



**State Fire Marshal's Office
Virginia Department of Fire Programs**



Application for the **DISPLAY OF AERIAL FIREWORKS** on State-owned
Property

INSTRUCTIONS

1123

All information must be printed in ink or typewritten.

Submit two (2) copies of this application and all its attachments to the SFMO. The SFMO must be in receipt of this application not less than 15 days prior to the event to avoid an increase in the required fee. A post mark or its equivalent is not the determining factor for having submitted an application in a timely manner. See the fee increase schedule in Statewide Fire Prevention Code Section 107.13 for information on applications received less than 15 days prior to the planned event.

Line 1. Provide name of person or company applying for a permit.

Line 2. List telephone number where applicant may be reached.

Line 3 & 3b. Use mailing address the applicant can expect the quickest service. If available, provide email address and/or fax number.

Line 4. What is the physical address (location) of the permit applicant if it's different from the mailing address given?

Line 5. List city, state and zip code for the complete mailing address.

Line 6. Provide the firework vendor's Federal Identification Number as provided by the IRS.

Line 7. A "designated individual" is defined as "a person in possession of a *Background Clearance Card (BCC)* issued by the SFMO, or is certified by the SFMO as a *Pyrotechnician*, ... (either of) whom are responsible for (i) ensuring compliance with state law and regulations relating to blasting agents and explosives, (ii) applying for explosives or firework permits, (iii) is at least 21 years of age, and (iv) shall demonstrate the capability to effectively communicate safety messages verbally and in writing in the English language."

The "Designated individual" is to print their name and card number in the spaces provided. In accordance with SFPC Section 3301.2.3.1, the SFMO shall deny the application for permit if the application does not contain a designated individual's name and signature as representing the applicant. Space is provided on Line 14 for the designated individual's signature. Attach a photo-copy of the designated individual's card to the application. The Pyrotechnician listed on Line 10.1 may also be the designated individual and/or applicant resulting in a repeated listing.

Line 8. This application is for an activity that requires a permit and must provide the appropriate information that provides an open line of communication between the State Fire Marshal's Office (SFMO) and the applicant.

Line 8.1. Provide the name of the sponsoring group, person or organization.

Line 8.2. Provide the name and telephone number of the sponsor's representative.

Line 8.3. The exact location of the display is to be listed. Include as much information as may be available such as street address, intersection, City, County or Town. A map would be desirable to augment the written information.

Line 9. Provide the date and anticipated time for the display. If multiple dates are planned, list the additional dates and time on a separate sheet. Label or indicate at the top of the additional sheet that it's an additional sheet for line #9.

READ AND COMPLY WITH APPLICATION INSTRUCTIONS!

Line 9.1. This box is to be checked if the display of fireworks will occur on multiple, consecutive days (sequential dates). Checking this box is intended to apply **only** to those multi-day displays that are identical in location, types and numbers of shells. If the display dates are not consecutive, if the number and/or types of shells are not identical to the day before, or if identical display setups will occur at different locations or dates (non-consecutive or sequential), a separate permit would be required. (See Line 13 instruction below for permit fee information.)

Line 9.2. If there is a planned *rain date*, provide the information requested. If a rain date is not scheduled, write N/A in the place indicated for date and time.

Line 9.3. Indicate the anticipated arrival time of the display shells to be on-site. The SFMO may want to inspect to ensure the shells are not left unattended subsequent to arrival at the display site and/or the condition of the shells.

Line 10. The SFPC requires the certified pyrotechnician who will be in responsible charge of the fireworks display be identified on the application.

Line 10.1. Provide the name and certification number of the Pyrotechnician who will be charge of the display. The Virginia Certified Pyrotechnician may serve as the *Designated Individual* (See Line 7.) Attach to the application a photocopy of the Pyrotechnician's Virginia issued certification card.

Line 10.2. List the names and ages of all assistants that will be present. All assistants must be at least 18 years of age. If additional space is needed for line 10.2, attach an additional sheet (not to exceed the standard 8½ by 11 inch dimension) to the application. Label or indicate at the top of the attached sheet that it's an additional sheet for line # 10.2.

Line 11. Grouped according to size, list the number and type of shells to be fired. List separately all cakes and the number of shots per cake. List separately the number and size of salutes and multi-break shells. List separately the number and size of chained shells in the finale. If additional space is needed for line #11, attach an additional sheet (not to exceed the standard 8½ by 11 inch dimension) to the application. Label or indicate at the top of the attached sheet that it's an additional sheet for line # 11.

