



**State Fire Marshal's Office**  
**Virginia Department of Fire Programs**



Application for Permit to Operate Flame Effects INSIDE State-owned Buildings and OUTDOORS on State-owned Property Before a Proximate Audience

**INSTRUCTIONS**

**160**

**All information must be printed in ink or typewritten.**

**Submit two (2) copies of this application and all its attachments to the SFMO. The SFMO must be in receipt of this application not less than 15 days prior to the event to avoid an increase in the required fee. A post mark or its equivalent is not the determining factor for having submitted an application in a timely manner. See the fee increase schedule in Statewide Fire Prevention Code Section 107.13 for information on applications received less than 15 days prior to the planned event.**

**Line 1.** Provide name of person or company applying for a flame effects permit.

**Line 2.** List telephone number where applicant may be reached.

**Line 3 & 3b.** Use mailing address the applicant can expect the quickest delivery service. If available, provide email address and/or fax number.

**Line 4.** What is the physical address (location) of the permit applicant if it's different from the mailing address given?

**Line 5.** List city, state and zip code for the complete mailing address.

**Line 6.** Provide the firework vendor's Federal Identification Number as provided by the IRS.

**Line 7.** Print the name of the person who is representing the applicant listed on Line 1 and whose signature appears on Line 16.

**Line 8.** The use of flame effects before an audience is governed by provisions contained in the Virginia Statewide Fire Prevention Code (SFPC) and its incorporated NFPA 160-06 standard. **This application is for a permit to use flame effects on a temporary basis.** For flame effects that are to be used for a period greater than 180 days, the applicant should consult with the SFMO for further direction or information on permanent flame effects.

▶ If in tandem with **Fireworks** – A permit to use flame effects does not confer approval to use fireworks or pyrotechnics. To use fireworks or pyrotechnics in tandem with flame effects, a separate application is to be completed and submitted with this application as a package. If fireworks are to be used, check the box located in the "note" below Line 8.4.

▶ Check each circumstance flame effects will be used and whether it will be inside or outside a building or both.

**Line 9.1 through 9.3.** Print the name and address of the venue at which flame effects will be used along with the name and telephone number of the venue manager.

**Line 10.** Provide the date and time-frame the use of flame effects will occur.

**Line 10.1.** The box is to be checked if the use of flame effects will occur on multiple, consecutive dates. Checking the box for Line 10.1 is intended to apply **only** to those multi-day displays that are identical in location, types and numbers of devices. If the dates are not consecutive, if the number and/or types of flame effects are not identical to the day before, or if identical device setups will occur at different locations or dates, a new permit is required.

If multiple dates are planned for identical setups, list the additional dates and times on a separate sheet. Label or indicate at the top of the sheet that it's an attachment for line #10.1.

**Line 11** The SFPC provides an opportunity for the operator to prove to the fire official, sponsor and venue manager that the flame effects and devices will operate as planned and within the safety parameters required by the SFPC. Designate a date and time at which a walk-through can begin and a representative demonstration will be available.

**READ AND COMPLY WITH APPLICATION INSTRUCTIONS!**

**Line 12.** Check the classification of the flame effects system as they are described in NFPA 160.

**Lines 13.1 and 13.2.** Provide the name and age of the operator who will be in responsible charge of the flame effects along with the name and age of any assistants.

**Line 14 through 14.6.** A plan for the use of flame effects is to be submitted to the SFMO as part of the permit application. The plan is also to be readily accessible at the venue where flame effects will be used and is subject to inspection.

The specifics of the plan are to be in conformance with the standard. Once accepted, approved and a permit is issued, all subsequent additions or modifications are to be pre-approved before using any modified flame effects. The plan should account for each appropriate item for the circumstance the effect will be used.

Line 14.1 contains items that should be addressed in the plan and are common between indoor and outdoor flame effects.

Line 14.2 contains items that should be addressed and are specific to the outdoors.

Line 14.3 contains items that should be addressed and are specific to the indoors.

