



VIRGINIA STATE FIRE MARSHAL'S OFFICE
APPLICATION FOR PERMIT TO OPERATE FLAME EFFECTS
BEFORE AN AUDIENCE ON STATE-OWNED PROPERTY

160

ALL INFORMATION MUST BE PRINTED IN INK OR TYPEWRITTEN

1. Applicant Name (<i>Full Name</i>):	2. Applicant Phone #:
3. Applicant Email address:	4. Applicant Mobile Phone #:
5. Trade or Business Name:	6. Business Phone #:
7. Premises Address (<i>No., Street, City, State, Zip Code</i>):	8. Fax #:
9. Mailing Address (<i>If different from address on Line 7</i>):	10. FEIN (<i>Federal Employer Identification Number</i>):
11. Use location (<i>address, name of complex or facility, building number, etc</i>):	12. GPS Coordinates (<i>If Outdoors</i>):

13. The use of flame effects will occur ☐ inside ☐ outside ☐ both inside and outside a building / structure

14. Term of installation: ☐ Permanent Installation ☐ Temporary Installation

15. Check **all** that may apply and for which application is being made:

- ☐ The use of flame effects before an audience.
- ☐ The rehearsal, videotaping, audio taping, or filming of television, radio, or movie production.
- ☐ The rehearsal of any production incorporating flame effects.

NOTE: A separate application and permit is required for the use of Pyrotechnics [1126]

16. Sponsorship / Venue.

15.1. Sponsor (*Responsible group / organization*): _____

15.1.1 Sponsor Email: _____ 15.1.2 Sponsor Phone#: _____

15.2. Venue / Property contact (s): _____

15.2.1. Venue E-mail: _____ 15.2.2 Venue Phone#: _____

17. The use of pyrotechnic materials and/or devices will occur on:

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

☐ Check this box if the firing of identical flame effects will occur on multiple consecutive days (sequential dates). List all the dates and times on a separate page and submit as an attachment.

18. A walk-through and demonstration of the pyrotechnics will be available on (date) ____ / ____ / 20____
at (time) ____: ____ AM / PM.

19. Classification of the flame effect system, check **all** that may apply:

☐ Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ Group 5 ☐ Group 6 ☐ Group 7

20. Operators, Assistants and Flame Effect Specifications.

20.1. Flame effect operator (*Shall be at least 21 years of age*)

Name (<i>Full Name</i>)	Age	Mobile Phone #

20.2. List the name and ages of all assistants who will be present (*attach additional pages as needed*):

Full Name (Print)	Age

20.3. List the number; name and description of flame effects to be used (*attach additional pages as needed*):

#	Name and/or description

21. Required Attachments

- A Flame Effect Plan (*see instructions*),
- Documentation that combustible materials (*each*) within the operational area of the flame effects (set, scenery, costumes, and rigging materials) are inherently or have been rendered flame retardant in accordance with NFPA 701,

[] Check this box if this item is not applicable to the circumstance,
- Fire watch plan.

The completed application and attachments are to be accompanied by the required and non-refundable fee of **\$300.00** when received not less than 15 days prior to planned use or **\$500.00** when submitted less than 15 days. Flame effects incidental to a permitted pyrotechnics display **\$150** (flame effects must be individual or group effects that are attended and manually controlled). Fee is to be paid in the form of a check or money order payable to the **TREASURER OF VIRGINIA** and is to be submitted to:

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

NOTE: Inspection fees will be assessed at a rate of \$60 per staff member per hour during normal business hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.) and at a rate of \$90 per hour at all other times (nights, weekends, or holidays).

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 standards.

I acknowledge that if a permit is issued it shall be valid only at the location listed on Lines 4 and 5 and for the specific date(s) and time(s) for which it is issued.

I acknowledge responsibility for all inspection fees and agree to pay assessed fees in a timely manner.

I acknowledge that a permit is conditional upon continued compliance with the SFPC.

22. Signature of "designated individual" (*person listed on line 13*):

23. Date:

Application Instructions

(Do **NOT** return this page with the completed application)

ALL INFORMATION MUST BE PRINTED IN INK OR TYPEWRITTEN

Lines 1 and 2: Self-explanatory.

Line 3: Provide an email address to receive timely communications from the SFMO.

Lines 4 through 13: Self-explanatory.

Line 14: Permanent is an installation of flame effects with a duration of longer than 180 days. Temporary is an installation of flames effects with duration of 180 days or less within a 12-month period in a single venue.

Lines 15 through 20: Self-explanatory.

Line 21: The Flame Effect Plan shall include:

- A narrative description of the flame effect(s),
- Diagram of effect control and piping components,
- Sequence of operation, to include control functions, of the effect,
- The location of flame effect devices to be fired and their controls and control sequence,
- Fuel supply (*portable and/or fixed*),
- The area affected by the flame effect device(s),
- The location of the audience and the lines for which the audience will be restrained,
- The location of security – intrusion prevention,
- The clearance to combustibles,
- The fuels used and their estimated consumption,
- Air for combustion and ventilation for indoor effects,
- Storage and holding (lockable) areas and their capacities for flammable fuels,
- Supplemental fire protection features and/or portable fire extinguishers location(s),
- Emergency response procedures,
- Means of egress,
- Current Safety Data Sheet (SDS) for the fuels consumed in the flame effect,
- The location of any overhead obstructions,
- If outdoors, describe the safety provisions to halt the effect where safe operation can be influenced by hazardous weather.
- In addition, if unattended effects:
 - Design for unattended operation,
 - Supervision of automatic systems,
 - Control location

Lines 22 and 23: Self-explanatory