

Instructions for North Carolina Pyrotechnics Permit on State Property

1. SECTION 1 - Fill out completely including all address and telephone information. **Please include the e-mail address of the primary contact for the event.**
2. SECTION 2 - Fill out completely, including all pertinent information regarding the business which is providing the pyrotechnics for the event.
3. SECTION 3 - Include a photo copy of both sides of all North Carolina Permitted Pyrotechnic Operators and Assistants to be present on site (Attachment A). **List any personnel desiring to be onsite certified.**
4. SECTION 4 - submit the following:
 - Attachment B (Insurance Certification - ACORD Form)
 - Attachment C (Pyrotechnic Effects List as detailed)
 - Attachment D (Contract for services from Sponsor and pyrotechnic company)
 - Attachment E (Site Diagram as detailed)
 - Attachment F (Indoor documentation requirements) (If Applicable)
 - Scenery Certification
 - Costume Certification
5. Provide a copy of approval from the county commissioners from the county in which the show is to be performed. **This approval is not required for buildings in Orange County owned by the University of North Carolina.** (Attachment G)
6. Provide signature and print name legibly in the space provided, provide contact information and date. Please submit this application to:

North Carolina Office of State Fire Marshal
Pyrotechnic Permitting Section
1202 Mail Service Center
Raleigh NC, 27699-1202
Or
Sign, scan and email to
brandi.maynard@ncdoi.gov



**North Carolina
Department of Insurance
Office of State Fire Marshal
1202 Mail Service Center
Raleigh, NC 27699-1202**

Application for Pyrotechnics Permit on State Property

Outdoor Pyrotechnics

Proximate Audience

Any person that conducts pyrotechnic displays in North Carolina must be permitted by the Office of State Fire Marshal pursuant to North Carolina General Statute (14-410).

**THIS PERMIT MUST BE APPLIED FOR A MINIMUM OF 30 DAYS PRIOR TO THE
SCHEDULED DATE OF THE EVENT
(TYPE OR PRINT IN BLACK INK):**

1. DATE OF EVENT: _____

Sponsor Contact Name / Address of Pyrotechnic Event

Sponsor Contact Name: _____

Building/Location Name: _____

Address of Event: _____

City: _____ State: _____

Zip Code: _____ County: _____

Phone: () _____

Fax: _____

Sponsor contact E-Mail Address: _____

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2. Contact name / Address of pyrotechnic delivery agency

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____ County: _____

Phone: (____) _____

Fax: (____) _____

E-Mail Address: _____

3. All operators and operator assistants must submit the following:

OPERATORS

Name

Permit Number

ASSISTANTS

Name

Permit Number

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ON SITE ASSISTANTS

On-site assistants cannot handle pyrotechnic materials and cannot operate without Operator supervision.

Name

DL Number

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4. This permit application must include the following information:

General Documentation Requirements

- A copy of pyrotechnic delivery agency insurance certificate (ACORD Form). The insurance certificate shall indicate the following:
 - The special event date and rain date
 - The physical address of the building or location of the special event.
 - The sponsor and the State of North Carolina noted as additional insured on the liability insurance certificate.
 - The North Carolina Office of State Fire Marshal as the Certificate Holder.
 - A minimum limit of liability of 1,000,000.
- A list of pyrotechnic effects including size and number of each different effect.
- A copy of the contract for services between the sponsor and the pyrotechnic company. The contract shall include the indemnification/hold harmless agreement in favor of the State of North Carolina for the duration of any activities related to the permitted event.
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- Point of on-site assembly of pyrotechnic devices.
- Manner and place of storage of the pyrotechnic materials and devices
- A Site diagram of the Display Site indicating the following:
 - The location and dimensions of the discharge site.
 - The location and dimensions of the spectator viewing areas.
 - The location and dimensions of the parking areas.
 - The location and type of special hazards in the area.
 - The distance of the discharge site from any special hazard or special occupancy (institutional).
 - The location of emergency services.
 - The location of the magazine during set up and during the event.

Additional Indoor Pyrotechnic Documentation Requirements

- Material Safety Data sheets (MSDS) for the pyrotechnic materials to be used.
- Certification that the set, scenery, and rigging materials are inherently flame- retardant or have been treated to achieve flame-retardancy.
- Certification that all materials worn by performers in the fallout area during use of pyrotechnic effects shall be inherently flame- retardant or have been treated to achieve flame-retardancy.

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By signature I agree to report any change of the personnel, date, time, insurance status, location, dimensions, or distances, to OSFM within 24 hours of occurrence. No changes can be made to the permit application within 72 hours of the event.

I certify that all information contained herein, and all information and documents attached hereto, are accurate, true, and complete. My signature authorizes the North Carolina Office of State Fire Marshal to verify the answers I have given in response to items 1-4 above.

Signature: _____

Print Name: _____

Telephone No.: _____ Date: _____

Signature and Information in this Section in Blue Ink Only

Failure to sign forms, submit necessary information, or provide attachments, will cause your application to be denied and no permit will be issued until all requirements are complete.