



VIRGINIA STATE FIRE MARSHAL'S OFFICE
APPLICATION FOR PERMIT TO USE
PYROTECHNICS OR PROXIMATE AUDIENCE DISPLAYS
ON NON-STATE-OWNED PROPERTY

1126

ALL INFORMATION MUST BE PRINTED IN INK OR TYPEWRITTEN

1. Applicant Name (<i>Full Name</i>):	2. Applicant Phone #:
3. Applicant Email address:	4. Applicant Mobile Phone #:
5. Trade or Business Name:	6. Business Phone #:
7. Premises Address (<i>No., Street, City, State, Zip Code</i>):	8. Fax #:
9. Mailing Address (<i>If different from address on Line 7</i>):	10. FEIN (<i>Federal Employer Identification Number</i>):
11. Use location (<i>Address, name of complex or facility, building number, etc</i>):	12. GPS Coordinates (<i>If Outdoors</i>):
13. "Designated individual": (<i>Full Name</i>) See instructions for more information on "Designated individual" on page 5	14. Card number: (Photo copy of card is to be attached to this application.)

15. Has the Applicant and/or Designated Individual ever been convicted in any court of a Felony:
[] Yes [] No

16. Check **all** that may apply and for which application is being made:

- The indoor use of pyrotechnics or proximate audience displays.
- The outdoor use of pyrotechnics .

NOTE: A separate application and permit is required for the use of Flame Effects [160].

17. Sponsorship / Venue.

17.1 Sponsor: _____ **17.1.1** Sponsor Email: _____

17.2 Venue contact: _____ **17.2.1.** Venue Email: _____

18. The use of pyrotechnic materials and/or devices will occur on:

(Date): ____ / ____ / 20 ____ beginning at (Time) ____:____ AM/PM and end at (Time) ____:____ AM/PM.

Check this box if the firing of identical pyrotechnic materials or device setups will occur on multiple consecutive days (Sequential dates). List all the dates and times on a separate page and submit as an attachment.

19. Pyrotechnics will arrive at the use location on (Date) ____ / ____ / 20 ____ at (Time) ____ : ____ AM/PM

20. A walk-through and demonstration of the pyrotechnics will be available on

(Date) ____ / ____ / 20 ____ at (Time) ____: ____ AM/PM.

21. Operators, Assistants and Pyrotechnic Specifications.

21.1 Virginia SFMO certified pyrotechnician that will be in charge of the pyrotechnics (*Photo copy of card is to be attached to this application*).

Name (<i>Full Name</i>)	Certification #	Mobile Phone #

21.2 List the name and ages of all assistants who will be present (*Attach additional pages as needed*):

Full Name (Print)	Age

21.3 List the number; name and description of pyrotechnic devices / materials; and name of manufacture to be used (*Attach additional pages as needed*):

#	Name and description of devices / materials	Name of Mfg.

22. Required Attachments

- A general description of the performance with how and when the pyrotechnics will be used,
- A diagram of the grounds or facilities with key elements where the production is to be held (See instructions),
- Safety Data Sheets (SDS),
- Manufacturers statement of each device's / material's operating width and height to include any separations distance, suggested distances, etc,
- Certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy in accordance with NFPA 701, [] Check this box if this item is not applicable to the circumstance.
- Proof of a corporate surety bond or a public liability insurance policy in an amount acceptable to the sponsor and/or venue but not less than \$1,000,000.00.

The completed application and attachments are to be accompanied by the required and non-refundable fee of **\$300.00** when received not less than 15 days prior to planned use or **\$500.00** when submitted less than 15 days. Fee is to be paid in the form of a check or money order payable to the **TREASURER OF VIRGINIA** and is to be submitted to:

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

NOTE: Inspection fees will be assessed at a rate of \$60 per staff member per hour during normal business hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.) and at a rate of \$90 per hour at all other times (Nights, weekends, or holidays).

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 standards.

- I acknowledge that if a permit is issued it shall be valid only at the location listed on Lines 4 and 5 and for the specific date(s) and time(s) for which it is issued.
- I acknowledge responsibility for all inspection fees and agree to pay assessed fees in a timely manner. I acknowledge that a permit is conditional upon continued compliance with the SFPC.

