



Bureau of Fire Services Setting up the

Account Management

and

Consumer Fireworks Certificate Application and Low Impact Registration Process



- This presentation starts with the application process assuming that you have already created an account. If you need assistance creating an account, please refer to the Create Account presentation, which you can find on our webpage at <u>www.michigan.gov/bfs</u>
- For information on Certificate Fee payment, Transfers, and Sales Reporting and Safety Fee payments please refer back to our homepage and view the other presentations there.
- All online consumer fireworks certificate applications are due by April 1. There are no exceptions made.





The following screens are examples of Consumer Fireworks and Low Impact Fireworks.







Examples of **Consumer** Fireworks in Michigan





C U S ESS Μ Μ ED. F R D S D Т R R N





Examples of **Low Impact** Fireworks in Michigan





It is important for all applicants to be familiar with all of the rules and regulations associated with selling Retail Fireworks in Michigan. Below is a segment of PA 256 of 2011. We have a full version posted on the Fireworks Program home page.

- PA 256 Sec. 4. (1) A person shall not sell consumer fireworks unless the person annually obtains and maintains a consumer fireworks certificate from the department under this section. A person who knows, or should know, that he or she is required to comply with this subsection and who fails or neglects to do so is guilty of a misdemeanor punishable by imprisonment for not more than 2 years or a fine, or both, with the fine as follows:
- (a) For a first violation of this subsection, not more than \$5,000.00.
- (b) For a second violation of this subsection, not more than \$20,000.00.
- (c) For a third or subsequent violation of this subsection, not more than \$40,000.00.



To access your account you will click on the application link on the BFS Fireworks Program home page.

Community and Fireworks Program Health Systems Construction In Dece Codes be Fireworks Program page Snyder Corporations, Michiga ireworks salety Act, which Securities & allows th sale and use of consumer-Commercial orks in Michigan. grade fire Licensing LARA/Bu u of Fire Services have been given the responsibility (administe g and enforcing the Fireworks Safety Act and the Employment Fireworks General Safety rules to ensure retail location promulgate Relations throughout e State of Michigan comply with nationally accepted standards f the retail sale of consumer and low-impact fireworks Ethnic specifically National Fire Protection Association Standards 101 Commissions and 1124. Fire Services All fees ted as part of the program are allocated to support op .on of program and the training of the State's approxima State Fire 4.500 Fire F hters. Marshal Fireworks Fireworks 2017 Firewo s Season: Application Link t to Application p iod will begin Fire Fighter aca3.accela. apply is http: Training Division ants will create a new acg All 2017 app new system will Plan Review allow you to ach all your document application. The best part of the ne process is that you cate will now be emailed Storage Tank you directly soon as it is issu Division Field Services Fireworks: What Y Forms and Services Need to Know Retailers Fireworks Sales NEIRS Consumer Fireworks Application



CUSTOMER DRIVEN. BUSINESS MINDED.

LICENSING AND REGULATORY AFFAIRS



Log into your account by entering your User name or Email and the password.







Saved in Cart (5)	View Cart	My Collection (0)	View Collectio
Consumer Fireworks Certificate 16TMP-022655 10/27/2016	\$1,000.00		
Consumer Fireworks Certificate 16TMP-022629 10/26/2016	\$1,000.00	You do not have any c	ollections right now.
Consumer Fireworks Certificate 16TMP-022572 10/24/2016	\$600.00		
Retailer Fireworks Sales Report 16TMP-022581	\$37,575.27		
Cart Total	\$41,175.27		

Work in progress 🕧



- The opening page in this window has many links that will help you access all of your information.
- You may also access your management page by clicking on the "My Account" link on the "Home" area.
- We will start with the Account Management.



View All Records



- The "Manage Your Account" page allows each Certificate Holder to keep documents and information stored within the account for ease of access.
- You can see your account type is "Citizen Account" and can view the account information that you created. Also available is an edit button in the event that you have to update some of your information.

