



City of Maplewood | **Office of the City Clerk**
1830 County Road B East | Maplewood, MN 55109
651-249-2005 | 651-249-2009 (fax)

DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS

Application must be submitted no less than
15 business days prior to the date of display.

Guidance relating to Display of Fireworks/Pyrotechnic Special Effects is contained in the Maplewood City Code, Chapter 20, Article IV. All permits holders are required to be familiar with the provisions of this Ordinance and with applicable Minnesota Statutes and federal regulations.

In submitting a permit application, the applicant and their business associates declare that they meet the requirements for issue of said license and that such business will be operated in compliance with the above regulations, statutes and ordinances. Knowingly submitting an incomplete or inaccurate application constitutes fraudulent application; failure to comply with the aforesaid regulations, statutes and ordinances; or conviction for related felony or misdemeanor violations constitutes grounds for denial, suspension, or revocation of permit.

PERMIT APPLICATION CHECKLIST:

**To prevent delay, please ensure the following information is submitted.
Incomplete applications are not accepted and will be returned immediately.**

- Display of Fireworks/Pyrotechnics Special Effects permit application
- Permit Fee of \$250
- Signed lease or letter of agreement (if operating on property not owned by applicant)
- A diagram of the grounds where the display will be held, showing the following:
 - Specific point at which fireworks are to be discharged
 - The location of all buildings, highways, streets, communication lines and other possible overhead obstructions
 - Lines behind which the audience will be restrained
 - Fallout radius for each pyrotechnic device used during the display
- A list providing the approximate number and types of fireworks to be discharged
- A list providing the names and ages of **all** assistants participating in the display
- Surety Bond or Certificate of Insurance naming the City of Maplewood as the Certificate Holder in the amount of at least 1.5 million.
 - Please have listed in the *description of operations* area of the certificate the address at which the permit will be used and the date(s) of event.

Applicant Information (individual who executes and signs this application)

Name of Applicant _____ Job Title _____

Address _____ City _____ State _____ Zip Code _____

Telephone (_____) _____ E-mail Address _____

Driver's License No. _____ State _____

Business/Organization Information (responsible for firework display)

Name of Business _____ DBA _____

Address _____ City _____ State _____ Zip Code _____

Business Telephone (_____) _____ E-Mail Address _____

Federal Tax ID# _____ MN Tax ID# _____



Name of Certified Operator (responsible for supervising display) _____

Certification Number (issued by the MN DPS, State Fire Marshal Division) _____

Location Information (where display will be held)

Address _____ City _____ State _____ Zip Code _____

Date(s) of Display _____ Time _____ to _____

Manner and place of storage of fireworks/pyrotechnic special effects prior to display: _____

Applicant Initials Are Required For Following Statements:

_____ All assistants participating in the display will be least 18 years of age

_____ After a permit has been granted, all floor plans and permits will be kept at the site for inspectors or other designated agents of the authority having jurisdiction.

_____ Any change to the show or event after the permit has been issued will be immediately communicated, and will require approval by the permitting authority prior to the occurrence of the show or event.

_____ The Certified Operator shall use products provided with written information supplied by the manufacturer detailing the following information:

1. The name of the pyrotechnic device and a description of the effect;
2. The performance characteristics (duration, height, diameter of the effect, etc.)
3. Material Safety Data Sheets (MSDS) for pyrotechnical materials
4. The manufacturer's statement regarding whether the pyrotechnic is intended for indoor use and whether it is to be used with any cautions or special considerations;
5. Instructions for proper method, placement, loading and using the pyrotechnic device
6. The name, address, and phone number of the manufacturer.

_____ Only devices approved and suitable for use in the facility in which the display, show or event will occur may be used.

_____ If the use of any pyrotechnic product requires smoke detectors to be bypassed or air-handling systems to be disengaged, the fire department will be notified and a representative will be present during the demonstration with a direct communication link to emergency services personnel. (The cost of providing an on-site fire department representative may be charged to the permit holder)

_____ Upon completion of the event, performance or show, the life safety system(s) shall immediately be returned to normal operating conditions as soon as the likelihood of false alarms has passed.

The data in this application will be used to approve your permit. Upon approval of permit, the information contained in this application shall be deemed public unless private by State Statute. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your permit if you do not provide it.

I have received a copy of Maplewood Ordinance 959, amending Chapter 20, Article V– Fireworks and will familiarize myself with the provisions contained within it.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Maplewood to investigate and make whatever inquiries necessary to verify the information provided.