23. Signature of "Designated individual" (<i>Person listed on line 13</i>):	24. Date:

Application Instructions

(Do NOT return this page with the completed application)

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Lines 1 & 2: Self-explanatory.

Line 3: Provide an email address to receive timely communications from the SFMO.

Lines 4 through 10: Self-explanatory.

Line 11: Describe the building or the site.

Line 12: Self-explanatory.

Line 13: A "Designated individual" is defined as "A person in possession of a *Background Clearance Card* (BCC) issued by the Virginia SFMO, or a certified Virginia SFMO *Pyrotechnician*."

Line 14: Self-explanatory.

Line 15: Pursuant to § 27-97.2 of the Code of Virginia any person - as an individual or as a representative of a company - who applies for a permit to manufacture, store, use, handle or sell explosives shall not have been convicted of any felonious act, or has had their rights restored by the Governor or other appropriate authority. Please indicate whether you, as the applicant and/or Designated Individual, have ever been convicted of a felonious act even if your civil rights have been restored.

Lines 16 through 18: Self-explanatory

Line 19: A briefing and inspection of all pyrotechnic devices and effects shall occur prior to installation of devices in their firing location. A representative demonstration of effects shall be provided.

Lines 20 and 21: Self-explanatory

Line 22: The "Diagram" requires all applicable items below:

- The location of lockable pyrotechnics storage,
- The point(s) at which the pyrotechnic devices are to be positioned and fired,
- The fallout radius for each pyrotechnic device used in the performance,
- The lines behind which the audience will be restrained,
- The point of on-site assembly of pyrotechnic devices,
- The fire extinguishers location,
- The location of any hazardous materials
- The location of other buildings or structures,
- The location of transportation routes (Roadway, railway, waterway, walking/bicycling trail/path, etc.), and
- The location of any overhead obstructions,

Lines 23 and 24: Self-explanatory



COMMONWEALTH of VIRGINIA

Virginia Department of Fire Programs

Brad Creasy
EXECUTIVE DIRECTOR

BILLY HUX
CHIEF STATE FIRE MARSHAL

State Fire Marshal's Office
1005 Technology Park Drive
Glen Allen, Virginia 23059
Phone: 804-371-0220
Fax: 804-371-3367

Date:

Name/Title:

Business Name:

Business Address:

Business Email Address:

In accordance with your request, the State Fire Marshal's Office shall provide fire prevention inspections/consultative services to ensure conformance with the 2021 Virginia Statewide Fire Prevention Code (SFPC) for the use of fireworks/Pyrotechnics/Flame Effects at locations not deemed State owned property, but for localities we are the Authority Having Jurisdiction (AHJ) for.

SFMO will charge an application fee and hourly rate for services rendered to include: application review, onsite inspections, report preparations, and managerial review. An application fee of \$300.00 for aerial fireworks, pyrotechnics, flame effects or close proximate shows or \$500 for applications received less than 15 business days prior to the show. On-site inspection fees the day of the show are as follows: \$60 Per hour during normal business hours (Monday-Friday 8:30am - 4:30pm) and a rate of \$90 per hour at all other times (nights, weekends, and holidays) during the site pre-inspection, setup, show and post-show inspection time(s).

SFMO will present an itemized invoice within (10) business days at the conclusion of your show for services rendered. Payment for services rendered is due within 30 days of invoice date. Accounts not collected after 90 days will be sent to a third-party collection agency or the Office of Attorney General I for collection. Checks should be made payable to "Treasurer of Virginia" and mailed to the State Fire Marshal's Office at 1005 Technology Park Drive, Glen Allen, Virginia 23059.

Please provide complete billing information as noted on the attached Authorization to Perform Services Form including Federal Identification Number (or social security number for individuals) and sign the "APPROVED/AUTHORIZED TO PROCEED" signature line to indicate your agreement to these terms, and return to statefiremarshal@vdfp.gov.

We look forward to working with you on your show and making it safe for not only you, but also the citizens and visitors of the Commonwealth.

Sincerely,



Billy Hux, Chief State Fire Marshal

AUTHORIZATION TO PERFORM SERVICES FORM

RE:

BILLING INFORMATION

Company (or Individual) Name:

Address:

Phone Number:

Email Address:

Contact Name:

Federal Identification Number (required for billing on credit):
(or SSN for individuals)

APPROVED/AUTHORIZED TO PROCEED:

Date: