

# Guidelines for Permitting – Pyrotechnic, Special Effects, & Recreational Fires



**DISTRICT**  
FIRE DEPARTMENT

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## Introduction

A Pyrotechnic, Special Effects, & Recreational Fire (PT) permit is required for:

1. The display of fireworks
2. The use of pyrotechnics in front of a proximate audience
3. Haze, fog, or other theatrical smoke inside any structure
4. Recreational fires (for example, fire pits, outdoor fireplaces, tiki torches)

Display of fireworks shall conform to NFPA 1123: *Code for Fireworks Display*. The use of pyrotechnics in front of a proximate audience shall comply with NFPA 1126: *Standard for the Use of Pyrotechnics Before a Proximate Audience*.

## General Permitting Requirements

All permit application and submittal packages shall be submitted by registered users of the online permitting system, Accela Citizen Access (ACA) at: <https://ca.rcid.org/CitizenAccess/>.

Request for registration to apply for permits via ACA shall be sent to [permitting@oversightdistrict.org](mailto:permitting@oversightdistrict.org).

## Pyrotechnic Permit Applications Deadline

Pyrotechnic permit applications shall be submitted a minimum of 21 days in advance of the event. Revisions will not be considered within 3 days of the event. Sufficient time shall be allotted to gain the necessary credentials and licensing for the permitting process.

The permit and plan review process may take longer if incomplete information is provided or additional information is required. To ensure timely processing, it is suggested that the permit application process be initiated as early as possible, but no more than 6 months in advance.

## Permit Duration

Pyrotechnic permits for temporary events are issued only for the duration of the event. Ongoing or daily operating shows may be permitted for up to one year.

## Licensing Requirements

Permittees providing services that do not require construction licensing will be required to provide proof of local Business Tax Receipt when working within the Central Florida Tourism Oversight District ("CFTOD"). These may be obtained through Orange County or Osceola County as applicable.

## Proof of Insurance

A certificate of insurance in the amount of \$1,000,000.00 shall be submitted with all pyrotechnic permit applications. The Central Florida Tourism Oversight District shall be listed as an additional insured and as the certificate holder. When listing additional insured and certificate holder, the document should read: Central Florida Tourism Oversight District, a special taxing district of the State of Florida.

A certificate of insurance is not required when permitting haze, fog, and theatrical smoke effects, or recreational fires.

Provided that a permittee has a tangible net worth (i.e., excluding "goodwill") calculated in accordance with generally accepted accounting principles equal to or greater than \$25,000,000.00, as verified by a

certified public accounting firm, permittee's insurance may include a self-insured amount, which shall be a commercially reasonable amount given the size and financial strength of the permittee and the affiliated group of entities of which permittee is a part that are covered under the same insurance program.

## Submitting Documents for Plans Review

The permittee shall prepare and submit plans to the District for approval. All plans shall be drawn to scale, illustrate compliance with applicable codes, and contain the following information:

1. Name of the person, group, or organization sponsoring the event
2. Name and phone number of the onsite contact
3. Date and time of the event
4. Building address or event location

Detailed requirements for specific displays can be found at the end of this document.

## Revisions

Revisions for permits that have been issued may be submitted for pyrotechnic permits that are still open. Revisions shall be subject to plan review and approval by the District.

## Inspections

Inspections may be required prior to any use of fireworks, pyrotechnics or camp fires and shall be scheduled via Interactive Voice Response (IVR) or online via ACA. At the request of the Fire Marshal, a demo of the proposed product may be required prior to issuance of the permit. If requested, the product may be required to be tested in venue. After hours / weekend inspections are available and will be charged in accordance with the District's after-hours inspection policy.

## Firewatches

The use of pyrotechnics inside any structure will require firewatch provided by District personnel. When it is determined that a firewatch will be required, the permit will not be issued until all fees are paid and the firewatch is scheduled. At the discretion of the Fire Marshal, certain other special effects or use of flame may require a firewatch depending on the location and nature of the effect.

Contact [fireprevention@oversighdistrict.org](mailto:fireprevention@oversighdistrict.org) for questions regarding fees or firewatches.

