



**CITY OF RICHMOND
DEPARTMENT OF FIRE & EMERGENCY SERVICES**

FIRE MARSHAL'S OFFICE
1904 N. Hamilton St
Richmond, Virginia 23230
(804) 646-6640 FAX (804) 646-7465

Permit Holder Guideline #15A

PERMIT TITLE: Fireworks (*see PHG #16B for indoor / close proximity*)

CODE SECTION: (Virginia Statewide Fire Prevention Code) 3308.2.1

SCOPE: Need permit before discharging any fireworks within the City of Richmond

FEE: \$250.00 (Check payable to the City of Richmond)

PERMIT EXPIRATION: Duration of event.

REQUIREMENTS: Apply for permit at least 15 days before event (with permit fee and 1- 4 below). **All fireworks must be electronically ignited only (no hand firing).** *The manufacture of fireworks within the city is prohibited.* Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code, stipulations noted on permit, and the following:

1. Submit site plan showing fireworks area(s), (note distance to) structures, roads, woods, parking and audience area; description (including size) of fireworks, mortars, and ground or special displays. Include expected firing plan and transport vehicle description.
2. **Provide Certificate of Insurance covering use of fireworks, listing the City of Richmond as “additional insured” (minimum face value of \$3 million dollars, with an insurance company licensed in State of Virginia).**
3. **Submit copy of contract between customer (sponsor) and contractor (fireworks company); including time, date, location of event, authorization from property owner (if not sponsor) and who will provide the materials and services to satisfy fireworks regulations.**
4. Submit name, contact information and qualifications of contractor and technician (person responsible for fireworks activity, to be on site during event) and a copy of this, with **technician's and customer's (or agent) original signatures** agreeing to comply with all regulations.
5. Comply with NFPA 1123, 1126, and 1124, including appendix and references.
6. Fire official may require demonstration of any fireworks (hours or days before the show, on an approved site with secured safety zone, at expense of customer or contractor). Fire official may require meeting of parties on site, days before event.
7. Keep unauthorized personnel safely away from fireworks (no smoking nearby).
8. For every 100 shells, every 100 square feet of ground effects, or parts thereof, there shall be at least one 2.5 gallon pressurized water extinguisher ready in or near the display area.

Permit Holder Guideline #16A cont.

9. Allow fire official to inspect mortars before loading. Mortars must be stable and in good condition. All aerial shells to be loaded, in individual mortars, at least 1 hour before scheduled discharge time; with wiring and all fireworks preparations completed at least 30 minutes before scheduled discharge time.
** ALL AERIAL SHELLS TO BE ELECTRONICALLY IGNITED (no hand firing).*
Maximum of 40 shells per ignition. All to be as listed and described in application package (see # 1); need fire official approval for changes.
10. A minimum of two (2) off duty Fire Marshals (or more when deemed necessary for life safety issues) shall be employed by the promoter / venue at the present current rate per hour, for a minimum of four hours each, to monitor the production.
11. At least one adequate adult security staff shall be required for every 100 feet of "Safety Zone" perimeter that is not secured by approved physical barriers; in place before wiring of fireworks and maintained until area deemed safe afterwards.
12. Contractor and sponsor shall be available to fire official days and at least an hour before the event, to resolve all concerns before the fireworks will be allowed.
13. At least 15 minute safety, cool-off period after end of fireworks discharge. Late firings will not be allowed. All fireworks not discharged shall be properly removed from the site and the City within 24 hours after the event (expiration of permit). Fireworks to have approved security until removed. Packaging and transport vehicle is to be labeled per applicable codes.
14. **If any injury or damages, within 1 week, both the contractor and the sponsor (customer) shall submit reports to the fire official, including description, names (and means of contact) of injured party, estimation of cause of damage and for repairs/treatments to resolve condition, plus how safety will be improved to avoid future similar incidents.**
15. Sites, events, or fireworks of special concern will be subject to additional requirements.
16. Any cleanup needed, as a result of the pyrotechnic device discharge, shall be the responsibility of the sponsor, agent, contractor, and/or technician.
17. Chain-fused rack maximums: 3 inch shell or less = 15 mortars, 4 inch shell = 12 mortars, 5-6 inch = 10 mortars, no chain-fused racks for shells over 6 inches.
18. Separation from audience shall be 100 feet per inch of diameter of largest shell.
19. All racks shall be perpendicular to audience.

Permit Holder Guideline #16A cont.

Signatures means that you have read and agree to comply with all of the above Permit Holder Guidelines.

Sponsor: _____ Agent: _____
Printed name of person / company paying for event Printed name of person responsible for event

Address: _____ Signature: _____
_____ Phone #: _____

Date: _____

Contractor: _____ Technician: _____
Name of fireworks company Print name of person to be on site, in charge of fireworks

Address: _____ Signature: _____
_____ Phone #: _____

Date: _____

Fireworks site address: _____

Event date(s): _____

Property owner: _____
If not sponsor, need letter of authorization (see # 4), with means of contact

NOTE: FAILURE TO COMPLY WITH ANY REGULATION SHALL BE CONSIDERED DUE CAUSE TO DENY OR REVOKE THE PERMIT OR STOP THE DISCHARGE OF FIREWORKS; AND MAY SUBJECT THE RESPONSIBLE PARTY TO LEGAL ACTION. VIOLATIONS OF THE FIRE CODE ARE CLASS 1 MISDEMEANOR, SUBJECT TO PENALTIES OF UP TO \$2500 FOR EACH OFFENCE AND / OR UP TO A YEAR IN JAIL.