



**CITY OF FILLMORE**  
CENTRAL PARK PLAZA  
250 Central Avenue  
Fillmore, California 93015-1907  
(805) 524-3701 \* FAX (805) 524-5707

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DATE: APRIL 07, 2020  
TO: FIREWORK BOOTH APPLICANTS  
FROM: ERIKA HERRERA, HUMAN RESOURCES DIRECTOR/DEPUTY CITY CLERK  
SUBJECT: APPLICATION FOR FIREWORKS BOOTH PERMIT

***ATTENTION: PLEASE COMPLETE THE 2020 APPLICATION – THE CITY WILL NOT ACCEPT APPLICATIONS FROM PREVIOUS YEARS.***

Please read carefully and use this sheet as a checklist to ensure your application is complete. Along with the attached application, applicants need to provide the items listed on this checklist to the City of Fillmore. Applications are to be filed by 4 p.m. on or before Thursday, May 28, 2020. The City strongly recommends you turn in your application prior to the deadline in case any additional documents or corrections are needed.

**Item Needed**

Completed application with financial statement (attached).

Financial statement Form:

Please note: In addition to the financial statement form, you will be required to submit supporting documents from your accounting system or accountant. An example to verify the financial statement form could be an income statement or profit and loss statement. Such **report** must be **signed by the organization's financial officer showing to whom and for what purpose the net proceeds were distributed.** (F.M.C. Section 15.38.080). With regard to operations under the prior year's permit, which includes: 1) a copy of the State's sales and use tax return (or equivalent) showing last year's sales tax was paid. You will need to submit a (copy) of your current sellers permit. You are required to display the original sellers permit in your booth. First time applicants should describe how they intend to spend the net proceeds.

**Note: Additional financial information may be requested.**

Property owner's release and authorization to use subject property for the purpose of selling fireworks, complete with signatures, address and telephone number of property owner (not to be confused with the telephone number of the business on the property, if different than the property owner).

Complete a "no fee" business license application.

Proof of non-profit status [i.e. documentation from the California Secretary of State, or State Attorney General, or the I.R.S. Try [www.sos.ca.gov/business](http://www.sos.ca.gov/business), click 7. "Business Search with Free Images", search and print. (If you need help with this item please call City Hall for assistance).

- General Liability Insurance certificate (with City of Fillmore named as an additional insured).
- State Fire Marshall's certificate (photocopy). Original certificate is to be displayed in organization's booth. Certificate must include a plot plan.
- One (1) signed copy of rules acknowledging that organization's representative has read and understands the basic rules. A second copy shall be displayed at all times in the booth for quick review by volunteers during operation of the booth.
- Check made payable to the "City of Fillmore" in the amount of \$500.00.

Please Note:

- First time applicants are only required to turn in the following items:  
Application, Financial Statement, Proof of non-profit status. Additional documentation will be requested once approved.
- **A maximum of 25 permits will be issued to the first 25 qualified applicants approved. It is highly recommended you do not wait until the last minute to complete and turn in your application packet.**

Questions? Please feel free to contact Administrative Assistant Julie Latshaw (805) 524-1500, extension 234. Inquiries may also be submitted via email at: [JulieL@fillmoreca.gov](mailto:JulieL@fillmoreca.gov).



CITY OF FILLMORE

APPLICATION FOR PERMIT TO SELL FIREWORKS – 2020

Application Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Year Organization Established \_\_\_\_\_

Has the Organization Operated Continuously in the City the past three years? Yes No

Year Granted Non-Profit Status by IRS, Calif. Sec'y. of St. or State Atty. General \_\_\_\_\_

Number of Members: \_\_\_\_\_ State Board of Equalization No. \_\_\_\_\_

Location of Permanent and Principal Meeting Place: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (Daytime) \_\_\_\_\_

Mailing Address of Organization: \_\_\_\_\_

Location/Address of Stand: \_\_\_\_\_  
(Please identify location and attach map)

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Application must be accompanied by those items listed on the cover sheet memo attached to this application. Please read the cover memo carefully as some requirements have changed from previous applications. For more information please call Julie Latshaw, at (805) 524-1500, ext. 234.*

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

=====

**FINANCIAL STATEMENT**  
**(Must be complete and attached to application)**

*Please Note: Applicants must document to the City that the organization has spent (past years) and intends to spend (current year) most of the net proceeds from the sale of fireworks on activities within, or for the benefit of persons living within, the boundaries of the Fillmore Unified School District.*

TOTAL Gross Receipts Prior Year Booth Operation \$ \_\_\_\_\_

TOTAL BOOTH EXPENSES \$ \_\_\_\_\_

(Itemize in detail all prior year expenses involved in firework booth, to whom paid, purpose of expense, sales tax, etc. Attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NET PROCEEDS \$ \_\_\_\_\_

(Itemize how the net proceeds from prior year were spent or will be spent by this organization. Attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Itemize in detail designation of all non-profit associations or corporations to which applicant intends to distribute net proceeds from the sale of fireworks **from the current year booth.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

## PROPERTY OWNER PERMISSION FOR FIREWORKS BOOTH OPERATION

I, \_\_\_\_\_, do hereby grant the

\_\_\_\_\_

permission to use property owned by me and located at:

\_\_\_\_\_

for the operation of a fireworks booth on the days approved by the City of Fillmore in the  
year 2020.

Signed:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name (if applicable)

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

\_\_\_\_\_  
Telephone Number



# CITY OF FILLMORE

250 Central Avenue, Fillmore, CA 93015-1907  
(805) 524-3701 FAX (805) 524-6714

## BUSINESS LICENSE APPLICATION

PLEASE TYPE OR PRINT CLEARLY

		<b>OFFICIAL USE ONLY</b>	
<b>Business Name</b> _____		<b>Business Tax No.</b> _____	
<b>Business Address</b> _____			
<b>Mailing Address</b> _____		<b>Business Phone</b> _____	
City _____	State _____	Zip _____	<b>Business Fax</b> _____
_____		<b>Email Address</b> _____	
City _____		State _____	
Zip _____			
<b>Ownership:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Trust			
<b>Location Type:</b> <input type="checkbox"/> Commercial Site <input type="checkbox"/> Home Occupation <input type="checkbox"/> Street Vendor <input type="checkbox"/> Solicitor/Peddler			
<b>Start Date</b> _____	<b>Description of Business</b> _____	<b>No. of Square Feet</b> _____	
<b>Business Type:</b> <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturer <input type="checkbox"/> Construction <input type="checkbox"/> Agriculture <input type="checkbox"/> Finance <input type="checkbox"/> Other (explain) _____			
<b>Resale No.</b> _____	<b>Federal I.D. No.</b> _____	<b>State I.D. No.</b> _____	
<b>State License No.</b> _____	<b>License Type</b> _____	<b>Expiration Date</b> _____	
<b>Health Permit No</b> _____	<b>Santa Clara Valley Disposal Service</b> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

BUSINESS OWNER INFORMATION			
<b>Owner Name</b> _____	<b>Title</b> _____	<b>Phone</b> _____	
<b>Mailing Address</b> _____		<b>Cell Phone</b> _____	
City _____	State _____	Zip _____	
<b>Owner Name</b> _____	<b>Title</b> _____	<b>Phone</b> _____	
<b>Mailing Address</b> _____		<b>Cell Phone</b> _____	
City _____	State _____	Zip _____	

EMERGENCY CONTACT INFORMATION			
<b>Name</b> _____	<b>Title</b> _____	<b>Phone</b> _____	
<b>Address</b> _____		<b>Cell Phone</b> _____	

I declare under penalty of perjury that the information and statements contained herein are true and correct to the best of my knowledge and belief. I am aware that any violation of the Fillmore Municipal code will terminate the business license.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

OFFICIAL USE ONLY	
<p><b><u>BUILDING &amp; SAFETY</u></b></p> <p>Inspected By _____ <input type="checkbox"/> Approved</p> <p>Inspection Date _____ <input type="checkbox"/> Disapproved</p> <p>Restrictions _____</p> <hr/> <p><b><u>FIRE DEPARTMENT</u></b></p> <p>Inspected By _____ <input type="checkbox"/> Approved</p> <p>Inspection Date _____ <input type="checkbox"/> Disapproved</p> <p>Restrictions _____</p> <hr/> <p><b><u>PLANNING DEPARTMENT</u></b></p> <p>Reviewed By _____ <input type="checkbox"/> Approved</p> <p>Date _____ <input type="checkbox"/> Disapproved</p> <p>Zoning _____</p> <p>Restrictions _____</p>	<p><b>Business Fee</b> \$ _____</p> <p><b>Other Fees</b> \$ _____</p> <p><b>AMOUNT DUE</b> \$ _____</p> <p style="font-size: small;">This license is issued without verification that the license is subject to or exempt from licensing by the State of California (Gov't Code 37101.2)</p>

**BUSINESS LICENSE FEE SUMMARY**

	<u>Basic Rate</u>	<u>Tier Rate</u>	<u>App Fee</u>	<u>State</u>	<u>Total</u>
Special Event	\$30.00	\$0.00	\$25.00	\$4.00	<b>\$59.00</b>
Home Occupation	\$95.00	\$0.00	\$25.00	\$4.00	<b>\$124.00</b>
Business Located in Fillmore <b>(Under 1,499 Square Feet)</b>	\$95.00	\$125.00	\$25.00	\$4.00	<b>\$249.00</b>
Business Located in Fillmore <b>(1,500 - 4,999 Square Feet)</b>	\$95.00	\$165.00	\$25.00	\$4.00	<b>\$289.00</b>
Business Located in Fillmore <b>(Over 5,000 Square Feet)</b>	\$95.00	\$190.00	\$25.00	\$4.00	<b>\$314.00</b>
Business Outside of Fillmore <b>(Business Location that is not a Fillmore Address)</b>	\$95.00	\$15.00	\$25.00	\$4.00	<b>\$139.00</b>
Solicitor/Peddler	\$95.00	\$50.00	\$25.00	\$4.00	<b>\$174.00</b>

