

Fire Permit Submittal Checklist

Commercial Fireworks Display

For projects in Kenmore
& Lake Forest Park



This checklist and application cover the requirements for the setting up and discharge of commercial fireworks as regulated by International Fire Code, NFPA 1123, NFPA 1124, and Shoreline Fire Department Standards, SHFDS 10. One fire permit is required for each separate display.

Name _____ Company _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

Event Location _____ - _____

The following information is needed to submit a commercial fireworks display application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

To access this
checklist online
visit [shorelinefire.com](http://shorelinefire.com/fire-permit-checklists)
[/fire-permit-checklists](http://shorelinefire.com/fire-permit-checklists)



Please review City of Kenmore Municipal Code (KMC) or City of Lake Forest Park Municipal Code (LFPMC) to learn about each City's amendments to the International Fire Code (IFC). If you have questions about the City's fire code or submittal requirements, please email the **Fire Marshal's Office** at fmo@shorelinefire.com; staff can walk you through the requirements.

Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

Applications for this type of permit must be submitted electronically.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for stamps.

Drawings must be clear, and information must be legible. Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Required Documents

- [Permit Application](#) (For projects in Kenmore & LFP)
- Submittal Fee
 - Please reference the [Permit fee schedule](#) for current application fees.
- Cut Sheets
 - Technical specifications and details for devices being discharged (shell size and dispersal height).
- Site Plan
 - Please review site plan requirements outlined in NFPA 1123.
 - Site plan for a commercial fireworks display must show the following:
 - General layout of area including spectator area, launching/control area, and fall out areas.

- Location of surrounding areas includes parks, parking lots, boat launches/storage etc.
- Proposed storage areas of fireworks to be used.
- Exclusion zones
- Escape routes for pyrotechnicians.
- Contractor Information
 - Provide proof of contractor licensing (pyrotechnic License) State of Washington.
 - Name, phone number and/email address of pyrotechnic company
 - Certificate of Insurance

Other documents as required:

- Additional applications or permits as required by the City of Kenmore or Lake Forest Park.

Inspections

Inspections are scheduled through the Shoreline Fire Department Fire Marshal's Office at inspections@shorelinefire.com. **A site inspection will be required prior to the event.**