City of Cincinnati

Application for Pyrotechnic Permit

Application for use of Pyrotechnics / Fireworks Display

This application is to be completed by the facility management and submitted to the office of the Fire Chief not less than ten (10) days prior to the date of the event. The application must be typed and submitted in duplicate. Required permit fee ($100.00) must accompany application.

Application for Pyrotechnic Permit

All applicants must submit all of the following information. The information shall be provided on the application form or on additional type written pages attached to the application. Please indicate if the information is located on any attachment.

Name of Facility:_____

Address:_____

Facitity Manager:_____

Phone:_____ Fax:_____

Event Name:_____

Type of Activity:_____

Name of Show Manager (facility):_____

Date(s) of the Display:_____

Time:
Event Starts:_____ Event Ends:_____

Display Time(s):_____

Anticipated Attendence:_____

Name of Promoter:_____

Address:_____

Phone:_____ Fax:_____

Name of Exhibitor / Operator:_____

Address:_____

State of Ohio Fireworks Exhibitors' License Number:_____
Attach a photocopy of a valid State of Ohio Exhibitors' License.

- ☐ Provide the names, ages and address of assistants, and a copy of the State of Ohio registration card along with a definition of the assistants' responsibilities.

- ☐ Attach a diagram of the location within the facilities where the display is to be held. ***(See requirements guidelines.)***

- ☐ Attach a list of the number, size of, and type of pyrotechnics devices and the materials to be discharged. ***(Attach Material Safety Data Sheets (MSDS) for pyrotechnic materials and / or devices.)***

- ☐ Provide the place of storage, and on-site assembly location of the pyrotechnic devices.

- ☐ Name and address of the manufacture / wholesaler who supplied all items contained in the display:

  _____

  _____

  _____

Manufacturer / Wholesaler's License Number:_____

INSURANCE COVERAGE INFORMATION:

- ☐ Attach proof that satisfactory liability insurance is carred for all employees of the applicant

- ☐ Attach proof of financial responsibility as evidenced by an insurance policy or indemnity bond in which the City of Cincinnati is named the co-insured and in the amount of $5,000,000.

Insurance Company	Type or Risk	Dollar Amount	Policy Number

Attach a photocopy of the policies enforced. (See attached guidelines for additional information.)

- ☐ Attach a complete description and / or diagram of all acts, activities, and special events that will be included as part of the display.

- ☐ As Required by Ohio Revised Code 3743.54, a certified Fire Department pyrotechnics life safety officer shall be present before, during and after the show / exhibition demonstrations, for the permit compliance and life safety inspection requirements. The cost incurred for the inspection and / or additional fire protection personnel shall be a the expense of the promoter, sponsor, and / or the Facility management.

- ☐ To the best of my knowledge, the information provided on this application and all attachments is complete and accurate. I understand that I am committed to a continuing obligation to update any information supplied, and to immediately forward any additional as it becomes available. All applicable sections of the Ohio Revised Code, Cincinnati Municipal Code, Federal Regulations, the Cincinnati Fire Prevention Code, and all life safety requirements shall be met and maintained during the use of the applied for permit.

Facility Manager Signature:_____ Date:_____

Approval (is / is not) recommended for this permit application pursuant to the Ohio Revised Code Section 3100.1, and the Cincinnati Fire Prevention Code Section 1213.1

Conditions of approval:

Special Events, Cincinnati Fire Department **Date**

PYROTECHNIC PERMIT REQUIREMENT GUIDELINES
OUTDOOR FIREWORKS DISPLAY

The City of Cincinnati requires a permit issued by the Cincinnati Fire Department for any outdoors pyrotechnic (fireworks) display. Additionally, a State of Ohio Exhibitors licensed pyrotechnician is required to discharge the display in accordance with the Ohio Revised Code (O.R.C.) 3743.54.

Application for a permit of an exhibition of fireworks shall be done on the forms provided by the Fire Department at least ten (10) days in advance of the display date. Failure to submit the exhibition permit application ten (10) days in advance of the display date may result in denial of the application.

