



West Virginia State Fire Marshal's Office  
Regulatory & Licensing Division

Application for  
Public Display Fireworks Permit

WV State Fire Marshal  
1207 Quarrier Street  
Charleston, WV 25301  
Phone: (304) 558-2191

Created 03/2016

## Applying for a Permit

This application is intended to receive a permit from the West Virginia State Fire Marshal's Office to have a lawful public fireworks display with fireworks strictly intended for such use and as permitted by law. Any violation of the West Virginia fireworks law (103CSR4) is a citable offense and will be pursued as such.

Each public fireworks display shall be performed by a licensed West Virginia pyrotechnic operator and must be authorized prior to the display by the West Virginia State Fire Marshal's Office. It is the pyrotechnician's responsibility to ensure compliance with all applicable requirements set forth by NFPA 1123 for outdoor displays and / or NFPA 1126 for indoor displays.

It is the event organizer's responsibility to obtain permission from the property owner as well as all required signatures from local fire chief and to submit the permit application in a timely manner to allow processing.

## Documentation Required for the Permit

- Shall supply PYROTECHNICIANS & PYROTECHNICIAN – IN – TRAINING LICENSES AND ANY OTHER REQUIRED DOCUMENTATION REQUIRED ON THE APPLICATION.
- Shall supply WVSFMO your Manufacturer / Wholesaler's / Distributor, ATF and WVSFMO permit numbers. A copy of the invoice from the fireworks supplier must accompany the permit application.
- Approval by local fire chief..
- Shall supply DETAILED Satellite Map to scale of the Display Site. Indicate the firing site, spectator area, nearest roadway, etc. and mark distances in feet with the FIRE CHIEF'S SIGNATURE or legal designee.
- For the purpose of this rule - All display fireworks and pyrotechnic products DELIVERED PRIOR TO DAY OF DISPLAY shall be stored in an Outdoor Magazine: Type 1, 2, 4 or 5 only.
- The Magazine shall require a permit issued by the WVSFMO found in this application.
- Provide the State Fire Marshal proof that the applicant maintains at all times public liability and product liability insurance with minimum coverage limits of \$1,000,000.00 to cover losses, damages or injuries that might result from the public display of fireworks. (103CSR4 § 7.2.c)
- Copies of the completed "Application for Marine Event" and the "Fireworks Addendum to Application for Marine Event". Note: This application must be submitted to the U.S Coast Guard at least 135 days prior to the event. Forms can be found on the U.S. Coast Guard website at:  
<https://homeport.uscg.mil/mycg/portal/ep/home.do>
- Permit Fee - The public display fireworks permit fee is set at \$50.00 for each shoot. Payment is payable to the West Virginia Fire Marshal's Office. THE FEE IS NON-REFUNDABLE.
- Application Fee - Please be aware that there is a non-refundable, \$40.00 review charge.
- Authorization letter from the Property Owner/Landlord(s) of the display site.
- Applicant Restrictions – No person, corporation or other entity, having been convicted of a violation under 103CSR4 shall be eligible to obtain a permit for the display or sale of fireworks, or participate in any manner in the transportation, sale, or display of fireworks for period of five (5) years from the date of conviction.

Please be sure to complete the application and obtain all required signatures prior to submitting the application to the West Virginia State Fire Marshal's Office, 1207 Quarrier St, Charleston, WV 25301, for review. The permit shall be valid only for the date / time / location listed on the application. Any variance thereof shall require a new permit form to be submitted for authorization by the West Virginia State Fire Marshal's Office.

## Permit Process

Upon receipt of the completed fireworks display permit along with all required documents and fees, a representative of the West Virginia Fire Marshal's Office will review your application, and either approve or deny the application. If the permit is denied, the entire application will be returned to the applicant. If the permit is approved, you will receive the permit by mail prior to the display date.

## Application Definitions

Purpose of Event	This refers to the occasion or event that the fireworks will be displayed at. i.e. 'Strawberry Festival', 'Italian Festival', etc.
Applicant / Sponsor	This is the person, company or entity that orders, pays for and holds liability for the fireworks display.
Point of Contact	This is the person that would be available during normal business hours to answer any questions regarding the application or the display.
Property Owner	This is the legal owner of the property that the fireworks will be displayed on. This can be a person, company or government agency, but permission must be obtained.
Insurance	Each fireworks display must be covered by liability insurance no less than \$1,000,000.00. You must attach a copy of the insurance policy. List the Insurance (i.e. State Farm, Nationwide, etc.), the policy number and the Policyholder which is the person, company or entity that carries the insurance covering the fireworks display event.
Location Description	This is the common name of the location that the fireworks display will be held at. i.e. Football field, Fairgrounds, Riverfront, etc.
Raindate	A raindate is only valid if all the other variances remain the same i.e. location, distances, delivery mode, etc. If anything but the date changes you must submit a new application form.
Physical Address	This is the location address i.e. 140 main St, Rt. 250 South, etc.
Fireworks Supplier	This is the company that supplies the display fireworks.
Delivery Date	This is the date that you will receive the display fireworks from the seller.
Delivered to	This is the person that took physical possession of the fireworks upon delivery.
Storage Location	Where the fireworks will be held at between delivery and actual display.
Storage Type	How will the fireworks be stored between delivery and display i.e. magazine <b><u>TYPE 1, 2, 4 or 5 ONLY</u></b>
Shells	Size – what is the largest size shell being shot and what type of shells i.e. aerials, multi shot cakes, etc. and how many shells total.

