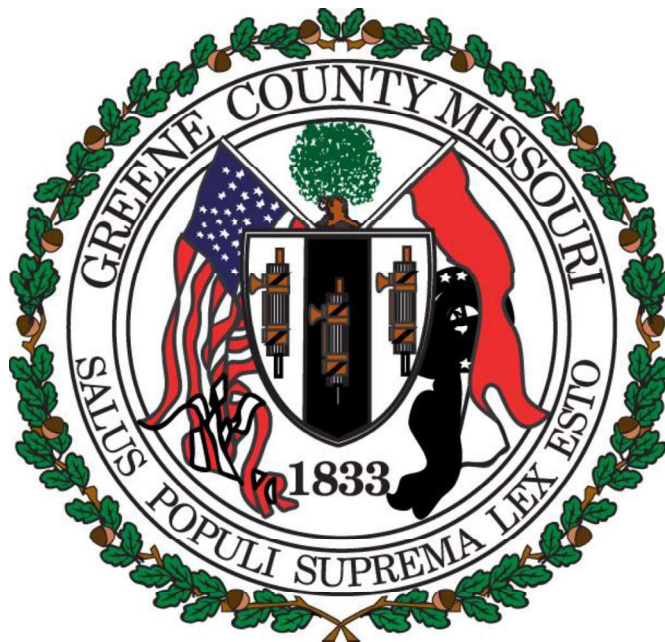


GREENE COUNTY, MISSOURI

2025

PROCEDURES FOR PERMIT FOR SEASONAL SALE UNIT (Fireworks, Greenhouses, Fall Festivals, Christmas Trees)



Temporary sales units for fireworks can be located in any area **zoned for commercial or manufacturing use**, as long as the applicant meets the requirements for a building permit. A temporary sales unit for fireworks may be located within any other zoning district if a Conditional Use Permit is approved by the Greene County Board of Zoning Adjustment and meets the requirements for a building permit.

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.”

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

The following supporting documents are required to be submitted prior to a Greene County Building Permit being issued for seasonal sales unit.

(#1 is required only if fireworks are sold.)

1. Missouri Division of Fire Safety Permit – Application and information regarding fireworks licensing available at www.dfs.dps.mo.gov; 573-751-2930.
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; 573-751-5860.
3. County Merchant License – Obtain from Greene County Collector, Room 107, 940 Boonville, Springfield, MO 65802; www.greencountymo.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 and a cash bond is required for all temporary accesses. Bond for first access is \$1,000 with each additional access bond of \$500. Refunded upon access removal and restoration of area. Final inspections for bond refunds must be scheduled with John Parham @ 831-3591.)**
5. Current notarized lease agreement and/or notarized statement from property owner giving permission for lessee to operate sales unit on property.
6. Commercial Review by Planning & Zoning Division.

All documents and application should be submitted to Greene County Resource Management Department, 940 Boonville, Room 305, Springfield, MO 65802, faxed to 417-868-4175, or emailed to resourcemanagement@greencountymo.gov. See Page 3 for additional information required in order for permit to be issued.

Temporary sales units for fireworks can be located in any area **zoned for commercial or manufacturing use**, as long as the applicant can meet the requirements for a building permit. A temporary sales unit for fireworks may be located within any other zoning district if a Conditional Use Permit is approved by the Greene County Board of Zoning Adjustment and meets the requirements for a building permit.

SEASONAL SALES UNIT

**▶▶▶ 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.
 - c. Identify all streets and roads.
 - d. All dimensions of the lot.
 - d. Location of all power lines.
 - e. Location of all existing buildings, distances from each other and distances from the property lines.
 - f. Location of all storage units containing flammable and / or explosive materials. (Gasoline tanks, propane tanks, dynamite, fireworks, etc.)
 - g. Usage of all existing buildings must be stated. (All setback requirements must be fully adhered to - see below for detailed information.)
 - h. Location of proposed unit and the setbacks from the property lines.
 - i. Location of the off-street parking area. One (1) space required for every two hundred (200) square feet of sales unit area).
 - j. Number of parking spaces or square footage of (designated) available parking area.
 - k. 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 for more information on permit and bond.)

