



FOR OFFICIAL USE ONLY

CHECKLIST FOR PERMIT APPROVAL

STEP	PROCESS	DATE	APPROVING OFFICER
1	Permit fee of \$97.30 received by the Town of Newmarket and/or Aurora Finance Department		
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 landowner for display fireworks		
5	Proof of Fireworks Supervisor License AND verification of validity of license		
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 five to seven days, depending on the availability of Fire Department Staff conducting an on-site inspection, and the completeness of the application form along with 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 it to the Chief Fire Official for approval.