# Application for West Virginia Public Fireworks Display



Office Use Only	
Issued On:	
By:	

1. Event Details		Type of Display: ___ Indoor ___ Outdoor	
Purpose of Event			
Applicant / Sponsor			
Mailing Address			
Point of Contact	Name	Phone No.	
	Email	Cell No.	
Property Owner	Name	Phone No.	
Insurance Company		Policy	
Policy Holder			

2. Display Details			
Display Date	Time	Rain Date	
Location Description	County		
Physical Address			

3. Manufacturer / Wholesaler's / Distributor			
Fireworks Supplier	Name		
	Address		
	Phone		
WVSFMO permit No.		ATF Permit No.	
Delivery Date	Delivered to		
Storage	Location	Type	
Shells	Size	Type	
	Quantity	Total Cost	

#### 4. Pyrotechnic Operator

Pyrotechnician	Name			
	WV License No.		Phone No.	
Back Up Pyrotechnician	Name			
	WV License No.		Phone No.	
Is this Public Fireworks Display being conducted near "Waters of the United States"? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, have you submitted copies of the "Application for Marine Event" for the Public Fireworks Display? <input type="checkbox"/> Yes <input type="checkbox"/> No		

#### 5. Primary Operators List Of Most Current Shows

1.		Date:	
2.		Date:	
3.		Date:	
4.		Date:	
5.		Date:	
6.		Date:	

#### 6. Operators List Below Any Injuries, Amount Of Damages And Location Of Show

	Injuries	Property Damages	Location of Show
1.			
2.			
3.			
4.			
5.			
6.			

I swear of affirm to the best of my knowledge and belief herein in this application is true and complete and is subject to verification.

Operators Signature	
Printed Name	

7. Show Assistant

Pyrotechnician  Pyrotechnician-In-Training

Name:		WV License No.	
Home Address:			
City:		State:	Zip:
Email Address:		Last 4 SSN:	Phone:

Show Assistant

Pyrotechnician  Pyrotechnician-In-Training

Name:		WV License No.	
Home Address:			
City:		State:	Zip:
Email Address:		Last 4 SSN:	Phone:

Show Assistant

Pyrotechnician  Pyrotechnician-In-Training

Name:		WV License No.	
Home Address:			
City:		State:	Zip:
Email Address:		Last 4 SSN:	Phone:

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Show Assistant

Pyrotechnician  Pyrotechnician-In-Training

Name:		WV License No.	
Home Address:			
City:		State:	Zip:
Email Address:		Last 4 SSN:	Phone:

I swear of affirm to the best of my knowledge and belief herein in this application is true and complete and is subject to verification.

Operators Signature

Printed Name

**8. Affidavit From Local Fire Chief**

(Must be completed by Chief, Acting Chief, or legal designee from the local Fire Dept.)

Area Fire Department

Name

(Acting) Fire Chief

Name

Phone

Site Inspection Conducted

Date

I, the undersigned, am the duly elected and / or sworn Fire Chief of the fire department responsible for the area that the requested fireworks display shall be held.

This states that the Chief, Acting Chief, or legal designee from the local Fire Dept. is familiar with the site & it meets minimum distance requirements for fireworks displays in accordance with NFPA 1123 for outdoor displays and NFPA 1126 for indoor displays and has verified that all minimum distances have been met at the display site. There are no safety concerns and the fireworks display will have adequate fire protection on the day of the shoot provided by the fire department.

Chief Signature

Date

**9. Responsible Person**

Name (Print)

Employed by

Phone

I, the undersigned, have completed this application truthfully and I accept full financial responsibility to satisfy claims for damages to property or personal injuries arising out of any act of omission. I realize that the West Virginia State Fire Marshal cannot be held responsible for any injuries, damages or losses arising from the requested fireworks display. All responsibilities lay with the applicant, the pyrotechnic operator and the local fire official.

Signature of Responsible Person

Date