type</li> <li>All extinguishers must have annual inspection documentation attached</li> <li>Maximum travel distance to an extinguisher: 35 feet</li> <li>Must be in an accessible location</li> </ol>	<p align="center"><b><u>Initial inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>	<p align="center"><b><u>Re-inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>
<p align="center"><b><u>Site requirements:</u></b></p> <ol style="list-style-type: none"> <li>Unit has the required setbacks according to the zoning approval</li> <li>Unit has at least 15' from overhead electric lines</li> <li>Minimum of 20 feet from other buildings or other seasonal sales units and generators</li> <li>No hay, straw or shavings within the sales unit unless treated with flame retardant</li> <li>Minimum 30' area around site clear of dry grass, dry brush and combustible debris</li> <li>No parking within 10' of sales location with parking area and sales unit separated by structurally stable semi-permanent parking barriers</li> <li>No storage trailers within 10' of sales location</li> <li>Minimum of 50' from gasoline pumps, filling stations, propane tanks, open flames or cooking equipment</li> </ol>	<p align="center"><b><u>Initial inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>	<p align="center"><b><u>Re-inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>
<p align="center"><b><u>Posted signs:</u></b></p> <ol style="list-style-type: none"> <li>"FIREWORKS NO SMOKING" on all containers and at each entrance</li> <li>"FIREWORKS FOR SALE - NO SMOKING" inside and within 25' of all outside entrance</li> <li>"NO FIREWORKS DISCHARGED WITHIN 100 FEET" displayed within 25' of all entrances</li> </ol> <p>NOTE: All sign letters must be minimum 4" high on contrasting background</p>	<p align="center"><b><u>Initial inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>	<p align="center"><b><u>Re-inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>
<p align="center"><b><u>Means of egress:</u></b></p> <ol style="list-style-type: none"> <li>2 clear and unobstructed exits with a minimum width of 44"</li> <li>Minimum clear aisle width not less than 48"</li> <li>Minimum 2 exits with maximum egress travel distance of 35'</li> </ol>	<p align="center"><b><u>Initial inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>	<p align="center"><b><u>Re-inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>
<p align="center"><b><u>Electrical equipment, emergency lighting and exit signs</u></b></p> <ol style="list-style-type: none"> <li>All exits sign illuminated</li> <li>Emergency light with battery backup system required in sales area</li> <li>Electrical system, equipment, wiring and cords isolated from the public</li> <li>All electrical wiring and equipment U.L. listed installed and maintained to prevent hazards (in trench or protected by approved covers)</li> <li>Branch circuits protected by GFCI</li> <li>Main disconnect located at electric meter</li> <li>Electric meter, disconnect and weatherhead secured to pole</li> <li>All electrical equipment grounded and weather proof</li> <li>Extension cords shall be grounded type minimum 14 gauge U.L listed</li> <li>Electrical cords rated for exterior use or UF cable if buried and a minimum 12/2 with ground free of splices and kinks</li> <li>No open light fixture sockets and bulbs without protective guards</li> </ol>	<p align="center"><b><u>Initial inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>	<p align="center"><b><u>Re-inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>
<p align="center"><b><u>Prohibited activity and items</u></b></p> <ol style="list-style-type: none"> <li>Alcoholic beverages prohibited during business hours</li> <li>No electronic pest control devices</li> <li>Persons under 16 years prohibited from selling or working unless under supervision of another person at least 18 years of age</li> </ol>	<p align="center"><b><u>Initial inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>	<p align="center"><b><u>Re-inspection</u></b></p> <ol style="list-style-type: none"> <li>Pass / Fail</li> <li>Pass / Fail</li> <li>Pass / Fail</li> </ol>

Permit Number \_\_\_\_\_

Inspector signature \_\_\_\_\_ Business Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Re-inspection \_\_\_\_\_ Business Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

All signs removed from the property when sales unit closed for the season \_\_\_\_\_ Date \_\_\_\_\_