Signature of Applicant _____ **Date** _____

Office Use Only

Approved by City Manager or Designee _____ Date _____
Approved by Fire Marshall _____ Date _____
Approved by City Planner _____ Date _____
Fee Paid _____ Receipt No. _____ Date _____ Permit No. _____

STATE STATUTE REQUIREMENTS:
TAX CLEARANCE

Minnesota Statute Chapter 270C, Section 72 requires the licensing authority to provide to the Minnesota Commissioner of Revenue the Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
3. **Failure to supply this information may jeopardize or delay the processing of your license issuance or renewal application.**

Please supply the following information and return along with your application to the licensing authority:

Applicant's Full Name _____		Job Title _____	
SSN _____ - _____ - _____	Driver's License Number _____		State _____
Business Name _____		Business Trade Name _____	
Business Address _____		City _____	State _____ ZipCode _____
Federal Tax ID _____		MN State Tax ID _____	

STATE STATUTE REQUIREMENTS:
PROOF OF WORKERS' COMPENSATION

Minnesota Statute Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181, Subd. 2. The information required is: The name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and put in their company file. It will be furnished, upon request, to the Department of Labor and Industry to check for compliance with Minnesota Statute Sec. 176.181, Subd. 2.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided and/or is falsely reported, it may result in a \$1,000 penalty assessed against the applicant by the Commissioner of the Department of labor and Industry payable to the Special Compensation Fund. Provide the information specified above in the following spaces, or certify the precise reason your business is excluded from compliance with the insurance coverage requirement for workers' compensation:

<input type="checkbox"/> I carry Workers' Compensation Insurance Insurance Company Name (not the name of the agent): _____ Workers' Compensation Policy Number: _____ Effective Date: _____ Expiration Date: _____
<input type="checkbox"/> I am Self-Insured and have attached a copy of the permit to self-insure
<input type="checkbox"/> I am not required to have workers' compensation liability coverage because: <input type="checkbox"/> I have no employees. <input type="checkbox"/> I have employees but they are not covered by the Workers' Compensation law. (See MN Statute § 176.041 for a list of excluded employees) Explain why your employees are not covered: _____ _____
<input type="checkbox"/> Other: _____

I have read and understand my rights and obligations with regard to business license, permits and workers' compensation coverage and I certify that the information provided is true and correct.

Signature of Applicant _____ Date _____

**INSPECTION CHECKLIST FOR INDOOR FIREWORKS DISPLAYS
(FOR APPLICANT USE AND RECORDS)**

Minnesota Statute 624.22 allows the State Fire Marshal to authorize a local fire chief or fire marshal to issue permits for indoor fireworks displays. In such cases, local fire authorities will conduct the required inspection. The City of Maplewood has received this authorization. To view the full list of cities that have received this authorization are listed on the State Fire Marshal Division web site (www.fire.state.mn.us)

A thorough investigation of the operator and an all-inclusive inspection of the facility will be conducted prior to the performance, show or event taking place. This will include an inspection of the entire building including areas where the show may not be directly taking place (i.e. kitchen, exterior building elements, etc.). The Fire Marshal will be required to issue correction orders that may or may not be directly related to the fireworks display or location. Nevertheless, the orders will still need to be corrected within the time period indicated on the inspection sheet.

Below is a checklist of items the Fire Marshal will be looking for when he conducts an inspection of a facility requesting an indoor fireworks permit. These checklists are safety tools. They are offered by the Minnesota State Fire Marshal Division to efficiently organize the activities, material and processes necessary in producing events that incorporate proximate pyrotechnics. The Fire Marshal may find and issue correction orders on other hazards that are not specifically referenced or addressed in this checklist:

Fire Department Access

- Fire lane kept clear.
- Hydrants not blocked and in good working order.
- Fire department connections clear (if applicable).
- Standpipe connections clear (if applicable).

Fire Extinguishers

- At least two fire extinguishers provided.
- Fire extinguishers charged and in good working order.
- Location in a designated place.
- No obstructions to access or visibility.
- Operating instructions on nameplate are legible and facing outward.
- Safety seals and tamper indicators are not broken or missing.
- Examination for physical damage, corrosion, leakage or clogged nozzle.
- Pressure gauge reading in operable condition.
- Must be in accordance with National Fire Protection Assoc. Std. 10.