**BUSINESS LICENSE APPLICATION PROCESS**

- STEP #1:** Submit business license application to the Planning Department. The Planning Department will determine if the proposed business is located within the proper land use designation in accordance with the zoning ordinance. The Planning Department will also indicate if there are any additional permits that may be required. **(ONLY FOR FILLMORE ADDRESS LOCATIONS)**
- STEP #2:** When the Planning Department has approved the business license application, it is then forwarded to the Building and Safety and Fire Department for approval. **(ONLY FOR FILLMORE ADDRESS LOCATIONS)**

**Your application for the business license may need to include some or all of the following:**

- ❖ A Home Occupation business must sign and attach a Home Occupation Permit with the business license application. **There is a one-time fee of \$105.00 and is collected when the original application is submitted.**
- ❖ Retail businesses must obtain a seller's permit from the State Board of Equalization. The permit must show the correct address of the business. A copy of the permit must be attached to the business license application.
- ❖ Any business name that included anything other than the owner's first and last name is required to register a fictitious name statement with the Ventura County Clerk's Office. You will be required to publish the name in the local newspaper. Copies of the fictitious name statement and proof of publication must be attached to the business application.
- ❖ Any businesses selling food, operating a public water system, producing hazardous waste, having a swimming pool, storing hazardous materials in underground tanks, and operating landfills or trash trucks must apply for a health permit. A copy of the health permit must be attached to the business license application.
- ❖ Solicitors/Peddlers must first get a Live Scan. The report must be attached with the business license application.
- ❖ Non-profit organizations must provide a copy of a non-profit status.

**DIRECTORY**

**ALCOHOL PERMITS**

Alcohol Beverage Control  
1000 South Hill Road, Suite 100  
Ventura, CA 93003  
(805) 289-0100

**LIVE SCAN**

City of Fillmore  
250 Central Avenue  
Fillmore, CA 93015  
(805) 524-3701

**CHILD CARE**

Ventura County Child Care  
800 South Victoria Avenue  
Ventura, CA 93009  
(805) 652-7830

**CONTRACTORS LICENSING**

State of California  
Contractors Licensing Board  
(800) 321-2752

**FEDERAL EMPLOYERS I.D. NUMBERS**

Internal Revenue Service  
2500 Financial Square #1  
Oxnard, CA 93030  
(800) 829-1040

**FICTITIOUS BUSINESS NAME/DBA**

County of Ventura  
County Clerk's Office  
800 South Victoria Avenue  
Ventura, CA 93009  
(805) 654-3788

**HEALTH PERMITS**

County of Ventura  
Environmental Health Division  
800 South Victoria Avenue  
Ventura, CA 93009  
(805) 654-2813

**RESALE NUMBERS/SELLERS PERMIT**

State Board of Equalization  
4820 McGrath, Suite 260  
Ventura, CA 93003  
(805) 677-2700

# **FIREWORKS STAND OPERATING RULES**

**\*\*\* YOU MUST ARRANGE FOR THE FIRE CHIEF TO INSPECT YOUR BOOTH. \*\*\***

All Booths must be erected and ready for inspection 24 hours prior to delivery of fireworks and/or sale.

- 1. NO ONE UNDER 18 INSIDE THE BOOTH OR INVOLVED IN THE SALE AT ANY TIME.**
- 2. FIREWORKS TO BE STORED AT BOOTH OR AT SITE APPROVED BY FIRE DEPARTMENT. NO FIREWORKS TO BE STORED IN A RESIDENTIAL ZONE.**
- 3. THE GUARD AT THE BOOTH MAY NOT SLEEP IN THE BOOTH. IF A CAMPER (OR TRAILER) IS USED, IT MUST BE A MINIMUM OF 20 FEET FROM THE BOOTH. THE EXIT DOOR MUST BE ON THE OPPOSITE SIDE OF THE BOOTH.**
- 4. BE SURE TO CHECK SPECIFICATIONS OF DOOR LOCATIONS. (SEE F.M.C. §15.38.060).**
- 5. NO FLASHING LIGHTS.**
- 6. NO FIREWORKS TO BE SET OFF WITHIN 150 FEET OF THE BOOTH.**
- 7. NO SMOKING IN BOOTH OR WITHIN 20 FEET OF BOOTH. (YOU MUST HAVE A BILINGUAL SIGN ON THE OUTSIDE OF THE BOOTH SO STATING.)**
- 8. FIRE EXTINGUISHER MUST BE APPROVED TYPE (CLASS A) SERVICED WITHIN THE PAST YEAR. IF DRY CHEMICAL - MINIMUM 4 POUNDS - ABC.**

**THE CITY HOPES THESE RULES MAKE IT EASIER AND SAFER FOR YOU TO RUN YOUR BOOTH.**

*I have read and understand the above rules for operating a Fireworks Booth and have reviewed Municipal Code Chapter 15.38 relating to Fireworks Stands.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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