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

User Name:	murdockr
E-mail:	fireworks@michigan.gov
Password:	*****
Security Question:	Who is on first?
Mobile Phone:	517-373-7441
Receive SMS Message:	NO



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Edit

- License Information section doesn't apply to Fireworks at all.
- Contact Information section displays a list of all contacts that you have saved to the actual account.
- If you add a contact during the consumer application it will not automatically save to the account.

ou may add pr	ofessional lice	nse(s) to yo	ur public us	er account by c	licking the Ad	d a License I	button. You	professio	onal lic	cense(s) i	may n	eed to be validat	ted by the agency	before y	ou can
howing 0-0	of 0														
State _icense #	License Type	First Name	Las Nan	t Expir ne Date	ed Bu Na	siness ne	Address Line 1	1	City	State	Zip	Home Phone	Mobile Phone	Status	Action
No records f	ound.														
ontact I	of 3 Downlo	ion ad results	_		_									Add a	Conta
contact I	nformat	ion ad results First Name	Last Name	Contact Type	Address Line 1	City	State	ZIP Code	H	ome		Work Phone	Action	Add a Prefi	Conta erred
contact I howing 1-3 (ndividual/Or ndividual	of 3 Downlo	ion ad results First Name Robbie	Last Name Bailey	Contact Type Tank Owner	Address Line 1 802, BROOK	City eaton rapids	State	ZIP Code 48827	н Р 5 4	lome hone 17-737- 144		Work Phone 517-373-4444	Action	Add a Prefi Char	Conta erred nnel
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- Contacts are listed by "Type" of contact
- When the Certificate holder (owner) is also considered to be an additional type of contact you can list them as such.
- If there was a need to list a Contact that is different than the actual Certificate holder you will be able to do so and designate an additional "Type" of contact.

ou may add pr	ofessional lice	nse(s) to yo	ur public us	er account by c	licking the Ad	d a License I	outton. Yo <mark>u</mark>	professio	onal lie	cense(s) r	nay n	eed to be validat	ed by the agency	before	you can i
howing 0-0	of 0														
State License #	License Type	First Name	Las Nam	t Expire	ed Bus Nar	iness ne	Address Line 1		City	State	Zip	Home Phone	Mobile Phone	Status	Actio
No records f	found.														
howing 1-3	Informat	ion ad results	Last	Contract	Address		_	715		Ioma			_	Add a	Conta
Contact	Information	ion ad results First	Last	Contact	Address	City	State	ZIP	Н	lome		Work Phone	Action	Add a	Conta
contact	Information	ion ad results First Name	Last Name	Contact Type Tank	Address Line 1 802,	City	State	ZIP Code	H P 5	lome hone 17-737-		Work Phone	Action	Add a Pref Cha	Conta erred nnel
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CUSTOMER DRIVEN. BUSINESS MINDED.

AND REGULATORY AFFAIR



It is extremely important that you have the appropriate names and contact information for each specific person or business associated with the Certificate.

This contact information will tie in directly with who will receive the actual certificate when it is issued as well as the financial responsibility for this certificate.

You will be able to list a Site Contact if there is a specific person we need to contact at the retail location other than the Certificate Holder.





Next you will see the "Attachments" section. You may attach documents by choosing the "Add" button. This will allow you to keep necessary documents within your account for faster and easier submitting.

NOTE: The "Trust Account" section doesn't apply to Fireworks.

Attachments

The maximum file size allowed is 100 MB. html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Entity Type	Туре	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Action	Entity
Region List.xlsx	Contact		16.18 KB	11/29/2016	W4	Uploaded	11/29/2016	11/29/2016	Actions -	Certificate Holder - No name entry allowed
Location Transfer Questionnaire.docx	Contact		20.93 KB	11/29/2016	lans	Uploaded	11/29/2016	11/29/2016	Actions v	Facility Contact - First Name Last Name





Next on the "Manage Your Account" page is the "Delegates" section. By using the "Add a Delegate" button you may give someone permission to access the account and make changes. Additionally someone could give you permission to access their account as well.







