



Scope and Purpose

To provide guidelines on how to process required Operational Permits for Pyrotechnic Special Effects (Public Display) set forth by the International Fire Code.

Definition

Public Display - means an outdoor firework display for a public or private gatherings

Fire Permit Application

The following documentation shall be submitted 14 days prior to the start of the proposed event:

- Online Permitting Portal <https://onlinepermits.everettwa.gov/etrakit/default.aspx>
- Letter of permission to display fireworks by the property owner
- Lead Pyro-technicians (operator) State License
- Lead Pyro-technicians (operator) & Property Owner on-site representative contact information
- The number of set pieces, shells (Specify single or multiple break), and other items.
- The manner and place of storage of such fireworks prior to the display.
- A diagram/site plan of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged;
 - The location of all buildings, highways, and other lines of communication; the lines behind which the audience will be restrained: and the location of all nearby trees, telephone lines, or other overhead obstructions.
 - Distance to spectator area
- Documentary proof of procurement of public liability insurance.

Fees:

Operational Fire Permits for carnivals, fairs, and festivals - <https://www.everettwa.gov/306/Fire-Permits>

INSPECTION CHECK LIST FOR OUTDOOR FIREWORKS DISPLAY

Name of Event _____ Address _____

Pyrotechnic Operator _____ Phone No. _____

PAPERWORK

- Show Permit from Everett Fire Department
- Approved Site Plan.

PERSONNEL

- Verify and record pyrotechnic operator identification. **License No.** _____
- Verify pyrotechnic operator possesses valid driver license of proper type.
- Verify and record pyrotechnic information on the identity and ages of all assistants, helpers, etc.

SECURITY

- Verify site security of storage area, discharge area, display area and fallout area as indicated on approved plan.
- Verify arrangement for traffic and crowd control before, during and after display.

TRANSPORTATION AND STORAGE ARRANGEMENTS

- Transportation shipping documents match products in vehicle.
- Vehicle placards are provided as required.
- Fireworks storage is in an approved manner and location
- Storage container(s) is locked and secured.

FIRE PROTECTION AND SAFETY EQUIPMENT

- Fire extinguishers available and accessible
- Shovel and container available for retrieving duds
- Appropriate protective gear (i.e. hard hat, long sleeved shirt, etc.) available for persons manually discharging fireworks.

MORTAR INSPECTION

- Compare list of mortar racks, etc. with actual equipment.

- Mortars are approved for use with type of shells to be fired.
- Mortars are inspected prior to use for defects, debris, etc.
- Base plugs are securely attached to bottom of mortars.
- Mortars are proper length for size of shells to be fired.

RACK INSPECTION

- Racks have no more than 10 tubes per unit.
- Base and ends of racks are nominal 2" thick lumber.
- Racks have blocks (nominally 2"x4") separating individual mortars.
- Racks for mortars 3" or larger have side braces of 1"x6" nominal lumber or ½"x4" plywood.
- All racks with more than 5 tubes have diagonal side braces.
- Racks are secured to prevent falling over.

TROUGH INSPECTION

- No trough is more than 8 feet in length.
- Bottom surface of trough is provided with ¾" plywood if not sufficiently stable to support firing of the mortar.
- Troughs are constructed of minimum ¾" plywood and secured with 3/8" through-bolts, rods or angle iron "U" brackets at each end and center.
- Sand or soft dirt, free of rocks or debris, is on-hand to fill trough.
- Minimum separation distance between mortar is provided.
- Trough is of adequate height to securely bury mortar 2/3 of their minimum legal length.

DRUM INSPECTION

- Drums are in good condition.
- Sand or soft dirt, free of rocks or debris, is on-hand to fill drum.
- Drums are of adequate size to provide minimum separation distances between mortars.
- Drums are of adequate height to securely bury mortars 2/3 of their minimum legal length.

TRENCHES, ETC. TO BURY MORTARS IN GROUND

- Planking below mortars is provided for unstable or unlevel surfaces.
- Trenches are of sufficient depth to securely bury mortars 2/3 of their minimum legal length.
- Minimum separation distance between mortars is provided.

- Sand or soft dirt, free of rocks or debris, is on-hand to fill trench.

AERIAL SHELL INSPECTION

- Number of shells matches quantity listed on permit.
- Operator examines shells for damage.
- Operator sizes shell for proper fit in mortars.

GROUND DEVICE INSPECTION

- Ground devices match items listed on permit.
- Location and spacing of devices is per approved permit.
- Equipment available to secure & brace ground devices.

DISCHARGE FALLOUT AREA INSPECTION

- Location is as per approved permit.
- Minimum required fallout area is provided.
- Arrangements provided to secure fallout area when shell loading begins.

ELECTRICALLY FIRED DISPLAY INSPECTION

- Power source is restricted to batteries or individually isolated generators.
- Firing system is protected against accidental firing.
- Method for circuit testing is available.
- Firing panel is located within continuously unobstructed full view of operator.

MANUALLY FIRED DISPLAY INSPECTION

- Safety caps protecting fuses remain in place until immediately before firing.
- Communication capability with crew and fire service.
- Safety gear for shooters and loaders code compliant.

RELOADED MORTARS DISPLAY INSPECTION

- No HDPE Mortars will be reload.
- Ready box(es) are located more than 25 feet upwind of the closest mortar.
- Ready box(es) are divided into separate compartments for each shell size.
- Ready box(es) are covered with a flame-resistive canvas cover.

OPERATION OF DISPLAY

- Discharge, display, and fallout areas are cleared of all unauthorized personnel prior to loading shells.
- No one under the age of 18 is in discharge, display, and fallout areas once loading of shells begins.
- Mortars are aimed over fallout area and away from separators.
- On electrically fired shows, discharge area is cleared of all persons prior to electrical circuit testing.
- All devices are ONLY fired upon or signal of the licensed operator.
- During discharging of shells, operator observes activities to ensure wind and trajectory are adequate and makes adjustment if necessary.
- If a misfire occurs, mortar shall be identified, marked and left undisturbed.
- Communication
- Weather**
 - Wind** _____ **mph** _____ **direction**
 - Rain**
- Crowd Control**
 - Spotters

POST DISPLAY ACTIVITIES

- NO ONE permitted to enter display, discharge or fall out areas until pyrotechnic operator has determined the area to be safe and secure.
- Entire firing area is inspected by pyrotechnic operator and crew to locate any unexploded shells. Shells located are properly disposed of.
- Unfired shells removed and returned directly to supplier or stored in manner approved on permit.