



**VIRGINIA STATE FIRE MARSHAL'S OFFICE  
APPLICATION FOR PERMIT TO OPERATE FLAME  
EFFECTS BEFORE AN AUDIENCE ON  
STATE-OWNED PROPERTY**

**160**

**ALL INFORMATION MUST BE PRINTED IN INK OR TYPEWRITTEN**

<b>1.</b> Applicant Name ( <i>Full Name</i> ):	<b>2.</b> Applicant Phone #:
<b>3.</b> Applicant Email address:	<b>4.</b> Applicant Mobile Phone #:
<b>5.</b> Trade or Business Name:	<b>6.</b> Business Phone #:
<b>7.</b> Premises Address ( <i>No., Street, City, State, Zip Code</i> ):	<b>8.</b> Fax #:
<b>9.</b> Mailing Address ( <i>If different from address on Line 7</i> ):	<b>10.</b> FEIN ( <i>Federal Employer Identification Number</i> ):
<b>11.</b> Use location ( <i>Address, name of complex or facility, building number, etc</i> ):	<b>12.</b> GPS Coordinates ( <i>If Outdoors</i> ):

**13.** The use of flame effects will occur:

inside  outside  both inside and outside a building / structure

**14.** Term of installation:  Permanent Installation  Temporary Installation

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

The use of flame effects before an audience.

The rehearsal, videotaping, audio taping, or filming of television, radio, or movie production.

The rehearsal of any production incorporating flame effects.

**NOTE:** A separate application and permit is required for the use of Pyrotechnics [1126]

**16.** Sponsorship / Venue.

**15.1.** Sponsor (*Responsible group / organization*): \_\_\_\_\_

**15.1.1** Sponsor Email: \_\_\_\_\_

**15.1.2** Sponsor Phone#: \_\_\_\_\_

**15.2.** Venue / Property contact (s): \_\_\_\_\_

**15.2.1.** Venue E-mail: \_\_\_\_\_

**15.2.2** Venue Phone#: \_\_\_\_\_

**17.** 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 flame effects will occur on multiple consecutive days (Sequential dates). List all the dates and times on a separate page and submit as an attachment.

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

(Date) \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ at (Time) \_\_\_\_ : \_\_\_\_ AM / PM.

**19.** Classification of the flame effect system, check **all** that may apply:

Group 1  Group 2  Group 3  Group 4  Group 5  Group 6  Group 7

**20.** Operators, Assistants and Flame Effect Specifications.

**20.1.** Flame effect operator (*Shall be at least 21 years of age*)

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

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

Full Name (Print)	Age



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. Flame effects incidental to a permitted pyrotechnics display **\$150** (flame effects must be individual or group effects that are attended and manually controlled). 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 Section  
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.

<b>22.</b> Signature of "designated individual" ( <i>person listed on line 13</i> ):	<b>23.</b> Date:
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### Application Instructions

**(Do NOT return this page with the completed application)**

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**Lines 1 and 2:** Self-explanatory.

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

**Lines 4 through 13:** Self-explanatory.

**Line 14:** Permanent is an installation of flame effects with a duration of longer than 180 days. Temporary is an installation of flames effects with duration of 180 days or less within a 12-month period in a single venue.

**Lines 15 through 20:** Self-explanatory.

**Line 21:** The Flame Effect Plan shall include:

- A narrative description of the flame effect(s),
- Diagram of effect control and piping components,
- Sequence of operation, to include control functions, of the effect,
- The location of flame effect devices to be fired and their controls and control sequence,
- Fuel supply (*portable and/or fixed*),
- The area affected by the flame effect device(s),
- The location of the audience and the lines for which the audience will be restrained,
- The location of security – intrusion prevention,
- The clearance to combustibles,
- The fuels used and their estimated consumption,
- Air for combustion and ventilation for indoor effects,
- Storage and holding (lockable) areas and their capacities for flammable fuels,
- Supplemental fire protection features and/or portable fire extinguishers location(s),
- Emergency response procedures,
- Means of egress,
- Current Safety Data Sheet (SDS) for the fuels consumed in the flame effect,
- The location of any overhead obstructions,
- If outdoors, describe the safety provisions to halt the effect where safe operation can be influenced by hazardous weather.
- In addition, if unattended effects:
  - Design for unattended operation,
  - Supervision of automatic systems,
  - Control location

**Lines 22 and 23:** Self-explanatory