



FOR OFFICIAL USE ONLY  
CHECKLIST FOR PERMIT APPROVAL

STEP	PROCESS	DATE	APPROVING OFFICER
1	Permit fee of \$56.50 received by The Town of Newmarket and/or Aurora, Finance Dept.		
2	Proof of comprehensive general liability insurance in an amount of \$5 million covering the event under application.		
3	Letter of Authorization by organization hosting the event.		
4	Written approval of land owner for display fireworks.		
5	Proof of Fireworks Supervisor Licence <b>AND</b> verification of validity of licence.		
6	Verification of Location map and site conditions conducted and found in compliance with Fireworks Manual for safety distance.		
7	Permit # _____ assigned and Permit filled out by Central York Fire Services		

**Note:**

- 1) Application approval would normally take 5 to 7 days, depending on the availability of fire department staff to conduct on-site inspection and the completeness of the application form and the required documentation.
- 2) The Fire Chief has designated the Deputy Fire Chief and the Chief Fire Prevention Officer to approve the Permit on his behalf during his absence.
- 3) The Fire Prevention Division will be responsible for ensuring that this checklist is completed before recommending to the Chief Fire Official for approval.