Line 11.1. Indicate whether the display will be fired electrically, manually, or by a combination of both.

Line 11.2. Indicate whether there will be any reloading during the display.

Line 11.3. Indicate what the mortars will be constructed of.

Line 12. Additional items are to be attached as part of the application for permit. Placing a check in the boxes provided is a means by which the applicant can determine or track for themselves that they have obtained or possess the required information and have attached it to the application.

Line 12.1. A diagram is to be provided of the premises where the display will be fired. The diagram is not required to be to scale but it is to indicate certain requirements as indicated on lines 12.1.1 through 12.1.5.

Line 12.1.1. Based on the largest shell to be fired, indicate the distance in feet of the fallout radius.

Line 12.1.2. Within the diagramed radius, indicate where the shells and/or cakes are to be positioned and fired.

Line 12.1.3. Indicate the distance (in feet) the audience will be restrained from the display.

Line 12.1.4. Indicate the relative position and distance of significant buildings, highways, and overhead obstructions (e.g., utilities, light poles, etc.).

Line 12.2. Proof of insurance or surety bond is required in an amount that is agreeable to the sponsor listed on Line 8.1 and the permit applicant, but shall not be less than \$500,000.00. The proof of insurance or bond is to be attached and submitted with this application.

Line 13. Attestation that is largely self-explanatory. The initial permit fee is \$250.00. For each consecutive day an identical display is conducted, an additional \$150.00 per day is required. For example, if an identical display occurs over the course of 3 consecutive dates (i.e.: August 1st, 2nd and 3rd), the permit fee would be \$250.00 for the first day, \$150.00 for the second day, and \$150.00 for the third day, for a total permit fee of \$550.00. A weather postponement (See line 9.2.) pushing a display to a different date will not be cause for a new permit.

(A separate application is required for 1126 pyrotechnics. A permit fee reduction is not available for 1126 pyrotechnics used in concert with 1123 fireworks.)

Lines 14 and 15. Self-explanatory.

The lack of correct permit fee or an incomplete application is cause for the application to be returned to the applicant without further processing.



READ AND COMPLY WITH APPLICATION INSTRUCTIONS!

**VIRGINIA STATE FIRE MARSHAL'S OFFICE
APPLICATION FOR THE DISPLAY OF AERIAL FIREWORKS ON STATE-
OWNED PROPERTY**

| | |
|---|--|
| 1. Name/Company: | 2. Company Phone #: |
| 3. Mailing address: | |
| 3b. Email address: | FAX #: |
| 4. Physical address if different from Line 3: | |
| 5. City/State/Zip: | 6. F.I.D. (Federal Identification Number): |

| | |
|---|---|
| 7. "Designated individual": (Print name, Last, First, MI) | See instructions for more information on "Designated individual". |
| | Card number: |
| | (Photo copy of card is to be attached to this application.) |

8. Sponsorship.

8.1. The fireworks display will be sponsored by:

8.1.1. Name and telephone number of the sponsor's representative: _____
() _____ - _____

8.2. The fireworks display will occur at (Provide location by listing address, street intersections, name of complex or facility, etc. Include name of City, County or Town):

9. The firing of display fireworks will occur on:

(Date): _____ / _____ / 20____ beginning at (time) _____:____ am/pm and end at (time) _____:____ am/pm.

9.1. [] Check this box if the firing of identical display firework setups will occur on consecutive (sequential) dates and/or times. List all the dates and times on a separate page and attach it to this application. See application instructions for Lines 9 and 9.1.)

9.2. In case of postponement due to weather or for other reason(s), the alternate date and time for line # 9 is:

(Date): _____ / _____ / 20____ beginning at (time) _____:____ am/pm and end at (time) _____:____ am/pm.

9.3. The expected arrival of the operator (pyrotechnician) and product will be at (time) _____:____ am/pm on

(Date) _____ / _____ / 20____ .

READ AND COMPLY WITH APPLICATION INSTRUCTIONS!

