



**CASS COUNTY, MISSOURI**  
**BUILDING CODES DEPARTMENT**  
30508 S West Outer Road     Harrisonville, MO 64701  
Phone: (816) 380-8134     Fax: (816) 380-8130

Last Updated September 26, 2025

**Information Required on Building Permit Applications and Plans for an  
Operational permit for Fireworks Stands/ Tents.**

In order to process your application for a operational permit the following information will be required to be submitted at the time of application. All plans will be reviewed under the 2006 International Codes and 2005 NEC as adopted by Cass County. If you have any questions please feel free to ask. **Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit Holder**

1. A completed permit application questionnaire provided as a part of this packet. All information requested on the application questionnaire is required to be answered. It is the applicants' responsibility to provide the following information. The Building Codes Department staff is unable to assist in obtaining the information.
  - Electrical or Gas Utilities
- Note: The name of the electrical utility company is essential at the time of making application for a permit. The Building Codes Department is required to inform the electrical utility when a service has been inspected and is approved prior to the utility energizing the service. If an applicant incorrectly identifies the utility provider obtaining electrical power may be delayed.
2. The complete legal description of the property on which the proposed Fireworks Stand / Tent will be placed.
3. Shall provide verification of a surety bond or liability insurance as per Chapter 33.
4. Provide a signed contract from a portable toilet company for a minimum of one toilet facility.
5. A site plan showing all information required by item #2 below.
6. Provide a list of all fireworks to be sold. This should include the amount of fireworks to be located on said property.
7. Copy of Fire Retardant Certification of Tent.
8. Provide a plan showing all information required by item #3 below.
9. Provide a notarized statement on the length the fireworks stand / tent will be on property and in use.
10. Application fee in the amount of \$50.00 (exact cash, check, Money Order, or credit/debit card. All card transaction will be subject to an additional service fee) is due upon making application for a building permit.
11. Certificate of No Tax Due from the State of Missouri.
12. Missouri Fire Marshal permit.

NOTE: All plans, specifications and other information which is required to be submitted will be retained by the Cass County, Missouri Building Codes Department as a part of the public record concerning a building permit or building permit application and **will not be returned** to an applicant. If any of the documents which are submitted are needed for an applicants use, copies should be made before submitting the documents to the building codes office.

**Before making application, please check with the Building Codes office for any changes or revisions to this application packet.**

Incomplete plans and specifications may not be accepted or if plans are incomplete and require more than one hour of review time additional fees may be assessed at the rate of \$122.00 per hour with a minimum of one-half hour charge being assessed. The information which is being requested in this letter is a part of the building codes department plan review check list and plans which do not contain all requested information may be rejected and a delay in issuance of your building permit may result. Major changes made to plans after a plan review has been completed are subject to an additional plan review fee of \$122.00 per hour minimum of one half hour.

## **BUILDING PLAN REQUIREMENTS:**

1. All Plans shall be drawn and printed to scale and the scale to which plans are prepared shall be indicated on each sheet of the plans or each detail, as needed. Plans will **NOT** be accepted by electronic means.
2. Site Plan of the property shall include the following information;
  - a) North arrow
  - b) Any easements shall be shown with their established dimensions.
  - c) Show all existing buildings already present on parcel of property on which proposed building, tent or stand is to be located.
  - d) Show planned location where the sale and retail display area will be located and provide setback dimensions between proposed sale and retail display area and all property lines and any existing buildings and the fireworks storage area.

Note; Site Plan is not required to be prepared by a registered surveyor but the plot plan should be clear and detailed enough so that the plan reviewer can determine that all zoning, floodplain, and the building code and other ordinances are to be in compliance with all requirements.

3. Building plan shall include the following information;
  - a) Floor plan
    - i) Show overall dimensions of building, stand or tent.
    - ii) Show location of fire extinguishers.
    - iii) By note or detail specify size of emergency egress.
    - iv) Provide a statement in letter form that the tent has been installed as per NFPA102. This would be from the installer.
    - v) Show how fireworks will be made not readily accessible.
    - vi) Indicate where “NO Smoking” signs will be posted.
  - b) Electrical details shall to include;
    - i) Shall indicate the size of the electrical service, if any.
    - ii) If using a generator or other internal combustion power source show its location and how it will be isolated from contact from the public.
    - iii) Show how wiring will be protected.
4. Permit Cost for Temporary Fireworks Stand / Tent.
  - a) \$625.00 for the permit which includes the power from a generator.
  - b) If any other form of electrical power is provided the cost for the permit fee will be as per Table 1 –B from the Procedures Manual.



**CASS COUNTY, MISSOURI  
BUILDING CODES DEPARTMENT**

**102 East Wall Street    Harrisonville, MO 64701  
Phone: (816) 380-8134    Fax: (816) 380-8130**

**Items listed below are for general information for Fireworks Stands / Tents**

The following Items listed below are taken from the 2006 International Fire Code and the 2005 NEC.