Line 14.4 lists items the plan should address as they relate to the operator’s knowledge, skills and abilities. It should also address the level of control the operator or performer have on the flame effects.

Line 14.5 lists items that deal with unattended effects.

Line 14.6 deals with the certification of costumes, set, scenery, and rigging materials being inherently flame-retardant or have been treated to achieve flame retardancy when exposed to flame effects when such items are exposed to or are in the area affected by a flame effect device.

**Line 15.** Attestation that is largely self-explanatory but should be read carefully. Attention should be given to the “special instructions” in the box above Line 15 along with the timeliness of submitting the application and its affect on determining the correct permit fee.

If flame effects are used in tandem with fireworks or pyrotechnic devices, the flame effects permit becomes secondary to the fireworks permit for the purpose of determining the correct permit fee.

The following are examples of the correct fee when flame effect is used in tandem with fireworks or pyrotechnic devices.

	<u>One day – Indoor</u>	<u>One day - Outdoor</u>
Pyro	\$350	\$250
Flame	<u>\$100</u>	<u>\$100</u>
<b>Total</b>	\$450	\$350

<u>Identical Multi-day – Indoor</u>			
	1 <sup>st</sup> day	plus	Each consecutive day
Pyro	\$350		\$150
Flame	<u>\$100</u>		<u>\$ 75</u>
<b>Total</b>	\$450		\$225

<u>Identical Multi-day – Outdoor</u>			
	1 <sup>st</sup> day	plus	Each consecutive day
Pyro	\$250		\$150
Flame	<u>\$100</u>		<u>\$ 75</u>
<b>Total</b>	\$350		\$225

**Lines 16.** Signature line for the person listed on Line 7.

**The lack of the correct permit fee or an incomplete application is cause for the application to be returned to the applicant without further processing.**



READ AND COMPLY WITH APPLICATION INSTRUCTIONS!



**APPLICATION FOR PERMIT TO OPERATE FLAME EFFECTS INSIDE STATE-OWNED BUILDINGS AND OUTDOORS ON STATE-OWNED PROPERTY BEFORE A PROXIMATE AUDIENCE**

1. Name/Company:	2. Company Phone #:
3. Mailing address:	
3b. Email address:	FAX #:
4. Physical address if different from Line 3:	
5. City/State/Zip:	6. F.I.D. (Federal Identification Number):

7. Printed name of applicant representative whose signature appears on Line 16.
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8. As they may apply, check each of the following temporary\* circumstances for which application is being made. [\* Any flame effect that is for a period greater than 180 days is not considered temporary. The SFMO should be consulted for any further information or direction for permanent flame effects. ]

- 8.1.  The rehearsal of any production incorporating flame effects intended to be presented before an audience.
- 8.2.  The use of flame effects before an audience.
- 8.3.  The use of flame effects while rehearsing, videotaping, audio taping, or filming of any television, radio, or movie production where such production takes place before a proximate audience.
- 8.4. The use of flame effects will occur  outside  inside  both inside and outside a building.

**Note:** This application and any permit issued as a result do not confer specific approval to use pyrotechnic devices. A separate application and permit is required for the use of fireworks or pyrotechnic devices.

**Check here if flame effects will be used in concert with pyrotechnics.** Complete application for fireworks or pyrotechnics and submit with this flame effects application. See instructions for appropriate permit fee to be included.

**9. Venue**

9.1. The name of the venue at which the use of flame effects will take place is:	
9.2. Provide venue location using complete street address.	
9.3. Name of venue manager. (Print)	Telephone number.

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**10.** The use of flame effects will occur on:

(Date): \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ beginning at (time) \_\_\_\_\_:\_\_\_\_ am/pm and end at (time) \_\_\_\_\_:\_\_\_\_ am/pm.

**10.1.** [ ] Check this box if the use of identical flame effects and device setups will occur on multiple consecutive days (sequential dates). List all the dates and times on a separate page and attach it to this application. (See application instructions for Lines 10 and 10.1.)