That concludes the Account Management section. We now move to the Application process.





The application home page has additional tabs allowing for multiple Bureaus within LARA to access applications needed for licenses issued by LARA. They are not all Fireworks applications.







To get started click on the "Fire Services" tab.



Your current account information is shown below. Click an Edit button to update information within a







You must click on "Create/Amend an Application/Record





Home BCC Licenses BCC Permits

C Permits Plan Review

Fire Services Complaints

Create/Amend an Application/Record

Search Applications

Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform

I have read and accepted the above terms.

Continue Application »



Please read the entire page including the "LARA Systems Use Notification" area to confirm (you) accept the terms. Then click on "Continue Application".



Select a Record Type

Choose one of the following available record typ contact us.



- Fireworks Cancellation
 - Consumer and Low Impact Cancellation

Fireworks Consumer

- Oconsumer Certificate Refund Request Form
- Consumer Certificate Transfer of Ownership
- Consumer Fireworks Certificate Permanent Structure
- Oconsumer Fireworks Certificate Temporary Structure

Fireworks Low Impact

- Low Impact Registration Permanent Structure
- Low Impact Registration Temporary Structure
- Fireworks Facility Type Change
 Transfer of Facility Type
- Fire Safety Fees
 Retailer Fireworks Sales Report & Safety Fees
- Fireworks Appeals
- Field Services Facility Inspections

Here you will select the record type you want to submit an application for.

By clicking on the carats " ▶ " you will expand each section.

Each section contains various application options.





- **Consumer Non-Permanent Structure Certificate:** Choose this type if you are selling consumer grade fireworks in a non-permanent facility such as a tent or stand. Application deadline is midnight on April 1.
- **Consumer Permanent Structure Certificate:** Choose this type if you are selling consumer grade fireworks in a permanent building. Application deadline is midnight on April 1.
- Low Impact Non-Permanent Structure: Choose this type if you are selling low impact fireworks out of a non-permanent facility such as a tent or stand. You must register 10 days prior to sales.
- Low Impact Permanent Structure: Choose this type if you are selling low impact fireworks in a permanent building. You must register 10 days prior to sales.
- Location Transfer: Choose this type if you are moving the location of your temporary facility. Application deadline is June 1.
- **Ownership Transfer:** Choose this type if purchasing ownership of a certificate from another applicant.
- **<u>Type Transfer</u>**: Choose this type to change from Permanent to Temporary facility or from Temporary to Permanent.







- Each retail sales location may sell one or both types of fireworks: Consumer and Low Impact . For each location you must have a Certificate and or Low Impact Registration.
- Without the proper Certification or Registration you will receive a citation per PA 256
- Please note: The "type" you choose has nothing to do with the duration of your sales, but rather the type of structure that you are selling from.





Consumer Fireworks Certificate Permanent Structure

1 Location Information

2 Contacts

³ Application Information

Step 1: Location Information > Location

Click HERE for Firework Insurance Requirements

Click HERE for Plan Submittal Guidelines

Click HERE for Consumer Certificate Application Guidelines

Retail Sales Location Name

* Facility/Project Name:

These three links will give you additional information regarding each topic; Fireworks Insurance, Plan Submittal, Consumer Certificate Applications.





Retail Sales Location Name

Facility/Project Name:

Continuing down the page your first field allows you to name each facility; Town, Street, Store Number, if you have multiple locations.





Retail Sales	Address	
* Street No.:	* Street Name:	Street Type: Select
* City:	* State: * Zip):
County:	Township:	
Search	Clear	
Continue A	pplication »	

Now you will list the actual location of your retail sales. Using the "Tab" key after listing the appropriate city and zip code the County and Township will populate with the correct information.





