



# Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555  
(540) 658-7200 · FAX (540) 658-4545 · [www.staffordfirerescue.com/fm](http://www.staffordfirerescue.com/fm)



Application Documentation and Guidelines for:

## Aerial Fireworks Displays

### Applicable Codes and Standards:

Stafford County Code Section 12-50  
Virginia Statewide Fire Prevention Code Chapter 33  
NFPA 1123 Code for Fireworks Displays

### Instructions:

Use the following instructions to complete the attached form. The Fire Marshal's Office (FMO) must be in receipt of this application not less than 15 days prior to the event for review and approval.

- Line 1.** Provide name of person or company applying for a permit.
- Line 2.** List telephone number where applicant may be reached.
- Line 3.** Use the mailing address the applicant can expect the quickest service and provide fax and email address.
- 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.** If a company is making application, write in the Federal Identification Number as provided by the IRS for the company applying for the permit. If a company is not making application, disregard and go to Question #7.
- Line 7.** A "designated individual" is defined as:  
*"a person in possession of a Background Clearance Card (BCC) issued by the State Fire Marshal's Office, or is certified by the State Fire Marshal's Office 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 State Fire Marshal's Office 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 **Aerial Fireworks Display** permit. Applications for an activity that requires a permit must be accompanied by the appropriate information allowing for an open line of communication between the Fire Marshal's Office (herein known as "FMO") 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.
- Line 9.1** 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 9.2** Indicate the anticipated arrival time of the display shells on-site. The FMO 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 Statewide Fire Protection Code requires the certified pyrotechnician who will be in responsible charge of the fireworks display be identified on the application.



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- 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.
- Lines 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.** List according to size, the number and type of shells to be fired. List separately the number and size of salutes and multi-break shells. A separate listing for the number and size for chained shells (such as in a finale) is desired. 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 and 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. Additional information will requested further into this application as it relates to electric fire.
- Line 11.2** Indicate whether there will be any reloading during the display. Additional information will be requested further into this application as it relates to reloads.
- Line 11.3** Indicate what the mortars will be constructed of. Additional information will be requested further into this application as it relates to the materials and construction of the mortars.
- 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 for the applicant to determine or track for themselves 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. (If the diagram exceeds a standard 8 ½ by 11 inch dimension, please provide two [2] copies.)
- Line 12.1.1** Based on the largest shell to be fired, indicate the distance in feet of the fallout radius. **In accordance with NFPA 1123, Section 5.1.3.3.2, double the fallout distance where chain-fused aerial shells (cakes) are used.**
- 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 not less than \$1,000,000.00. Site conditions or exposures may dictate a greater amount will be required. After consulting with legal counsel, if a greater amount is required, the fire official will inform the applicant in the most expedient and efficient manner possible.
- Line 13.** The SFPC has certain prerequisites, conditions and safeguards to be complied with by the operator of the display. This application is intended to have the applicant acknowledge these prerequisites, conditions and safeguards by reading and initialing each item (Lines 13.1 thru 13.5.2.4).
- If the listed item is not applicable to the circumstance, the applicant is to write "N/A" in place of their initials. An example of this is when shells are manually fired. It would be appropriate for the applicant to write "N/A" for lines 13.4, 13.4.1 and 13.4.2 in place of their initials since those items only relate to electrically fired shells.
- Lines 14 through 16.** Self-explanatory.



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### Application Detail Form for Aerial Fireworks Displays:

**An incomplete application is subject to being returned to applicant without processing which could delay the permit process and jeopardize timely approval.**

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):	Certification Card #:  (Photo copy of card is to be attached to the 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.** 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.

**9.2.** The expected arrival of the operator (pyrotechnician) and product will be at (time) \_\_\_\_\_:\_\_\_\_ am/pm on:  
(Date) \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_ .



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**10. Operators, Assistants and Pyrotechnic Specifications.**

**10.1.** Provide the name and Virginia issued certification number of the Pyrotechnician that will be on site and in charge of the display:

<b>Name (Print – Last, First, MI):</b>	<b>Certification Card #:</b> <small>(Photo copy of card is to be attached to the application)</small>

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

Name (Print – Last, First, MI):	Age

**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 of salutes (reports). Attach additional pages as needed:

#	Size	Type of Shell (see instructions)

**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;  
**\*In accordance with NFPA 1123, Section 5.1.3.3.2, double the fallout distance where chain-fused aerial shells (cakes) are used\***

**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 \$1,000,000.00.



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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 Stafford County Code, Virginia Statewide Fire Prevention Code and the referenced NFPA 1123 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. I further acknowledge and understand that any violations identified after approval to proceed may result in denial of final permit issuance or immediate suspension or revocation of a permit.

**This application information and attachments are submitted along with a Fire Prevention Code Permit Application and includes the required permit fee of \$500.00 in the form of a check or money order payable to the COUNTY OF STAFFORD.**

15. Signature of <b>APPLICANT</b> (person listed on line 7):	16. Date:
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17. Signature of <b>SPONSOR</b> (person listed on line 8.1.1):	18. Date:
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**For Office Use Only:**

Application reviewed by (print name): \_\_\_\_\_

Review date: \_\_\_\_\_ Application for permit is:     Approved     Not Approved

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

  
  

Signature of Reviewer: \_\_\_\_\_