1. All Explosives and Fireworks shall comply with the adopted building codes and county ordinances.
2. **Section 105.6.14 : Operational Permits:** Operational permits are required for the Manufacturing, Storage, Handling, and Sale of Fireworks or pyrotechnic special effects.
3. **Section 3301.2.1 Residential Use:** No persons shall keep or store, nor shall any permit be issued to keep or store, any explosives at any place of habitation, or within 100 feet thereof.
4. **Section 3301.2.2 Sale and retail display:** No person shall construct a retail display nor offer for sale explosives, explosive materials, or fireworks upon highways, sidewalks, public property, or in assembly or educational occupancies.
5. **Section 3301.2.3 Permit restrictions:** The code official is authorized to limit the quantity of explosives, explosive materials, or fireworks permitted at any given location. No person, possessing a permit for storage of explosives at any place, shall keep or store an amount greater than authorized in such permit. Only the kind of explosive specified in such a permit shall be kept or stored.
6. **Section 3301.2.4 Financial responsibility:** Before a permit is issued, as required by section 3301.2, the applicant shall file with the jurisdiction a corporate surety bond in the principal sum of \$1,000,000.00 or a public liability insurance policy for the same amount, for the purpose of the payment of all damages to persons or property which arise from, or are caused by, the conduct of any act authorized by the permit upon which any judicial judgment results. The code official is authorized to specify a greater or lesser amount when, in his or her opinion, conditions at the location of use indicate a greater or lesser amount is required. Government entities shall be exempt from this bond requirement.
7. **Section 3301.7 Seizure:** The code official is authorized to remove or cause to be removed or disposed of in an approved manner, at the expense of the owner, explosives, explosive materials or fireworks offered or exposed for sale, stored, possessed or used in violation of chapter 33 of the 2006 International Fire Code.
8. **Section 3303.2 Transaction records:** The permit holder shall maintain a record of all transactions involving receipt, removal, use, or disposal of explosive materials. Where only Division 1.4g fireworks are handled, records need only be maintained for a period of 3 years, and shall be furnished to the code official for inspection upon request.
9. **Section 3308.11 Retail display and sale:** Fireworks displayed for retail sale shall not be made readily accessible to the public. This shall be so as not to prohibit the retail-self service sale of consumer fireworks provided that tents used for retail sales of consumer fireworks shall be completely surrounded by an approved barrier such as a plastic barrier fence so as to limit ready access by the public except through restricted and controlled openings. The number of such openings shall be equal to the number of exits required from the tent and a minimum width of such openings shall not be less than the minimum width required for each exit as required by the adopted codes of the jurisdiction having authority. A minimum of one pressurized-water portable fire extinguishers shall be located not more than 15 feet and not less than 10 feet from the hazard. "NO SMOKING" signs shall be conspicuously posted in areas where fireworks are stored or displayed for retail sale.
10. **Table 3304.5.2(3) Distance:** Shall maintain 75 feet separation distance between the storage area and the retail sales area.
11. **Section 2404.19 Generators and other internal combustion power sources:** Shall be separated from tents, tensioned membrane structures, temporary membrane structures or canopies by a minimum of 20 feet and isolated from contact with the public by a fencing, enclosure or other approved means.

12. **Section 2404.21 Combustible vegetation:** Shall be removed from the area occupied by a tent, tensioned membrane structure, temporary membrane structure and from areas within 30 feet of such structures.
13. **Section 590 Temporary Wiring:** Shall be installed as per section 590 of the 2005 NEC and all wiring shall be installed so as to prevent wiring from being damaged.
14. **All electrical services shall be installed as per the 2005 NEC.**
15. **Section 590 Temporary Wiring (C):** If wiring/cords are placed on the ground where it may become damaged it shall be installed in conduit.
16. **Section 590 Temporary Wiring (C):** If the wiring/cords are suspended they shall be supported on insulators at intervals of not more than 10 feet.
17. **Section 590 Temporary Wiring (F):** All lamps for general illumination shall be protected from accidental contact or breakage by a suitable fixture or lamp holder with a guard.
18. **All sales of fireworks shall comply with Cass County ordinances and fire district rules and regulations and All State and Federal rules and regulations.**

Fireworks stands / Tents will be inspected as per the adopted building codes and county ordinances.



**CASS COUNTY BUILDING CODES DEPARTMENT**

**OPERATIONAL PERMIT FOR FIREWORKS  
STANDS/ TENTS  
APPLICATION QUESTIONNAIRE**

Log No. \_\_\_\_\_  
OFFICE USE ONLY

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

*Applications cannot and will not be accepted electronically or by machine. Completed application and all associated information must be made at the Cass County building codes department by the applicant / permit Holder*

**Property Information**

**All information must be complete before making application.**

Project Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Sec/Twn/Rng \_\_\_\_/\_\_\_\_/\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Note: If Other Than Subdivision Lot, A Complete Description Of Property Shall Be Included With Permit Application.

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City/State/Zip: \_\_\_\_\_

Fuel Gas Supplier: \_\_\_\_\_ Type: \_\_\_\_\_ (LPG, Natural)

Electrical Utility Supplier: \_\_\_\_\_

Electrical Service Rating: \_\_\_\_\_ (Amps)

Property Area: \_\_\_\_\_ (Acres)

**Permit Applicant Information**

***By filling out the following information you are taking FULL responsibility for this project from Start to Finish!***

Applicant State ID# or TIN #: \_\_\_\_\_ State \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant City/State/Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Alternate Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicants Position (Owner or Builder): \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Valuation Cost (Total Cost of Project): \_\_\_\_\_

# **CONTRACTORS LIST**

All information must be complete before making application.

Tent Operator \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Tent Installation Company \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Electrical Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Portable Toilet Company Contractor \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Alternate Number \_\_\_\_\_  
E-mail \_\_\_\_\_