



## Application for Fireworks Permit

Contractor/Applicant:			
Applicant Address:			
Site/Subject Address:			
Contact Name:		Telephone:	
Contact Email:			
Event Start Date:		Event End Date:	
Comments:			

	Select Type	Fee		Event Type		Site Location
<input type="checkbox"/>	Fireworks Display	\$100	<input type="checkbox"/>	Shows	<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Sale of Fireworks	\$100	<input type="checkbox"/>	Ceremonial/Religious	<input type="checkbox"/>	Residential
<input type="checkbox"/>	Pyrotechnics	\$100	<input type="checkbox"/>	Non-recreational	<input type="checkbox"/>	Other

Brief Pyrotechnics Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Fee**                      \$ \_\_\_\_\_

**At time of permit approval, the applicant must submit any required copies of certifications, site plans and/or other documentation as stated by the North Carolina Fire Code and the City of Wilson Fire Marshal's Office. After application is approved, inspections must be scheduled with the Fire Marshal's Office no less than 24 hours in advance of the inspection.**

Mail Application, documentation, or submit in person: City of Wilson Fire Rescue Services 307 Hines St W, Wilson, NC 27893. **Once permit is approved, you will be contacted on how to pay.**

**Signature:** \_\_\_\_\_

Fire/Rescue Use Only	
Date Received:	Receipt/Permit #:
Date Reviewed:	Reviewed by:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	



Wilson Fire/Rescue Services along with the City of Wilson Municipality regulate Fireworks Discharge Permits within the city limits and Extra Territorial Jurisdiction (ETJ).

## **Fireworks/Pyrotechnics Checklist**

### **ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE:**

- The submission of a completed permit application including all supplemental documents required by the authority having jurisdiction.
- The Permit Holder is required to obtain certificate liability insurance (Original document with signatures) in the amount of one million-dollars (\$1,000,000) liability and two million-dollars aggregate (\$2,000,000). City of Wilson must be named and additional insured.
- Submit a detailed site plan identifying setup area, spectator/viewing areas, storage of pyrotechnics, shooting site radius and distances from structures, roadways, and property lines.
- Provide program details including the manufacturer's technical data of each type, size (diameter), and amount of the pyrotechnics to be discharged as requested by the fire code official.
- Provide a copy of Outdoor Pyrotechnics Operators License for the certified pyro technician responsible for the display or program as required by the NC Department of Insurance Office of the State Fire Marshal.
- Provide any safety procedures for the Fireworks Display to include firing procedures, Emergency Procedures, post display, and handling of misfires and duds.

### **Fireworks Tent/Sales:**

- Provide hours of operation
- Provide Certified fire extinguishers
- Provide a listing of Emergency Contacts for the site
- Provide the length of time of sales.
- Provide a floor plan to show access and egress from the tent.
- Will there be Lighting/utility source generator? If yes, provide a location and amount of fuel on site.
- Will a Fire-Watch be provided after hours of operation?



## Additional Resources

NC Department of Insurance Office of the State Fire Marshal Links

[https://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs/Default.aspx?field1=Operators\\_and\\_Assistants&user=Pyrotechnic\\_License\\_Information](https://www.ncdoi.com/OSFM/Fire_Safety_Programs/Default.aspx?field1=Operators_and_Assistants&user=Pyrotechnic_License_Information)

Fireworks Display Checklist (AHJ)

[https://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs/Documents/Pyrotechnic\\_Operator\\_Certification/CodeOfficials/Pre-Post%20Display%20Approval%20Checklist%20\(AHJ\).pdf](https://www.ncdoi.com/OSFM/Fire_Safety_Programs/Documents/Pyrotechnic_Operator_Certification/CodeOfficials/Pre-Post%20Display%20Approval%20Checklist%20(AHJ).pdf)

Pre-Display Site Checklist (Sponsor)

[https://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs/Documents/Pyrotechnic\\_Operator\\_Certification/VenueManagement/Pre-DisplaySite\(Sponsor\).pdf](https://www.ncdoi.com/OSFM/Fire_Safety_Programs/Documents/Pyrotechnic_Operator_Certification/VenueManagement/Pre-DisplaySite(Sponsor).pdf)

Pre-Display Approval Checklist (Sponsor)

