



# Department of Public Safety

Mitchell J. Brown, Director

## Division of Fire

Ned Pettus, Jr., Fire Chief

3675 Parsons Avenue  
Columbus, Ohio 43207-4054  
(614) 645-7533 FAX: (614) 645-4203



City of Columbus  
Mayor Michael B. Coleman

### LETTER TO FIREWORKS, PYROTECHNICS AND FLAME EFFECTS EXHIBITION PERMIT APPLICANTS

Approval of your application is contingent upon the following stipulations and conditions:

1. The application for the permit is submitted at least five days in advance of the event (OFC 3308, 3311, 3312).
2. The applicant submits a plan that includes the following documents (OFC 3308, 3311, 3312):
  - A listing of each device being used. For fireworks, specify the class with the number of set pieces, and shells (specify single or multiple break) including experimental rockets or missiles. For flame effects list the amount and type of fuel being used and how it is stored.
  - A Material Data Safety Sheet (MSDS) for each type of device to be used.
  - Certifications that the set, scenery, and rigging materials are treated with appropriate flame retardant.
  - A diagram of the event site that shows each device location, the fallout radius for each device, and the audience restraint lines. Outdoors exhibitions must also include locations of all buildings, highways, railroads, or other inhabited structures within 1000 feet of the discharge and potential landing site.
  - A copy of the exhibitor's valid license issued by the Ohio State Fire Marshall.
  - A signed, completed copy of the "Application for Pyrotechnics, Flame and Special Effects Permit."
  - A letter showing the amount of explosives being shipped (in pounds).
3. Evidence that the permit holder, and/or the company actually operating the pyrotechnics, has liability insurance in an amount not less than \$2,000,000. The clause "additional insured: the City of Columbus, Ohio, and its employees, agents, and servants." must be included in that document (CCC 2532).
4. Before a permit is approved, a representative demonstration of the pyrotechnic special effects shall be given to the satisfaction of the fire official. The demonstration shall be scheduled with enough time allowed to reset / reload the effects before the arrival of the audience (CCC 2532).
5. At the time of application, the permit applicant must pay a fire prevention inspection fee of \$100.00 for a pyrotechnic/Flame permit or \$150.00 for fireworks permits (CCC 2502).
6. A special inspection fee will be charged, any time the permit applicant schedules the required demonstration, or an exhibition that requires the presence of an inspector, outside of the Fire Prevention Bureau's normal business hours of 8:00am to 5:00pm Monday through Friday. When the inspection is not contiguous with the inspector's normal shift, a four-hour minimum will be charged. The permit applicant shall pay the special inspection fee at the time the special inspection is performed (CCC 2502).

Approval of your application will begin only upon receipt of the completed application package, payment of fees, and a satisfactory demonstration. Any questions regarding this process should be directed to Fireworks and Pyrotechnics Coordinator 645-7641 ext. 5620, 5627.

Karry L. Ellis, Assistant Chief  
Fire Prevention Bureau

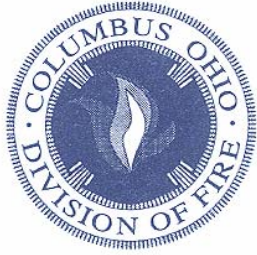
**Training Bureau**  
3639 Parsons Avenue  
Columbus, Ohio 43207-4054  
(614) 645-6360  
Fax (614) 645-3214

**Administration Bureau**  
3675 Parsons Avenue  
Columbus, Ohio 43207-4054  
(614) 645-8308  
Fax (614) 645-3040

**Support Services Bureau**  
3639 Parsons Avenue  
Columbus, Ohio 43207-4054  
(614) 645-6385  
Fax (614) 645-0110

**Fire Prevention Bureau**  
3639 Parsons Avenue  
Columbus, Ohio 43207-4054  
(614) 645-7641  
Fax (614) 645-6637

**Emergency Services Bureau**  
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Fax (614) 645-4204



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### FIREWORKS AND/OR PYROTECHNICS / FLAME PERMIT APPLICATION

Event title \_\_\_\_\_

Exhibition Site \_\_\_\_\_

Exhibition Date(s) \_\_\_\_\_ Exhibition Time(s) \_\_\_\_\_

Name of person or organization making application \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Name of Bonding/Insurance Company \_\_\_\_\_

Address of Indemnity Provider \_\_\_\_\_ Amount of Indemnity Bond/Insurance \_\_\_\_\_

Fireworks/Pyrotechnics supplied by \_\_\_\_\_

Supplier Address \_\_\_\_\_ Supplier License Number \_\_\_\_\_

Exhibitors Name \_\_\_\_\_ Exhibitors License Number \_\_\_\_\_

Exhibitors Address \_\_\_\_\_

Location of on-site assembly of devices \_\_\_\_\_

Manner and place of storage of materials and devices \_\_\_\_\_

The information provided above is accurate to the best of my knowledge. I acknowledge that I have read, understand, and agree to abide by the stipulations and constraints outlined in the "Letter to Permit Applicants". I also acknowledge that I am duly authorized to act on behalf of the person or organization making application (Permit Holder).

After a permit has been granted, I agree to keep the approved plan available for review at the site and that any deviation from the approved plan shall require prior approval of the certified fire inspector. I understand that any omissions or errors on the approved plan do not relieve the permit holder of complying with all applicable requirements of this code.

I understand that the permit holder shall be held strictly responsible for any damage to persons or properties resulting from the fireworks and/or pyrotechnic special effects so used. I also understand that the permit is not transferable or assignable and that the site must be cleared of any and all unexploded or partial fireworks, pyrotechnics, or special effect devices, immediately after the permitted exhibition.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applications may be mailed or brought: City of Columbus, Division of Fire, Fire Prevention Bureau  
Attention; Fireworks and Pyrotechnics Coordinator  
3639 Parsons Avenue, Columbus Ohio 43207.

Application may be faxed: Attention; Fireworks and Pyrotechnics Coordinator  
(614) 645-4245

Make check or money order payable to: Columbus City Treasurer / Division of Fire.  
Indicate on your check, the date and location of your exhibition.

3/8/07 MS

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