This area at the bottom of the screen allows you to stop where you are and save all the information you have already entered or you can just continue the process. If you choose to leave you will be assigned a temporary record number: 17TMP-xxxxx. Clear allows you to just clear the page if you want to start over. Click "Continue Application".







Step 2 in the process is for the Contact Information for this application. Depending on how many names you listed in your Account Manager will depend on the number of choices that come up during the application. If you have only 1 listed in your account then it will just automatically insert the only one you have. If you need to add a different contact you may also do that at this time.





When you click on the Select button and you have multiple Contacts listed in your Account Manager you will get this box to allow you to pick the contact you want to use.

Select Contact from Account

Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use Showing 1-3 of 3





No name entry allowed Email: fireworks@michigan.gov Address: 802, BROOK City: Eaton Rapids State/Province: MI Zip/Postal Code: 48827 Phone: 5173737441 Fax:5175737447 Edit Remove

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link. Showing 0-0 of 0 Address Type

Site Contact

No records found.

To add new contacts, click the Select from Account or Add New but

Re

Re

Contact added successfully.

No name entry allowed

Email: fireworks@michigan.gov Address: City: State/Province: Zip/Postal Code: Phone: 5173737441 Fax: Edit Remove

Contact Addresses

To edit a contact address, click the address link.

Add Additional Contact Address

Showing 0-0 of 0

Address Type

No records found.

Continue Application »

When completed click on "Continue Application". You will be required to have 2 contacts on this page before you can proceed.







- The next screen will allow you an option to duplicate information from a previously submitted application within your Accela account.
- If you choose to duplicate information you will be allowed to enter the application number you want duplicated.
- You will also be able to edit any of the information copied. This cuts down on the number of times that you have to enter the same information.
- Also you can choose not to copy any previous applications.





If this is your first application within this account you won't have anything for the system to copy. Moving forward you can use any Number listed within your account.

Home BCC L	icenses BCC Per	mits Plan Review	Fire Services	Complaints			
Create/Amend an	Application/Record	Search Applications					
Consumer Firewo	orks Certificate Pern	nanent Structure					
1 Location Information	2 Contacts	3 Application Information	4 Plan Review Information	5 Documents	6	7	8
Step 3 : Applic	ation Information	n>Copy Informati	on	* in	dicates a r	equire	d field.
Custom Field	s						
COPY INFO FROM	ANOTHER RECORD						
Copy Information Fr	om Previous Certificate	/Registration:	🖲 Yes 💮 No 🛛 🗲				
Low Impact/Consum To Copy Information	ner Number(Certificate/) From: *	Registration Record #)		-			





Once you have determined which application you want to duplicate you would enter the number in the box exactly the same way it shows in your account. You will be able to edit any of the information copied.

Home BCC L	icenses BCC Per	mits Plan Review	Fire Services	Complaints			
Create/Amend an	Application/Record	Search Applications	·				
Consumer Firewo	orks Certificate Pern	nanent Structure					
1 Location Information	2 Contacts	3 Application Information	4 Plan Review Information	5 Documents	6	7	8
Step 3 : Applic	ation Informatio	n>Copy Informati	ion	* in	dicates a i	require	d field.
Custom Field	s						
COPY INFO FROM	ANOTHER RECORD						
Copy Information Fr	om Previous Certificate	e/Registration:	◉ Yes ⊙ No 🚽				
Low Impact/Consum To Copy Information	ner Number(Certificate/ n From: *	Registration Record #)		-		-	



Step 3 needs you to enter specific information for the Certificate Holder. The email address entered here is where the Certificate will be emailed.

Consumer Fireworks	s Certificate Perr	manent Structure		
1 Location Information	2 Contacts	3 Application Information		4 Plan Review Information
Step 3 : Applicati	ion Informatio	n>Questions		
Owner/Cert Hol	der			
OWNER/CERT HOLDE	R INFORMATION			
* First Name:			Geo	orge
* Last Name:			Gre	yson
Fireworks Business Na	me:		Gre	ayson's Boomers
* Street Address 1:			852	East Ave
Street Address 2:				
* City:			Lan	sing
* State:			mi	
*Zip Code:			489	10
* Phone:			517	3737441
*Email:			fire	works@michigan.gov







Step 3 continues with the Application information.