[https://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs/Documents/Pyrotechnic\\_Operator\\_Certification/VenueManagement/Pre-DisplayApprovalChecklist\(Sponsor\).pdf](https://www.ncdoi.com/OSFM/Fire_Safety_Programs/Documents/Pyrotechnic_Operator_Certification/VenueManagement/Pre-DisplayApprovalChecklist(Sponsor).pdf)

Proximate Pyrotechnics Checklist (Production/Show Management)

[https://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs/Documents/Pyrotechnic\\_Operator\\_Certification/VenueManagement/NCProximatePyrotechnicsChecklist\(ProductionManagement\).pdf](https://www.ncdoi.com/OSFM/Fire_Safety_Programs/Documents/Pyrotechnic_Operator_Certification/VenueManagement/NCProximatePyrotechnicsChecklist(ProductionManagement).pdf)

Proximate Pyrotechnics Checklist (AHJ/Inspector)

[https://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs/Documents/Pyrotechnic\\_Operator\\_Certification/CodeOfficials/NCProximatePyrotechnicsChecklist\(AHJ\).pdf](https://www.ncdoi.com/OSFM/Fire_Safety_Programs/Documents/Pyrotechnic_Operator_Certification/CodeOfficials/NCProximatePyrotechnicsChecklist(AHJ).pdf)

Pre-Display Site Checklist (Sponsor)

[https://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs/Documents/Pyrotechnic\\_Operator\\_Certification/VenueManagement/Pre-DisplaySite\(Sponsor\).pdf](https://www.ncdoi.com/OSFM/Fire_Safety_Programs/Documents/Pyrotechnic_Operator_Certification/VenueManagement/Pre-DisplaySite(Sponsor).pdf)

Instructions for North Carolina Fireworks Assistant Operators Event Employee Certification

[https://www.ncdoi.com/OSFM/Fire\\_Safety\\_Programs/Documents/Pyro\\_Event\\_Employee/North%20Carolina%20Event%20Employee%20Pyrotechnic%20Operator%20Assistant.pdf](https://www.ncdoi.com/OSFM/Fire_Safety_Programs/Documents/Pyro_Event_Employee/North%20Carolina%20Event%20Employee%20Pyrotechnic%20Operator%20Assistant.pdf)



The Wilson Fire/Rescue Services Community Risk Reduction Division requires that a permit be obtained for the guidelines listed below shall be submitted at least **10 business** days prior to the issuance of a permit.

\*\*Any additional findings, information, changes to the site, or the overall scope of the work being performed shall be reported to the fire code official immediately for approval. Not providing adequate notification to the fire code official may result in a revocation of the permit and the immediate termination of all work on the site.

The approved Permit Application must remain on site for the duration of the event or sale of fireworks.

The owner, site contractor, or an approved, responsible, representative shall be on site and provide all appropriate contact information to the fire code official prior to beginning.

All information must be completed before the processing of the fireworks permit application will proceed. This permit application and supporting documentation can be submitted via email, Fire Marshal Douglas Bissette [dbissette@wilsonnc.org](mailto:dbissette@wilsonnc.org) or dropped off at Station #1 307 Hines Street W.



**Permit Approval**

The Fire Code Official will deliver the permit to the applicant/permit holder once final approval has been granted to the sale or display fireworks. Any failure to provide the requested information and documentation may lead to a delay in processing and issuance of a permit.

**Acknowledgement and Signature**

I hereby certify that I have read and examined this application and its attachments and that all of the information contained therein is true and correct. Furthermore, I \_\_\_\_\_certify that the proposed display or sale of any fireworks or other pyrotechnics fully complies with the requirements contained in The North Carolina State Fire Prevention Code, Wilson Fire/Rescue Service Community Risk Reduction Division requirements, and the City of Wilson Zoning requirements. I agree to indemnify, save harmless, and defend the City of Wilson, its agents and employees, from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of the use or sales of fireworks or pyrotechnics.

Applicant

Property Owner (if applicable)

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Mail Application, documentation and payment to:**

City of Wilson Community Risk Reduction 307 Hines St W, Wilson NC 27893

**OR** submit in person to:

City of Wilson Fire/Rescue Services 307 Hines St W, Wilson, NC 27893.

**Questions?** Please contact Wilson Fire/Rescue Services Community Risk Reduction Division at (252) 399-2880.