To obtain a permit for a outdoor pyrotechnics (fireworks) display within the city of Cincinnati, the following information must be provided in writing:

- ☐ The name, address, and phone number of the individual, group, or organization sponsoring the outdoor fireworks display.
- ☐ The name of the exhibitor/operator and proof of a valid State of Ohio fireworks exhibitor license.
- ☐ Provide the names, ages and address of assistants, and a copy of the State of Ohio registration card along with a definition of the assistants' responsibilities.
- ☐ The date and time of the day for the display. A proposed date and time in the event the display is postponed due to wind/rain.
- ☐ The exact location planned for the display.
- ☐ A diagram of the grounds showing where the display is to be held and the points at which they pyrotechnic devices are to be discharged, and the fallout radius for each pyrotechnic device used in the display shall be submitted. The diagrams shall also include the location of all buildings, highways, streets, railroads, and any other structures, inhabited or uninhabited, within 1,000 feet of the discharge and the potential landing zone.
- ☐ The diagram shall show the line behind which the viewing audience shall be restrained.
- ☐ The approximate number, sizes, types of pyrotechnic devices and materials to be discharged.

- ☐ The point of on-site assembly of the pyrotechnic devices.
- ☐ The manner and place of storage of all pyrotechnic materials and devices prior to, during, and after the display.
- ☐ The Material Safety Data Sheets, (MSDS), for the pyrotechnic material(s) devices being used.
- ☐ The name and license number of the pyrotechnic (fireworks) manufacturer or wholesaler who supplied all items in the fireworks exhibition.
- ☐ Evidence of financial responsibility to include proof that satisfactory liability insurance is carried for all employees of the applicant.
- ☐ Proof of financial responsibility as evidence by an insurance policy or indemnity bond in the amount of $5,000,000; naming the City of Cincinnati as additionally insured. The policy must show an original signature of the agent writing the insurance policy.

General Requirements

- ☐ All fireworks materials and devices shall be transported to the fireworks discharge site in accordance with Title 49, Code of Federal Regulations.
- ☐ The sponsor of the display shall make provisions for adequate fire protection and emergency medical services for the display.
- ☐ The sponsor shall consult with the Fire Department and the exhibitor/operator to determine the level of fire protection and emergency medical services required.
- ☐ The sponsor shall provide monitors whose sole duty shall be the enforcement of crowd control located around the display area.
- ☐ Monitors shall be positioned around the discharge site to prevent spectators or unauthorized persons from entering the discharge site.
- ☐ Until the Fire Department has completed the post display inspections, the discharge site shall be restricted.
- ☐ During the period before the display where pyrotechnic materials and devices are present, unescorted public access to the site shall not be permitted.

- No smoking shall be allowed within 50 feet of any area where fireworks or other pyrotechnic materials are present.

- No person shall be allowed in the discharge area while under the influence of alcohol, narcotics, or controlled substances, medication (prescription or non-prescription), that could adversely affect judgment, mobility, or stability.

- Prior to placement, mortars shall be inspected carefully for defects. Defective mortars shall not be used.

- Mortars shall be positioned so that the shells are propelled away from the spectators and over the fallout area. Under no circumstances shall mortars be angled toward the spectator viewing area.

- Mortars shall be buried to a depth of at least 2/3 to ¾ of their length, either in the ground or in above ground troughs or drums.

- Securely positioned mortar racks shall be permitted for the firing of single break shells not exceeding six inches, (152 mm), in diameter.

- Mortars shall be of sufficient strength and durability to fire the aerial shells safely.

- Mortar shall be of sufficient length to cause aerial shells to be propelled to safe heights.

- A minimum of two pressurized water or pump extinguishers shall be available at the discharge site.

- Following the display, the firing crew shall conduct an inspection of the fallout area for the purpose of locating any unexploded aerial shells or live components. This inspection shall be conducted before any public access to the site is permitted.

- The proper handling and disposal of any unfired shells shall be provided by the operator/exhibitor.

In the opinion of the Fire Official or the operator/exhibitor, wherever any hazardous condition exists, the fireworks display shall be postponed until the condition is corrected.