**11.** A walk-through and representative demonstration of the flame effects may be required by the SFMO. The demonstration will be available to commence on (date) \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ at (time) \_\_\_\_\_:\_\_\_\_ AM / PM prior to the first rehearsal, production and/or performance at which the flame effects will be used. The demonstration will be completed and followed with sufficient time afterward to allow the resetting of the flame effects before the arrival of any audience. (Sec 5.4.2) **IMPORTANT:** If the demonstration is not ready or is not performed in a timely manner, the applicant and venue manager risk a delay or denial for the use of flame effects because sufficient time was not provided for demonstration and reset prior to audience arrival, and would not be a qualifying reason for a refund of the permit fee.

**12.** Of the following, the classification of the flame effects system is: (check all that may apply)

[ ] Group 1    [ ] Group 3    [ ] Group 4    [ ] Group 5    [ ] Group 6    [ ] Group 7

(Note: "Listed" Group 2 effects are not included per NFPA 160 Section 1.3.3[d].)

**13.** Operator, Assistants and Flame Effects Specifications.

<b>13.1</b> Name of the flame effect operator who is not less than 21 years of age (8.4) and will be in responsible charge of the effect and its operation.	
Name: (Print – Last, First, MI)	Age.

<b>13.2</b> Name of Assistants to the flame effect operator.	
Names (Print – Last, First, MI)	Ages.

<b>13.4.</b> List the number and types of flame effects. (Attach additional pages as needed) (5.1.3.1)	

**14. Design Plan Based on Location.** The operator shall have the flame effects operating instruction(s) readily available at all times the flame effect devices are in place. (Section 5.3.2) A design plan for flame effects based on

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location, indoor or outdoor, is to be included as part of this application and is to be readily available at the location noted on Lines 9.1 and 9.2. (5.2.2.1; 5.3.1.1 and 6.1.2) As the items may apply, the design plan is to include the following:

### Design Plan Specifications (Basic)

**14.1.** [ ] Outdoors and Indoors. A site plan showing the following: (5.3.1.2 and B.1.1.1)

- 14.1.1. A narrative description of the flame effect.
- 14.1.2. The location of flame effect devices to be fired and their controls and control sequence. (6.2.1)
- 14.1.3. The area affected by the flame effect device. (5.3.1.2[c])
- 14.1.4. Documentation for combustible materials used for construction of the flame effects have been rendered flame retardant.
- 14.1.5. The location of the audience.
- 14.1.6. The fuels used and their estimated consumption.
- 14.1.7. Flammable materials piping.
- 14.1.8. Storage and holding areas and capacities.
- 14.1.9. Means of egress.
- 14.1.10. Emergency operations and supplemental fire protection features. (7.9)
- 14.1.11. A current material safety data sheet for the fuel consumed in the flame effect.

**14.2.** [ ] Outdoors (B.1.1.1)

- 14.2.1. Weather, with safety provisions provided to halt the effect where safe operation of the flame effect can be influenced by hazardous weather conditions.
- 14.2.2. Security against intrusion.
- 14.2.3. Egress.
- 14.2.4. Clearance to combustibles.
- 14.2.5. Fire protection.

**14.3.** [ ] Indoors (B.1.1.2)

- 14.3.1. Where used to exhaust the products of combustion of a flame effect, ventilation with means provided to prevent fuel flow in the event the source of ventilation air is interrupted.
- 14.3.2. Clearance to combustibles.
- 14.3.3. Egress

- 14.3.4. Environment.
- 14.3.5. Fire protection.
- 14.3.6. Life safety provisions.
- 14.3.7. Security against intrusion.

**14.4.** [ ] Flame Effect Operator Participation. (B.1.2)

- 14.4.1. Control by the operator or performer during start-up, operation, and shutdown.
- 14.4.2. Operator in attendance during effect.
- 14.4.3. Training of operators.