Setback Requirements:

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

CHECK LIST FOR SEASONAL SALES UNIT PERMIT

Applicant: _____

Location: _____

- ____ 1. Application – MUST BE FILLED OUT COMPLETELY
- ____ 2. Legal Description of Property
- ____ 3. Notarized Lease Agreement / Notarized letter of permission from property owner
- ____ 4. Permit from the Missouri Division of Fire Safety
- ____ 5. Missouri Sales Tax License OR Temporary State Vendors License
- ____ 6. Greene County Merchant License
- ____ 7. Right-of-Way Permit for Temporary Access (Cash Bond Required*)
- ____ 8. Current and Detailed Site Plan must accompany all applications and must include:
 - a. Complete address of the site.
 - b. Directional arrows on site plan.
 - c. All streets and roads must be identified.
 - d. Dimensions of the property.
 - e. Location of all power lines.
 - f. Location of existing buildings, distances from each other and distances from the property lines.
 - g. Usage of all existing buildings must be stated.
 - h. Location of proposed sales unit and the setbacks from the property lines.
 - i. Location of all storage units containing flammable and / or explosive materials. (Gasoline tanks, propane tanks, dynamite, fireworks, etc.)
 - j. Location of off-street parking area. One (1) space required for every two hundred (200) square feet of sales unit area.
 - k. Location and identification of ALL proposed access drives (includes all Greene County or State Highway Department roads and streets). Designate whether each drive is temporary or permanent. *(Prior to issuance of permit, a R-O-W Permit from Greene County Highway Department for all temporary driveways and payment of the cash bond is required.)

STAFF: Please be sure to check site plan for all of the required details prior to accepting application.

GREENE COUNTY BUILDING REGULATIONS

940 Boonville, Springfield, MO 65802

Telephone: (417) 868-4015

Fax: 417-868-4175

SEASONAL SALES UNIT PERMIT APPLICATION

NOTE: If applicant needs additional information regarding seasonal sales units, please contact Building Regulations Division. ALL documents and information listed on previous page (licenses, permits, site plans, letters of authorization, leases, etc.) must be submitted prior to issuance of permit.

If you need assistance or have questions, our office personnel will be happy to assist you.

PLEASE PRINT:

Designate type of unit: ___ Tent ___ Stand ___ Other (Specify type) _____

Specific Use(s): ___ Fireworks ___ Greenhouse ___ Seasonal Festival ___ Christmas Trees

Other (Specify): _____

Permit Issued to: ___ Property Owner ___ Contractor/Operator

Property Owner: **(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 to operate seasonal sales unit on property.)***

Property Owner: _____

Mailing Address: _____

City _____ State: _____ Zip: _____

Contact Phone: _____

E-Mail Address: _____

Contractor/Operator Information (If other than owner):

Contractor/Operator: _____

Mailing Address: _____

City _____ State: _____ Zip: _____

Contact Phone: _____

E-Mail Address: _____

Sales Unit Site Address: (Must be approved by Greene County Addressing Office-Room 305)

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

If permit for fireworks, have they been sold from this location previously? Yes No

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

UTILITY PROVIDER (For Services At This Location):

Electricity Provider: _____ Office Location: _____

DRIVE OR ACCESS INFORMATION:

_____ Access From Farm Road ___ New*** ___ Existing*** ___ Both***

*(Permittee **MUST** contact the Greene County Highway Dept. **(417-831-3591)** 48 hours prior to installation of **new driveway OR any changes made to existing driveway(s)**. Driveway permits must be obtained at the Greene County Highway Department located at 2065 N. Clifton, Springfield, MO 65802; 417-831-3591.)*

_____ Access From State Highway If so, which one _____

*(If drive is to access from a State Highway, access permit **MUST** be obtained from Missouri Dept. of Transportation located at 3025 East Kearney Street. 417-766-2691.)*

*****All temporary driveway accesses from County roads or streets require \$1,000.00 cash bond for first access and \$500.00 for each additional access per site. Bond is refunded once removal and restoration is completed, inspected and accepted by Greene County Highway Department. All temporary driveway accesses for fireworks stands must be removed and approved by Highway Department no later than July 20. Failure to remove by that date will result in forfeiture of bond.**