In the opinion of the Fire Official or the operator/exhibitor, should high winds, precipitation, or other adverse weather conditions prevail such that a significant hazard exists, the fireworks display shall be postponed until weather conditions improve to a reasonable level.

The licensed exhibitor/operator shall be responsible for compliance with the provisions under which the fireworks exhibition permit was granted.

Any display adding pyrotechnic special effects devices different from the display as described and diagrammed in the application for the permit plan shall require approval by the Fire Chief prior to the performance/display.

The Fire Chief shall require that a certified Fire Safety Officer be present before, during, and after the exhibition. The Fire Department's pyrotechnics life safety officer shall inspect the exhibition site for compliance with the life safety requirements contain herein, the Ohio Revised Code, and the Cincinnati Fire Prevention Code. The cost incurred for the inspection and/or additional fire protection shall be at the expense of the sponsor.

In order to assure the Fire Department ample time to review the plans and permit application, all documentation shall be submitted no less than 10 days before the date of the event.

To obtain an application or to submit a completed application:

Cincinnati Fire Department
Pyrotechnic Permit
2000 Radcliff Dr
Cincinnati, OH 45204
(513) 263-8064

The permit fee is $100. A check or money order should be made payable to the City of Cincinnati Treasurer at the time the application is submitted.

For additional information, contact Special Events at 263-8064, or fax 263-8065.

PERMIT REQUIREMENT GUIDELINES
PYROTECHNICS BEFORE A PROXIMATE AUDIENCE

The City of Cincinnati requires a permit issued by the Cincinnati Fire Department for any pyrotechnic display before a proximate audience (indoor fireworks). Additionally, a State of Ohio Exhibitors licensed pyrotechnician is required to discharge the display in accordance with the Ohio Revised Code (O.R.C.) 3743.54.

Application for a permit of an exhibition of fireworks before a proximate audience shall be made in writing at least ten (10) days in advance of the display date. Failure to submit the exhibition application ten (10) days in advance of the display date may result in denial of the application.

To obtain a permit to display pyrotechnics (fireworks) before a proximate audience within the city of Cincinnati, the following information must be provided in writing:

- The name, address, and phone number of the individual, group, or organization sponsoring the indoor fireworks display.
- The name of the exhibitor/operator and proof of a valid State of Ohio fireworks exhibitor license.
- Provide the names, ages, and number of assistants, and a copy of the Srate of Ohio registration card along with a definition of the assistants' duties and / or License.
- Provide the date and time of the productions and anticipated attendance.
- The location of the event – address, building name, location of display within the facility.
- A diagram of the location within the facilities where the production is to be held.

The diagram shall show the stage, platform, and/or location of the display site, the location of all exit, exit ways and exit doors, seating, aisles, aisle ways, along with the location of all fire suppression equipment, including detection systems within the surrounding area where the production is to take place.

The diagram shall also show the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device in use, the location of all performers and/or production personnel used in the performance, and the line behind which the audience shall be restrained.

Provide the approximate number, sizes, and types of pyrotechnic devices and materials to be discharged.

The location or point of on-site assembly of the pyrotechnic devices.

The manner and place of storage of all pyrotechnic materials and devices, prior to, during, and after the display.

Provide the Material Safety Data Sheets, (MSDS), for the pyrotechnic material(s) devices being used.

Certifications that the set, scenery, and rigging materials are inherently flame retardant or have been treated to achieve flame retardancy.

The name and license number of the pyrotechnic (fireworks) manufacturer or wholesaler who supplied all items in the fireworks exhibition.

Provide evidence of financial responsibility to include proof that satisfactory liability insurance is carried for all employees of the applicant.

Proof of financial responsibility as evidenced by an insurance policy or indemnity bond in the amount of $5,000,000; naming the City of Cincinnati as additionally insured. The policy must show an original signature of the agent writing the insurance policy.