**14.5.** [ ] For Unattended Effects. (B.1.2.2)

- 14.5.1. Design for unattended operation.
- 14.5.2. Supervision of automatic systems.
- 14.5.3. Audience proximity/audience intrusion prevention.
- 14.5.4. Control type — automatic.
  - Show events cued by a control system (mechanical or electrical).
  - Different levels of automatic operation.
  - Requirements to be developed for flame effect control systems.
- 14.5.5. Manual control type — operator or technician supervision of the flame effect device performance in open view.
- 14.5.6. Control location
- 14.5.7. Local control.
  - A flame effect controlled by an operator who has a clear view of the flame effect area.
  - Remote control
- 14.5.8. Fuel supply and fuel additives.
  - Portable
  - Fixed

**14.6.** [ ] Certification that costumes, set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy when exposed to flame effects. (See Line 14.1.3)

### Special Instructions

**Submit two (2) copies of this application complete with all attachments to the SFMO.** (Photocopy of complete application package is acceptable.) **The SFMO must be in receipt of this application at the address listed below not less than 15 days prior to the event to avoid a higher required fee. A post mark or its equivalent is not the determining factor for having submitted an application in a timely manner.** See the fee increase schedule in Section 107.13 of the Statewide Fire Prevention Code for information on applications received less than 15 days prior to the event.

If an application is received with incomplete information or incorrect fee, the application may be returned without further processing resulting in the potential of a higher fee based upon SFMO receipt of a complete application and the fee schedule as found in SFPC Section 107.13.

After initial review and conditional approval, a SFMO representative will meet and/or finalize the permit at the location and date indicated on Line 10.

**READ AND COMPLY WITH APPLICATION INSTRUCTIONS!**

**15.** By my signature below, I attest the information provided is complete and accurate. I acknowledge and agree to comply with all applicable requirements of the Virginia Statewide Fire Prevention Code (SFPC) and the referenced NFPA 160-06 standard governing the use of flame effects before an audience even those not specifically covered or expressed on this application.

I also acknowledge that if a permit is issued it shall be valid only at the location listed on the application and for the specific date(s) and time(s) for which it is issued and will expire at 12:01 AM on the date(s) provided on Lines 10 and/or 10.1 whichever is later. (5.1.3.2)

If approved to proceed, I acknowledge that **a copy of this application and all its attachments will be available on-site during the date(s) and time(s) noted on Line 10 and 10.1** and constitute approval to proceed with the activity applied for. I further acknowledge and understand that any SFPC violations identified after approval to proceed may result in denial of final permit issuance or immediate suspension or revocation of a permit.

In the form of a check or money order made payable to the **TREASURER OF VIRGINIA**, this application and attachments are being submitted with the required permit fee in accordance with the following:

Flame effect only:

\$300 for one day only.

\$300 for the first day and \$150 per day for each consecutive day of identical multi-day events.

- OR -

Conducted as part of a firework (pyrotechnic) display, in addition to the firework permit fee(s), add:

\$100 for one day only.

\$100 for the first day and \$75 per day for each consecutive day of identical multi-day events.

(IMPORTANT: For additional examples of fee structure, see application instructions for Line 15.)

<b>16.</b> Signature of person whose name is printed on Line 7.	Date:
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Two copies of the application and attachments are to be delivered to:

State Fire Marshal's Office  
Virginia Department of Fire Programs  
1005 Technology Park Drive  
Glen Allen, Virginia 23059-4500

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**PERMIT**

To be completed by SFMO personnel only:

Preliminary application review performed by (print name): \_\_\_\_\_

Conditional approval to proceed: [ ] Yes [ ] No, with the reason being: \_\_\_\_\_

\_\_\_\_\_ Preliminary review date: \_\_\_\_\_

Final action on application is for: [ ] Approved [ ] Not Approved

Final reviewer's comments, additional conditions, or reasons for non-approval:

Signature of Final SFMO reviewer: \_\_\_\_\_ Date: \_\_\_\_\_