10. Operators, Assistants and Pyrotechnic Specifications.

10.1. Provide the name and Virginia issued certification number of the Pyrotechnician that will be in charge of the display. Attach a copy of the certification card:

| Name (Print – Last, First, MI) | Cert. Number |
|--------------------------------|--------------|
| | |

10.2. Name and ages of persons who will be present and assisting with the display (attach additional page if needed):

| Name (Print – Last, First, MI) <small>(See application instructions.)</small> | Age |
|---|-----|
| | |
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| | |

11. List the size (in inches) and number of shells to be fired. Provide additional indication for multi-break shells. List on a separate line the number and size of salutes (reports). Attach additional pages as needed:

| # | Size | Type of shell <small>(See application instructions.)</small> |
|---|------|--|
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11.1. The display will be fired (check the appropriate box) Manual Electrically Combined

11.2. Will mortars be reloaded during the display? Yes No

11.3. Mortars to be used will be constructed of (check all that apply):

Steel Paper High Density Polyethylene Fiberglass Other (specify) _____

12. Attachments.

The following items are to be provided as attachments to this application.

12.1. A diagram of the grounds or facilities where the display will be held. (See application instructions.) The diagram is not required to be to scale but it is to show:

12.1.1. the fallout radius (with an indicated distance in feet) for the largest shell to be used in the display;

12.1.2. the points at which the shells and/or cakes are to be positioned and fired;

12.1.3. the lines behind which the audience will be restrained (with an indicated distance in feet);

12.1.4. location of significant buildings (with an indicated distance in feet), highways, overhead obstructions and utilities; and

12.1.5. the indicated direction of North.

12.2. Proof of a corporate surety bond or a public liability insurance policy in an amount acceptable to the sponsor noted on Line 8.1 but not less than \$500,000.00.

READ AND COMPLY WITH APPLICATION INSTRUCTIONS!

Special Instructions

Submit two (2) copies of this application complete with all attachments to the SFMO. (Photocopy of complete application package is acceptable.) The SFMO must be in receipt of this application at the address listed below not less than 15 days prior to the event to avoid a higher required fee. A post mark or its equivalent is not the determining factor for having submitted an application in a timely manner. See the fee increase schedule in Section 107.13 of the Statewide Fire Prevention Code for information on applications received less than 15 days prior to the event.

If an application is received with incomplete information or incorrect fee, the application may be returned without further processing resulting in the potential of a higher fee based upon SFMO receipt of a complete application and the fee schedule as found in SFPC Section 107.13.

After initial review, a SFMO representative will meet and/or finalize the permit at the location and date indicated on lines 8.2 and 9 respectively.

13. By my signature below, I attest the information provided is complete and accurate. I acknowledge and agree to comply with all applicable requirements of the Virginia Statewide Fire Prevention Code (SFPC) and the referenced NFPA 1123-06 standard governing the use, storage and firing of display fireworks, even those not specifically covered or expressed on this application.

I also acknowledge that if a permit is issued it shall:

1. Be valid only at the location listed on the application, and for the specific date(s) and time(s) for which it is issued; and
2. Does not convey approval to store explosives (display fireworks) beyond the temporary (less than 24-hour) on-site storage of the display fireworks on the date of the approved display.

If approved to proceed, I acknowledge that **a copy of this application and all its attachments will be available on-site during the date and times noted on lines #9, 9.1 and 9.2** of this application, and constitute approval to proceed with the activity applied for. I further acknowledge and understand that any SFPC violations identified after approval to proceed may result in denial of final permit issuance or immediate suspension or revocation of a permit.

In the form of a check or money order made payable to the **TREASURER OF VIRGINIA**, this application and attachments are submitted with the required permit fee of **\$250.00** plus **\$150.00** per day for each consecutive day of an identical display, if applicable. (For an example, see Line 13 in the application instructions.)

| | |
|---|-----------|
| 14. Signature of "designated individual" (person listed on line 7): | 15. Date: |
|---|-----------|

Two copies of the application and attachments are to be delivered to:

State Fire Marshal's Office
Virginia Department of Fire Programs
1005 Technology Park Drive
Glen Allen, Virginia 23059-4500

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PERMIT

To be completed by SFMO personnel only:

Preliminary application review performed by (print name): _____

Conditional approval to proceed: [] Yes [] No, with the reason being: _____

_____ Preliminary review date: _____

Final action on application is for: [] Approved [] Not Approved

Final reviewer's comments, additional conditions, or reasons for non-approval:

Signature of Final SFMO reviewer: _____ Date: _____