

# FIREWORKS PERMIT PROCEDURE

## CHESTERFIELD TOWNSHIP, MI

47275 Sugarbush Road Ph#586-949-0400

[www.chesterfieldtwp.org](http://www.chesterfieldtwp.org)

1) Fill out application and sign the roadside vendor's statement.

### **ITEMS REQUIRED WITH APPLICATION:**

- State of Michigan department of licensing and regulatory affairs certificate
- Michigan sales tax license
- Letter/lease with permission from property owner if different from vendor
- Transient merchant's license if applicable
- Letter detailing variance request(s) if applicable
- Map of vending location
- Copy of applicant's driver's license
- Certificate of insurance  
(*Must name Chesterfield Township, its elected officials and employees as additionally insured*)
- All applicable fees

**FEES: \$100.00 BOND \$50.00 PER PERMIT**

Maximum of four permits allowed per calendar year per location/person

Maximum of 3 days per permit

**\*\*\*FAILURE TO CLEAN UP SITE WITHIN 24 HOURS COULD RESULT IN FORFEITURE OF BOND\*\*\***

- 2) Submit completed application, signed vendor's statement and all required items to the township clerk's office for processing.
- 3) Information submitted will be forwarded to the fire, police and building departments for review and approval.
- 4) Once approval from all departments is received, you will be issued a vendor license and permit(s).
- 5) If you are requesting any type of variance such as vending area size, tents, additional dates or times, it must be brought before the township board for approval.
  - You must include a signed, dated letter stating the name, address and phone number of the applicant, a description of the variance(s) requested and the action you would like the board to take.
    - **All necessary paperwork must be submitted no later than 12:00pm on the Wednesday prior to the board meeting or it will not be placed on that meeting's agenda.**
  - It is highly recommended that the applicant or a representative be present at the scheduled meeting to answer any questions from board members or your permit may be denied.

**\*\*\*PLEASE NOTE\*\*\***

**IF YOUR SITE WILL BE UTILIZING LIGHTS, TENTS OR SIGNS, YOU MUST APPLY FOR PERMITS THROUGH THE BUILDING DEPT. FOR THESE ITEMS PRIOR TO A VENDOR LICENSE BEING ISSUED. (EX. ELECTRICAL PERMIT FOR LIGHTING, BUILDING PERMIT FOR TENT OR ANY SIGNS)**

Rev. 4/2014

**CHARTER TOWNSHIP OF CHESTERFIELD**  
VENDING LICENSE APPLICATION  
"Fireworks"

**DATE:** \_\_\_\_\_

**LICENSE #:** \_\_\_\_\_

Name of Applicant or Organization: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

Home Address: \_\_\_\_\_

Names of Persons Participating: \_\_\_\_\_  
City State Zip

General Location of Vending: \_\_\_\_\_

Parcel Number or Address: \_\_\_\_\_

Product(s) Description: \_\_\_\_\_

Sales Tax License #: \_\_\_\_\_

Dates of Vending: \_\_\_\_\_

*Note: Allowed a maximum of four (4) permits per year, per applicant, or location, for a maximum of three (3) days each.*

**Special seasonal commercial vending permits may be used for the sale of seasonal trees, wreaths and blankets. (USE THE BOX ON THE BACK OF THIS SHEET TO SHOW THE LOT SIZE, PARKING LOCATIONS & THE REQUIRED PERMIT NUMBERS). Permits shall be valid from Thanksgiving Day to December 31.**

In the event of questions, the following person is to be contacted and is responsible for the site and vending:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

***The undersigned has read, understands and agrees to comply with Chapter 18, Article III of the Charter Township of Chesterfield municipal code. Violation of any township code or ordinance may result in licenses or permits being suspended or revoked.***

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

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

**\*\*\*NO VEHICLES, MERCHANDISE OR SIGNS ARE ALLOWED IN THE RIGHT OF WAYS\*\*\***

Return completed application and all other required documentation to: Chesterfield Township Clerk  
47275 Sugarbush Rd., Chesterfield Twp. MI 48047 Phone: 586-949-0400 Fax: 586-949-4018

# **CHARTER TOWNSHIP OF CHESTERFIELD**

47275 SUGARBUSH ROAD

586-949-0400

## **ROADSIDE VENDORS STATEMENT**

THIS IS TO ELIMINATE ANY CONFUSION AS TO WHAT OUR ORDINANCE ALLOWS.

- 1) **SELLING AREA** - SHALL BE NO LARGER THAN 50 SQUARE FEET.  
EXAMPLE: 5 FEET BY 10 FEET OR TWO RECTANGLE FOLDING TABLES.
  
- 2) **SIGNAGE** - ONLY 2 SIGNS ARE ALLOWED.  
EXAMPLE: A SANDWICH BOARD IS CONSIDERED 2 SIGN AREAS,  
NOT TO BE LARGER THAN 48 SQUARE FEET. SIGNS ARE TO BE 2 FEET  
BY 3 FEET.
  
- 3) **NO ATTRACTING ATTENTION TO THE AREA –**  
FLASHING LIGHTS, FLAGS WAVING, WEARING OF COSTUMES,  
SHOUTING OR STANDING BY ROADWAYS AND WAVING AT  
TRAFFIC SHALL NOT BE PERMITTED.
  
- 4) **BOND-** FAILURE TO CLEAN UP SITE WITHIN 24 HOURS COULD RESULT IN  
FORFEITURE OF BOND.

**\*\*\*PLEASE NOTE\*\*\***

**ANY VARIANCES TO REGULATIONS STATED IN ORDINANCE MUST BE APPROVED BY THE TOWNSHIP BOARD PRIOR TO ISSUANCE OF ANY LICENSES OR PERMITS.**

A COMPLETE LISTING OF TOWNSHIP CODES AND ORDINANCES IS AVAILABLE ON OUR WEBSITE [www.chesterfieldtwp.org](http://www.chesterfieldtwp.org) OR FROM THE CHESTERFIELD TOWNSHIP CLERK'S OFFICE.

***FAILURE TO COMPLY MAY RESULT IN REJECTION OF PERMITS AND POSSIBLE FURTHER ACTION BY THE TOWNSHIP.***

**VENDOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_