## Requirements for Fireworks or Pyrotechnic Displays

Plans for display of fireworks shall comply with NFPA 1123 and contain the following information:

1. Name, age and telephone number of the person and/or business in charge of firing the pyrotechnics/fireworks (i.e., the pyrotechnic operator) **Note: Pyrotechnic operators are required to be 21 years of age. Proof of age (Driver's License) will be required;**
2. Names, ages, and telephone numbers of all assistants who are to be present. **Note: Assistants are required to be 18 years of age. Proof of age (Driver's License) will be required;**
3. Qualifications/experience of the operator (resume), including the operator's experience with devices and effects to be used, and a description of assistant responsibilities. Note: documentation of pyrotechnics training certification is required.;

4. A copy of the license from the Department of Treasury-Bureau of Alcohol, Tobacco and Firearms User-Limited Permit (18 U.S.C. Chapter 40, Explosives);
5. Evidence of the permittee's insurance or financial responsibility;
6. A site plan of the launch site or facility where the event is to be held that shows (*as applicable*):
  - a. North arrow
  - b. Likely wind direction
  - c. The locations at which the pyrotechnics / fireworks are to be fired
  - d. The fallout radius for each product used in the performance
  - e. Spectator viewing areas
  - f. Significant ground features (including buildings, structures, parking areas)
  - g. Overhead obstructions
  - h. Public rights of way
  - i. Location of significant roadways, including access and control points
  - j. Traffic plans indicating the flow of vehicles into and out of the site before and after the display
  - k. Location of pyrotechnic / fireworks storage areas
  - l. Location and type of required fire extinguishers
  - m. General arrangement and size of mortars at the discharge site
  - n. Location of emergency vehicle staging area and access routes
7. Product inventory (see attached worksheet)

Permits are required to be kept onsite at the venue while the permittee is preparing for, performing, and breaking down from event for which the permit was granted. Permittees must be able to provide, upon request by the Fire Marshal or authorized District representative, the required permit(s) for an event.

Permittees eligible to be self-insured as described above (see Proof of Insurance) who obtain an excess of 75 permits annually from the District are exempt from submitting the following information with the permit application, provided that the information is made readily available to the Fire Marshal when requested:

1. Name, age and telephone number of the person in charge of firing the pyrotechnics/fireworks (i.e., the pyrotechnic operator);
2. Names, ages, and telephone numbers of all assistants who are to be present;
3. Qualifications/experience of the operator (resume), including the operator's experience with devices and effects to be used, and a description of assistant responsibilities; and
4. A copy of the license from the Department of Treasury-Bureau of Alcohol, Tobacco and Firearms User-Limited Permit (18 U.S.C. Chapter 40, Explosives).

## Requirements for Pyrotechnics Used Before a Proximate Audience (in/outdoor)

In addition to the requirements for fireworks or pyrotechnics, the following information is required to be submitted when using pyrotechnics in front of a proximate audience:

1. Point of on-site assembly of pyrotechnic devices;
2. Safety data sheet (SDS) for the materials to be used;
3. Certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame-retardancy;
4. Certification that all materials worn by performers in the fallout area during use of pyrotechnic effects are inherently flame-retardant or have been treated to achieve flame-retardancy; and
5. Plans for bypassing & returning to service smoke detection or air handling equipment (as applicable).

## Applicability of NFPA 1123 and NFPA 1126 to Aerial Splitting Shells

Spectator viewing distances for aerial splitting shells shall utilize NFPA 1123 separation distances as described in both NFPA 1123 and NFPA 1126.

Where a product has special characteristics, the District may evaluate these characteristics based on product data and/or testing. However, if no product information is available, the District will utilize the minimum spectator distances provided in Chapter 5, NFPA 1123, which are based on the internal diameter of the mortar used for the device.

## Requirements for Special Effects

Indoor haze, fog, or other theatrical special effects that are not of a pyrotechnic nature will require the following information to be submitted:

1. A site plan showing the effect in relation to stage, performers, occupants;
2. Safety data sheet (SDS) for the materials to be used; and
3. Plans for bypassing & returning to service smoke detection or air handling equipment (as applicable).

