



Tax and Licensing Division
15151 E. Alameda Parkway, Ste. 5700
Aurora, Colorado 80012
303.739.7057

Fireworks Application Checklist

The following instructions will provide information on what documents must be submitted with the application, and how to properly submit the application. Please read through this document before beginning the process to ensure the application is submitted successfully. Failure to submit all required documentation, or submission of incomplete documentation, will result in the rejection of the application.

There are two sets of documents required for a new fireworks license application. The required documents are listed below in two separate categories: city provided forms and applicant provided forms. For city provided forms, you may click on the link below to open a PDF version of the form. The form may then be completed electronically and saved for upload. For applicant provided forms, the forms will need to be scanned in or saved electronically and then uploaded to the application site. All documents must be submitted as a scanned document. Any photos of documents will result in the rejection of the application.

Steps for Submission of a New Fireworks License Application:

1. The applicant must first apply for a **General Business and Retail License** if not already held. The link to the General Business and Retail License is www.auroragov.org/ola. Please select "Complete a Business License Application" link under Registrations. If the applicant holds a current General Business and Retail License, this step is not required.
2. The applicant must register on the Aurora Citizens Access (ACA) Portal at [Build Aurora Citizens Access](#). This portal will be used to submit the application fees. If registration has been completed, please skip to Step 3.

3. Required Documentation for a New Fireworks License Application:

City Provided Forms (To access these forms, please click on the hyperlink to open the PDF):

- [Fireworks Application](#)

Applicant Provide Forms (These forms must be provided by the applicant):

- Colorado Division of Fire Safety Retailer of Fireworks License
- Lease Agreement
- Voided Check or Deposit Slip for account that fees and taxes will be remitted from

4. Submitting the Application

All applications be submitted by email to lkeith@auroragov.org. Please make sure that the application and all required documents are included in the email. Incomplete applications, or applications missing required documentation will be rejected. No photos of documents will be accepted.

5. **Application Review and Fees:** Once your application is received, it will be reviewed by Licensing Staff. If the application is complete, it will be accepted by the city for processing. Processing cannot begin until all application and licensing fees, and sales tax deposits have been remitted. The applicant will be provided instructions on remitting any fees or deposits via email. The fees for the Fireworks License are as follows:

License Fee: \$659.00

Sales Tax Deposit: \$500.00 (this will be taken as a credit when the sales tax return has been filed)

Clean Up Deposit: \$400.00-This amount will be refunded by check once site cleanup has been verified and tax return has been filed.

6. **Temporary Use Permit:** All applicants must apply for a Temporary Use Permit. The Temporary Use Permit is not part of the Fireworks License Application and must be applied for separately. The Temporary Use Permit grants permission for use of a specific area for a retail sales location that is not normally a retail location (i.e. parking lots, open lots, etc.). A Temporary Use Permit application can be completed at <https://buildaurora.org/CitizenAccess/Default.aspx>.