Exiting (Means of Egress)

- All designated exits are clear and unobstructed.
- Exit signs illuminated.
- Emergency lighting and backup power for at least 90 minutes (for facilities with two or more exits).
- Exit signs visible.
- No unapproved locking devices (chains, bolts, locks, bars, etc.) on exit doors.
- Exit doors swing in the direction of egress travel when occupant load exceeds 50.

Electrical

- Electrical cords should not interfere with the means of egress.
- Extension cords should not be substituted for permanent wiring.
- Open junction boxes or exposed wiring is prohibited.

Flame Proofing or Interior Flame Spread

- ❑ All rooms within sprinklered assembly occupancies (bars, restaurants, meeting rooms, etc.) must meet a minimum Class C (or III) flame spread rating (flame spread of 76-200 with a smoke developed index of 0-450). All rooms within un-sprinklered assembly occupancies must meet a minimum Class B (or II) flame spread rating (flame spread index of 26-75 with a smoke developed index of 0-450). Corridors within sprinklered assembly occupancies must meet a flame spread of Class B. Un-sprinkler-ed assembly corridors must meet a flame spread rating of Class A (flame spread index of 0-25 with a smoke developed index of 0-450).
 - ❑ The Fire Marshal will ask for this information so it is important that this be available at the time of inspection. **A permit will not be approved until the flame spread rating can be proven by the building owner.** The Fire Marshal does not have a list of flame spread ratings for products. The supplier (where you purchased the material) or manufacturer should have this information.
- ❑ Set and scenic materials treated with a flame retardant material.

Pyrotechnic Materials and Devices

- ❑ Current indoor Minnesota Fireworks Operator Certification in the possession of the pyrotechnic operator.
- ❑ Fire department notified, briefed and personnel assigned to event (where required by the authority having jurisdiction).
- ❑ Proper ventilation in working order.
- ❑ Demonstration of devices when required by the inspector.

Kitchen Requirements (If applicable)

- ❑ An approved hood suppression system if cooking appliance(s) produces grease-laden vapors.
- ❑ Kitchen supplied with an approved Class K extinguisher if cooking with vegetable oil or animal fats.

Combustible Waste Material

- ❑ Combustible waste material creating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises.
- ❑ Waste containers with a capacity exceeding 40 gallons shall be provided with lids and shall be constructed of noncombustible or approved combustible materials.
- ❑ Dumpsters and containers shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eaves.

Open Flames (Candles or Other Decorative Open Flame Devices)

- ❑ Open flames, candles or other decorative devices are not permitted in assembly occupancies (bars, restaurants, meeting facilities, etc.). Candles on tables are permitted when they are securely supported with noncombustible bases and the candle flames are protected.

Flammable /Combustible Liquid Tanks, Liquefied Petroleum (LP) Tanks or other Hazardous Materials

- ❑ A thorough inspection will be conducted to determine whether the hazardous material(s) was/were installed and maintained in accordance with the Minnesota State Fire Code.

Pyrotechnic firing systems.

- ❑ Verify operational and safety features and functions of the systems.
- ❑ Verify operator and spotters have clear view of effects and communication with operator.

Verify that all devices are securely fixed with proper audience separation.

- ❑ A minimum 15 feet or 2X fallout radius.
- ❑ Concussion mortars a minimum of 25 feet in secured area.
- ❑ Trajectory of mines and/or comets not over the audience.
- ❑ Waterfall effect area to be free of flammable materials.
- ❑ Wire rocket effects to be properly secured and terminated.
- ❑ Airbursts over audience to be minimum height of 3 times the diameter of effect, and no sparks within 15 feet of floor.

Rehearsal and Show Checklist

- Safety meeting with all participants.
- Rehearsal, if required.
- Performance
- Final alert to all performers, crew and support personnel.
- Final inspection immediately preceding performance.
 - Confirm pyrotechnic wiring connections and firing system.
 - Confirm placement, mounting, orientation and readiness.
 - Confirm spotters in place with communication.

- Firing show
 - Confirm and maintain audience separation, performers positioned correctly, support personnel readiness
 - Confirm and maintain unobstructed view of effects by operator and/or spotter.
 - Observe effect performance for safe operation.

Post-Show Checklist (Pyrotechnician)

- Inspect all pyrotechnic devices to confirm firing.
- Confirm the integrity of fallout zones and adjacent areas.
- Return unfired devices to approved storage or repackage for transport.
- Return disarmed fire detection/HVAC systems to normal operating mode.
- File post-show report, if required.