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

Requirements by Greene County Building Regulations

<p style="text-align: center;"><u>Following items need to be posted at all times:</u></p> <ol style="list-style-type: none"> 1) Missouri fire safety permit 2) Missouri sales tax license 3) Vendor license 4) Greene County merchant license 5) Greene County building permit 	<p style="text-align: center;"><u>Initial inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 4) Pass / Fail 5) Pass / Fail 	<p style="text-align: center;"><u>Re-inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 4) Pass / Fail 5) Pass / Fail
<p style="text-align: center;"><u>Fire extinguishers:</u></p> <ol style="list-style-type: none"> 1) Minimum of 2 extinguishers (Type 2A minimum) with at least one water type 2) All extinguishers must have annual inspection documentation attached 3) Maximum travel distance to an extinguisher: 35 feet 4) Must be in an accessible location 	<p style="text-align: center;"><u>Initial inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 4) Pass / Fail 	<p style="text-align: center;"><u>Re-inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 4) Pass / Fail
<p style="text-align: center;"><u>Site requirements:</u></p> <ol style="list-style-type: none"> 1) Unit has the required setbacks according to the zoning approval 2) Unit has at least 15' from overhead electric lines 3) Minimum of 20 feet from other buildings or other seasonal sales units and generators 4) No hay, straw or shavings within the sales unit unless treated with flame retardant 5) Minimum 30' area around site clear of dry grass, dry brush and combustible debris 6) No parking within 10' of sales location with parking area and sales unit separated by structurally stable semi-permanent parking barriers 7) No storage trailers within 10' of sales location 8) Minimum of 50' from gasoline pumps, filling stations, propane tanks, open flames or cooking equipment 	<p style="text-align: center;"><u>Initial inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 4) Pass / Fail 5) Pass / Fail 6) Pass / Fail 7) Pass / Fail 8) Pass / Fail 	<p style="text-align: center;"><u>Re-inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 4) Pass / Fail 5) Pass / Fail 6) Pass / Fail 7) Pass / Fail 8) Pass / Fail
<p style="text-align: center;"><u>Posted signs:</u></p> <ol style="list-style-type: none"> 1) "FIREWORKS NO SMOKING" on all containers and at each entrance 2) "FIREWORKS FOR SALE - NO SMOKING" inside and within 25' of all outside entrance 3) "NO FIREWORKS DISCHARGED WITHIN 100 FEET" displayed within 25' of all entrances <p>NOTE: All sign letters must be minimum 4" high on contrasting background</p>	<p style="text-align: center;"><u>Initial inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 	<p style="text-align: center;"><u>Re-inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail
<p style="text-align: center;"><u>Means of egress:</u></p> <ol style="list-style-type: none"> 1) 2 clear and unobstructed exits with a minimum width of 44" 2) Minimum clear aisle width not less than 48" 3) Minimum 2 exits with maximum egress travel distance of 35' 	<p style="text-align: center;"><u>Initial inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 	<p style="text-align: center;"><u>Re-inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail
<p style="text-align: center;"><u>Electrical equipment, emergency lighting and exit signs</u></p> <ol style="list-style-type: none"> 1) All exits sign illuminated 2) Emergency light with battery backup system required in sales area 3) Electrical system, equipment, wiring and cords isolated from the public 4) All electrical wiring and equipment U.L. listed installed and maintained to prevent hazards (in trench or protected by approved covers) 5) Branch circuits protected by GFCI 6) Main disconnect located at electric meter 7) Electric meter, disconnect and weatherhead secured to pole 8) All electrical equipment grounded and weather proof 9) Extension cords shall be grounded type minimum 14 gauge U.L listed 10) Electrical cords rated for exterior use or UF cable if buried and a minimum 12/2 with ground free of splices and kinks 11) No open light fixture sockets and bulbs without protective guards 	<p style="text-align: center;"><u>Initial inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 4) Pass / Fail 5) Pass / Fail 6) Pass / Fail 7) Pass / Fail 8) Pass / Fail 9) Pass / Fail 10) Pass / Fail 11) Pass / Fail 	<p style="text-align: center;"><u>Re-inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 4) Pass / Fail 5) Pass / Fail 6) Pass / Fail 7) Pass / Fail 8) Pass / Fail 9) Pass / Fail 10) Pass / Fail 11) Pass / Fail
<p style="text-align: center;"><u>Prohibited activity and items</u></p> <ol style="list-style-type: none"> 1) Alcoholic beverages prohibited during business hours 2) No electronic pest control devices 3) Persons under 16 years prohibited from selling or working unless under supervision of another person at least 18 years of age 	<p style="text-align: center;"><u>Initial inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail 	<p style="text-align: center;"><u>Re-inspection</u></p> <ol style="list-style-type: none"> 1) Pass / Fail 2) Pass / Fail 3) Pass / Fail

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 _____