Outdoor use of haze, fog, or other theatrical smoke effects do not require permitting. However, caution should be taken to ensure outdoor smoke effects are located away from building HVAC intakes.

## Requirements for Use of Recreational Fires

Fire pits, outdoor fireplaces, campfires and other recreational fires require submittal of a site plan and manufacturer's operations manual. Recreational fires require constant attendance by a responsible individual and a garden hose attached to a water supply and available for immediate use. Any fire pits using liquid propane gas are required to be listed by an approved testing laboratory prior to use.

The Site Plan shall be dimensioned and indicate:

1. The location of fire pits;
2. The location of the audience;

3. The location of the flame attendant. This person shall be in constant attendance when the fire pit is used;
4. The location of the required water supply/ garden hose. It must be readily available to the fire pit;
5. The fuels used and their estimated consumption;
6. Storage and holding areas and their capacities;
7. Supplemental fire protection features, including the location and type of required fire extinguishers;
8. Emergency response procedures; and
9. Means of egress

A product manual showing the operational warnings and all product listings shall be provided with the permit package. Products should be listed to a national standard such as *CSA 2.41-2014/ANSI Z21.97-2014*.

## Permitting Checklist – Firework, Pyrotechnics and Proximate Audiences

For timely processing of your permit, use the following check lists to ensure all required documentation is provided in your application.

### *General Information*

<input type="checkbox"/>	An Accela Citizens Access account has been created.
<input type="checkbox"/>	A business tax receipt is on file with permitting services.
<input type="checkbox"/>	Proof of insurance has been included in the permit application.

### *Requirements for Fireworks or Pyrotechnic Displays*

<input type="checkbox"/>	Name, age and telephone number of all pyrotechnic operators and assistants. <b>Pyrotechnic operators are required to be 21 years of age. Pyrotechnic assistants are required to be 18 years of age. Proof of age (Driver's License) will be required.</b>
<input type="checkbox"/>	Qualifications/experience of all pyrotechnic operator (resume) including references.
<input type="checkbox"/>	A copy of the license from the Department of Treasury-Bureau of Alcohol, Tobacco and Firearms User-Limited Permit (18 U.S.C. Chapter 40, Explosives)
<input type="checkbox"/>	A site plan complying with this guideline (see above).
<input type="checkbox"/>	Product inventory sheet

### *Requirements for Pyrotechnics Used Before a Proximate Audience (in/outdoor)*

**In addition to the requirements for fireworks or pyrotechnics, the following information is required to be submitted when using pyrotechnics in front of a proximate audience.**

<input type="checkbox"/>	Point of on-site assembly of pyrotechnic devices
<input type="checkbox"/>	Safety data sheet (SDS) for the materials to be used
<input type="checkbox"/>	Certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame-retardancy
<input type="checkbox"/>	Certification that all materials worn by performers in the fallout area during use of pyrotechnic effects are inherently flame-retardant or have been treated to achieve flame-retardancy
<input type="checkbox"/>	Plans for bypassing & returning to service smoke detection or air handling equipment (as applicable)



## Permitting Checklist – Special Effects

### *General Information*

<input type="checkbox"/>	An Accela Citizens Access account has been created.
<input type="checkbox"/>	A business tax receipt is on file with permitting services.

### *Special Effects*

<input type="checkbox"/>	A site plan showing the effect in relation to stage, performers, occupants
<input type="checkbox"/>	Safety data sheet (SDS) for the materials to be used
<input type="checkbox"/>	Plans for bypassing & returning to service smoke detection or air handling equipment (as applicable)

## Permitting Checklist – Recreational Fires

### *General Information*

<input type="checkbox"/>	An Accela Citizens Access account has been created.
<input type="checkbox"/>	A business tax receipt is on file with permitting services.

### *Recreational Fires*

<input type="checkbox"/>	A site plan complying with this guideline (see above).
<input type="checkbox"/>	A garden hose with water readily available or sufficient fire protection (see above)
<input type="checkbox"/>	Owner/operation/installation manual for any fire pits/heaters/fire places. The devices must be listed.