General Requirements

- The sponsor of the display shall make provisions for adequate fire protection and emergency medical services for the display.
- The sponsor shall consult with the Fire Department and the operator to determine the level of fire protection and emergency medical services needed.
- The sponsor shall provide monitors whose sole duty shall be the enforcement of crowd control located around the performance area.
- Monitors shall be positioned around the discharge site to prevent spectators or unauthorized persons from entering the discharge site.
- Pyrotechnic devices and materials used indoors shall be specifically manufactured and marked for indoor use by the manufacturer.

- Mortars and flash pots shall be constructed to not fragment when the pyrotechnic material is fired and their shapes are not distorted after use. Distorted mortars and flash pots shall not be used.

- All pyrotechnic devices shall be mounted in a secure manner to maintain their proper positions and orientations so when they are fired, the pyrotechnic effects are produced as described in the plan submitted by the permittee.

- Pyrotechnic devices shall be mounted so that no fallout from the devices endangers human lives, results in personal injury, or property damage.

- All holders shall be constructed and secured to remain in an affixed position when the pyrotechnic device is fired.

- Binary systems shall be mixed and used in accordance with the manufacturer's instructions.

- Each pyrotechnic device fired during a performance shall be separated from the audience by at least 15 feet but no less than twice the fallout radius of the device.

  Exception: Where otherwise approved by the Fire Chief.

- Where a pyrotechnic special effect is placed on or in contact with a performer's body, a means of shielding or containment adequate to prevent any injury to the performer shall be provided. This protection shall be sufficient to protect against the normal functioning of the pyrotechnic special effect as well as any possible malfunction.

- Because of their potential hazard, concussion mortars shall be placed in a secure location preventing the audience and support personnel from gaining access.

- Before firing the pyrotechnic special effects device, the operator or designated security staff shall prevent unauthorized entry into the area.

- Pyrotechnic devices shall be fired only when the effect area is in clear view of the operator/exhibitor or an assistant is in direct communication with the operator.

- Before the Fire Chief approves the permit, a walk-through with a representative demonstration of the pyrotechnics used in the performance shall be done.

- Where the performance necessitates the bypassing of any smoke detectors, the permittee shall arrange for a fire watch officer from the Fire Department to be available during performances and rehearsals. The fire watch shall be in direct communication with the City of Cincinnati Fire Dispatch.

- All smoke detectors shall be reactivated as soon as the likelihood of false alarms has passed.

- Two or more portable fire extinguishers of the proper classification and size as approved by the Fire Department shall be readily accessible while the pyrotechnics are being loaded, prepared for firing, or fired.

- In all cases, at least two pressurized water or pump extinguishers shall be available.

- During the period before the display where pyrotechnic materials and devices are present, unescorted public access to the site shall not be permitted.

- No smoking shall be allowed within 50 feet of any area where fireworks or other pyrotechnic materials are present.

- No person shall be allowed in the discharge area while under the influence of alcohol, narcotics, or controlled substances, medication (prescription or non-prescription) that could adversely affect mobility, stability, or impair judgment.

- To prevent unauthorized personnel from gaining access to the pyrotechnics, the site venue manager shall provide a separate lockable room or facility for the storage and preparation of pyrotechnic materials and devices.

In the opinion of the Fire Official or the operator/exhibitor, wherever any hazardous condition exists, the fireworks display shall be postponed until the condition is corrected.

The licensed exhibitor/operator shall be responsible for compliance with the provisions under which the fireworks exhibition permit was granted.

Any performance adding pyrotechnic special effect devices different from the display as described and diagrammed in the application for the permit plan shall require approval by the Fire Chief prior to the performance/display.

The Fire Chief shall require that a certified Fire Safety Officer be present before, during, and after the exhibition. The Fire Department's pyrotechnics life safety officer shall inspect the exhibition site for compliance with the life safety requirements contained herein, the Ohio Revised Code, and the Cincinnati Fire Prevention Code.

The cost incurred for the inspection and/or additional fire protection shall be at the expense of the sponsor.

In order to assure the Fire Department ample time to review the plans and permit application, all documentation shall be submitted no less than ten (10) days before the dated of the event.

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The permit fee is $20. A check or money order should be made payable to the City of Cincinnati Treasurer at the time the application is submitted.

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