APPLICATION INFORMATION	
* Is the applicant a Sole Proprietorship:	Yes No
What is your Federal Taxpayer Identification Number (if not applicable enter N/A):	
*What is your current Michigan Sales Tax License Number:	38-1254785
*What is your current Michigan Sales Tax License Expiration Date:	12/31/2016
*Business Name Listed on Sales Tax License:	George's Gags
* Name of Person Filed w/Dept. of Treasury for MI Sales Tax License (NOTE: "Person" means an individual, agent, association,	
charitable organization, company, limited liability company, corporation, labor organization, legal representative, partnership, unincorporated organization or any other legal or comparcial	George Grant
entity.) WARNING: This must be accurate in order for application to be approved.:	
* Fireworks Business Name/Doing Business As:	no dba
* At what address will you be storing fireworks (street, city, zip):	no storage
* In which city, township or village will your retail sales be located:	Elsie
*What county will your retail sales be located:	Genesee
* Sentenced for Felony Conviction within the preceding 5 years:	🔵 Yes 🖲 No
* Ever been convicted of a felony involving theft, fraud, or arson:	🔵 Yes 💿 No
* Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules:	🔵 Yes 💿 No



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Application Information



Yes No

🕤 🕘 Yes 🖲 No

Yes 💌 No

06/01/2018

Step 4 will help determine if you will qualify for the Plan Review Exemption, which is whether or not you are required to have a Plan Review.

Plan Review Exemption

PLAN REVIEW EXEMPTION

* PERMANENT FACILITY- Is this a renewal application for a permanent facility that has had no changes since last year?:

Step 4: Plan Review Information > Plan Review

*Are you exempt from submitting site plans or floor plans (see () • Yes () No Fireworks Safety General Rules to determine this):

Previous Year Certificate:

*Have any changes occurred to the site, facility structure, or floor \bigcirc Yes \odot No plan since previous certificate:

*PERMANENT FACILITY- Does this location have an approved automatic fire sprinkler system?:

* TEMPORARY FACILITY- Are you exempt from submitting site plans or floor plans? (Click on the question mark or see the Fireworks Safety General Rules for information):

*Will the fireworks on hand be under the exempt amount as per Section 7.3.1 of NFPA 1124, 2006 edition?:

*Date you intend to start selling?:



Step 5 is where you will attach any necessary or required documents. You can add them as needed or you can put them in your **Account Manager** and retrieve them from there.

S FIRE MARSHAL

* indicates a required field

EAU OF FIRE

Step 5: Documents > Attachment

Attachments

Attach Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using the criteria outlined in the Fireworks Safety General Rules. Click HERE for Fireworks Plan Submittal Guideline.

The maximum file size allowed is 100 MB. html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Туре	Size	Latest Update	Action
No records for	und.			
Select fro	om Account	Add		
Continue	Application »			Save and resume later





Step 6 allows you to review all information you have entered. If you need to edit anything you can click on the "Edit" button and make the necessary changes.

Step 6: Review







After reading the information at the bottom you will be asked to check a box showing that you agree to the certification language shown.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

Per Fire Safety Rule 29.2914 Consumer Fireworks shall not be sold prior to inspection unless the applicant attests to complete compliance of Section 5 of PA Act 256 of 2011, NFPA 1124 Section 7, 2006

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »





• Step 7 is for paying certificate fees. You can choose to continue

to enter applications by clicking on "Continue Shopping".

