



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

Application for  
Public Display Fireworks Permit

WV State Fire Marshal's Office  
Regulatory and Licensing  
1700 MacCorkle Ave SE, 4<sup>th</sup> Floor North  
Charleston, WV 25314

Updated 09/2023

## Permit Information

- This application is intended to request 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.
- 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 a period of five (5) years from the date of conviction.
- It is the applicant's responsibility to obtain permission from the property owner as well as all required signatures from the local fire chief and to **submit the permit application in a timely manner to allow time for review and processing.**
- Submit the application to the West Virginia State Fire Marshal's Office, 1700 MacCorkle Ave SE, 4<sup>th</sup> Floor North, Charleston, WV 25314. The permit shall be valid only for the date / time / location listed on the application. Any variance thereof shall require a new permit form and fee to be submitted for authorization by the West Virginia State Fire Marshal's Office.
- Upon receipt of the completed fireworks display permit application including 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 and payment will be returned to the applicant.** If the permit is approved, you will receive the permit via email prior to the display date.

## Application Definitions

<u>Name of Event</u>	This refers to the occasion or event that the fireworks will be displayed at. i.e., 'Strawberry Festival', 'Italian Festival', etc.
<u>Applicant / Sponsor</u>	This is the person, company or entity that orders, pays for, and holds liability for the fireworks display.
<u>Point of Contact</u>	This is the person that would be available during normal business hours to answer any questions regarding the application or the display.

<u>Property Owner</u>	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 letter must be obtained and submitted with application.
<u>Insurance</u>	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 company, the policy number, and the Policyholder, (the person, company or entity that carries the insurance covering the fireworks display event).
<u>Location Description</u>	This is the common name of the location where the fireworks display will be held.: i.e., Football field, Fairgrounds, Riverfront, etc.
<u>Rain Date</u>	A rain date 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 and fee.
<u>Physical Address</u>	This is the location address: i.e., 140 main St, Rt. 250 South, etc.
<u>Fireworks Supplier</u>	This is the company that supplies the display fireworks.
<u>Delivery Date</u>	This is the date that you will receive the display fireworks from the seller.
<u>Delivered To</u>	This is the person who takes physical possession of the fireworks upon delivery.
<u>Storage Location</u>	Where the fireworks will be held at between delivery and actual display?
<u>Storage Type</u>	How will the fireworks be stored between delivery and display? i.e., magazine <u>TYPE 1, 2, 4 or 5 ONLY</u> .
<u>Shells</u>	Type and 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.
<u>Responsible Person</u>	The person accepting full financial responsibility to satisfy claims for damages to property or personal injuries arising out of any omission. (Section 9 on application).

## Documentation and Information Required for the Permit

- 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 \$40.00 review charge. **THIS FEE IS NON-REFUNDABLE**
- MANUFACTURER / WHOLESALER / DISTRIBUTOR NAME and ATF and WVSFMO PERMIT NUMBERS. Must be valid and active permits.
- MAGAZINE PERMIT IF APPLICABLE – for the purpose of this rule - All display fireworks and pyrotechnic products **delivered prior to the day of display** shall be stored in an Outdoor Magazine: Type 1, 2, 4 or 5 only. If a magazine permit is needed, you must also obtain an explosive storage permit from the WVSFMO. This is a separate application and can be found at WV.firemarshal.gov.
- PYROTECHNICIANS AND PYROTECHNICIAN-IN-TRAINING LICENSES and any other required documentation requested on the application.
- INVOICE AND PRODUCT RECAP from the fireworks supplier.
- APPROVAL AND SIGNATURE OF LOCAL FIRE CHIEF. (Found in section 8 of the application)
- DETAILED SATELLITE MAP to scale of the Display Site. Indicate the firing site, spectator area, nearest roadway, etc. and mark distances in feet. The Fire Chief or legal designee **MUST SIGN THE MAP!!**
- CERTIFICATE OF INSURANCE - 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)
- AUTHORIZATION LETTER FROM PROPERTY OWNER/LANDLORD of the display site. **Even if the applicant is the property owner, a separate authorization letter must accompany the application.**
- MARINE EVENT APPLICATION (IF APPLICABLE) - If the launch site is on or over the water, or will affect any body of water, copies of the completed "Application for Marine Event" and the "Fireworks Addendum to Application for Marine Event" must be included. 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/Pages/MarineEventFormSubmission.aspx>



Office Use Only	
Issued On:	
By:	

## Application for West Virginia Public Fireworks Display

1. Event Details				Type of Display: _____ Indoor    _____ Outdoor	
Name 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 / 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:	
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:	
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  
(Please Print)

Fire Chief Name  
or Acting Fire Chief Name  
(Please Print)

Contact  
Number

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, the site has been inspected, or will be inspected, and 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.

Fire Chief or Acting Fire 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