 Or you can choose to "Check Out". The next slide will show the "Check Out" option

	2	3	Information	o Documents	• Review	1	ray rees	• Record Issuance
Ste	ep 7	7:P	ay Fees					
_ist	ed b	elov	are preliminary fe	ees based upon the	information you"	ve entered		
Son Ente	ne fe er ai	ees a	are based on the o ties where applica	quantity of work item able. The following s	s installed or rep creen will display	aired. v vour tota		
fees	S. 1					1		
App	olica	tion	Fees					
Fe	es				Qty.	Amount		
Pe	ermar	nent	Structure Certificate F	Fee	1	\$1,000.00	16	
гот	AL F	EES						
Note	e: Thi	s doe	es not include additio	nal inspection fees whic	ch may be assesse	d later.		
						\$1,000.0	0	
6	he	ck (Out » Cont	tinue Shopping				
			يتبدي كالنب	Photo				

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LICENSING AND REGULATORY AFFAIRS

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items the Save for later link.

PAY NOW

You are required to pay all fees that have been assessed during the application process prior to see the Pay Later section below.

1900 Bailey, Muskegon MI 42563

1 Application(s) | \$600.00

۶ Consumer Fireworks Certificate Temporary Struct Total due: \$600.00 ure 17TMP-054799

No Address

3 Application(s) | \$211.80

Retailer Fireworks Sales Report & Safety Fees Total due: \$180.00 17TMP-054687 ► **Retailer Fireworks Sales Report & Safety Fees** Total due: \$16.80 17TMP-054704 **Retailer Fireworks Sales Report & Safety Fees** ► Total due: \$15.00 17TMP-054743

Total amount to be paid: \$811.80

Note: Application fees are non-refundable.

Checkout »

Edit Cart »

Continue Shopping »



- **Step 1** of the Payment allows you multiple options.
- You have an option • to submit payment for multiple applications in the "Checkout" area.





You also have the option to "Save for Later". Those apps will remain there until you are ready to move forward with them.

 If you just want to delete an application you can do so by clicking on "Remove".

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items of the Save for later link.

PAY NOW

You are required to pay all fees that have been assessed during the application process prior to see the Pay Later section below.

1900 Bailey, Muskegon MI 42563

1 Application(s) | \$600.00

Consumer Fireworks Certificate Temporary Struct Total due: \$600.00 ure 17TMP-054799

No Address

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- Retailer Fireworks Sales Report & Safety Fees Total due: \$180.00 17TMP-054687
- Retailer Fireworks Sales Report & Safety Fees 17TMP-054704
 Total due: \$16.80
- Retailer Fireworks Sales Report & Safety Fees Total due: \$15.00 17TMP-054743

Total amount to be paid: \$811.80

Note: Application fees are non-refundable.







You can select the "Edit Cart" option to choose the "Pay Later" option. This will hold your application until you are ready to continue. Also, you will choose this option if you are paying by check rather than online using a credit card.

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items of the Save for later link.

PAY NOW

You are required to pay all fees that have been assessed during the application process prior to see the Pay Later section below.

1900 Bailey, Muskegon MI 42563

- 1 Application(s) | \$600.00
- Consumer Fireworks Certificate Temporary Struct Total due: \$600.00 ure 17TMP-054799

No Address

3 Application(s) | \$211.80

- Retailer Fireworks Sales Report & Safety Fees Total due: \$180.00 17TMP-054687
- Retailer Fireworks Sales Report & Safety Fees Total due: \$16.80 17TMP-054704
- Retailer Fireworks Sales Report & Safety Fees 17TMP-054743
 Total due: \$15.00

Total amount to be paid: \$811.80

Note: Application fees are non-refundable.











- You can find more information regarding the fireworks process by going to our webpage, <u>www.michigan.gov/bfs</u>, and browsing through the other tutorials that we have posted there.
- You can contact us with questions at <u>fireworks@michigan.gov</u> or by calling 517-373-7441
- Note: Due to the high volume of calls, emailing us is the best way to get a quick and effective response. Our goal is to return your phone calls within 24 hours.

