



West Virginia State Fire Marshal's Office
Regulatory & Licensing Division

Application for Consumer Fireworks Certificate
TEMPORARY

WV State Fire Marshal
1207 Quarrier Street
Charleston, WV 25301
Phone: (304) 558-2191

Updated 01/2017

Instructions and Information on obtaining a West Virginia Consumer Fireworks Certificate

- Please complete the application printed legibly in **blue** ink or using a printer.
- Processing of your application will be delayed if this application and other forms are incomplete.
- Submission of the application does not authorize the applicant to engage in the requested activity. You must obtain the actual Certificate before commencing operations. Please submit your application at least 60 days prior to you planned start of operations.
- A separate application is required for each location in which consumer fireworks are sold.
- All requirements of 103CSR4 & NFPA 1124 Edition 2006, SHALL be complied with.
- It is recommended that the Wholesaler, Distributor or Importer assist with this application packet.
- With this application, the applicant shall submit:
 - ✓ A copy of your WV business license.
 - ✓ Copy of current liability insurance coverage.
 - ✓ Completed and signed Outdoor Storage application (If Applicable)
 - ✓ A complete proposed inventory of all Consumer Fireworks to be sold and/or stored at this location.
 - ✓ A detailed sales floor layout noting exiting and CFRS sales area.
 - ✓ Google Earth or similar style Site Plan showing the Temporary CFRS location noting separation distances and all outdoor storage in reference to any landmarks or roadways.
 - ✓ Required Fees
 - CFRS shall post a CFRS Certificate within 5' of every public entrance.
- If the application is approved, you will receive a Certificate in the mail. If the application is denied, we will advise in writing the reason(s) for denial.
- Please be aware that there is a non-refundable, \$40.00 application and review fee. This shall be a **separate check**, not to be combined with payment for any other application.
- Please be aware that there is a non-refundable, \$100.00 Outdoor Storage Unit(s) fee(s) (if applicable). This shall be a **separate check**, not to be combined with payment for any other application.
- Please be aware that there is a non-refundable, \$500.00 certification fee. This shall be a **separate check**, not to be combined with payment for any other application.



**Application for a West Virginia
TEMPORARY
Consumer Fireworks
Retail Sales (CFRS)
(Certificate is Non-Transferrable)**

Office Use Only

Be sure that all sections of this application are completed in **print and are legible.**

Please read the instructions carefully before completing the application

Owner Name					
Mailing Address	Street				
	City		State		ZIP
Owner Phone #	Main		Cell		
Email Address			Fax		

CFRS Responsible Person			Title	
Responsible Person Phone #	Main		Cell	
Email Address			Fax #	
Driver's License Number			State of Issue	

Consumer Fireworks Retail Store Name (CFRS)						
Dbas (if different from above)						
CFRS WV Business License #				WV Tax Identification #		
CFRS Address	Street					
	City		State		ZIP	
CFRS Phone #	Main		Fax			
CFRS GPS Coordinates	LAT			LONG		
CFRS Scheduled Dates and Times for Sales	Sunday	Monday	Tuesday	Wednesday	Thursday	Saturday
Time and Date when the Operator and Product will arrive			Projected Opening Date			
The number of Public Entrances in this CFRS facility	_____ Front		_____ Back		_____ Side	

Wholesaler/Importer/Distributor must be licensed to sell consumer explosives with WV State Fire Marshal's Office	
Wholesaler/Importer/Distributor Name	
WVSFM Permit No.	

Any false information provided in this application shall result in revocation of the permit			
This application and the information contained here-in are true and correct. I am aware that any false statements made herein may result in revocation of my registration and may be subject to criminal proceedings in accordance with West Virginia State Code. I am aware that I must obey all procedures in accordance with 103CSR4 & NFPA 1124 Edition 2006, and failure to do so may result in receiving citations issued by the WV State Fire Marshal.			
Signature Owner		Date	
Signature Responsible Person		Date	
Property Owner/Landlord(s) Authorization for CFRS			
Signature		Date	

FEE COMPUTATION:

Outdoor Storage Units (If Required)		x \$100.00	
Business locations registered			\$500.00
Application Fee			\$40.00

- **REMINDER:**
 - ✓ Please be aware that there is a non-refundable, \$40.00 application and review fee. This shall be a *separate check*, not to be combined with payment for any other application.
 - ✓ Please be aware that there is a non-refundable, \$100.00 Outdoor Storage Unit(s) fee(s) (if applicable). This shall be a *separate check*, not to be combined with payment for any other application.
 - ✓ Please be aware that there is a non-refundable, \$500.00 certification fee. This shall be a *separate check*, not to be combined with payment for any other application.

Make Remittance Payable to:
WV State Fire Marshal's Office
1207 Quarrier Street 2nd Floor
Charleston, WV 25301

Mail Completed Application to:
WV State Fire Marshal's Office
1207 Quarrier Street 2nd Floor
Charleston, WV 25301



Department of Military Affairs and Public Safety

Governor Jim Justice

Cabinet Secretary Jeff S. Sandy, CAMS, CFE

State Fire Marshal Kenneth E. Tyree, Jr.

Phone: (304) 558-2191

Fax: (304) 558-2537

OFFICE OF THE STATE FIRE MARSHAL

1207 Quarrier St, 2nd Floor

Charleston, WV 25301

www.firemarshal.wv.gov

AFFIDAVIT FOR CONSUMER FIREWORKS CERTIFICATE
PERMANENT & TEMPORARY
CONSUMER FIREWORKS RETAIL SALES (CFRS)

RETAIL SALES LOCATION - Consumer fireworks will be sold from the following retail sales

PERMANENT ONLY

TEMPORARY ONLY

Retail Sales Location Name:

Street Address:

County:

City:

Zip Code:

RETAIL SALES

The above-identified retail sales location SHALL include the following:

- 1) Include required fees
2) Include Completed application
3) Include Proposed Inventory of Consumer Fireworks
4) Include Completed Outdoor Storage Unit Application(s) if applicable
5) Include GPS Location
6) Include Copy of Business License
7) Include Property Owner's signature authorizing Consumer Fireworks to be sold on their property
8) Include required information for Wholesaler/Distributor
9) Include Copy of Public Liability and Product Liability Insurance (\$1,000,000.00-dollar minimum)
10) SHALL - Immediately notify the Fire Marshal's Office within 24 hours of any lost, stolen or unaccounted for fireworks of 500 lbs. gross weight and over.
11) Unless exempt from the requirements of NFPA 1124, all Consumer Fireworks Retail Sales (CFRS) Facilities and Stores shall have a complete electrical inspection of all electrical service, wiring, supply/loads and all other electrical devices and appliances.



Department of Military Affairs and Public Safety

Governor Jim Justice

Cabinet Secretary Jeff S. Sandy, CAMS, CFE

State Fire Marshal Kenneth E. Tyree, Jr.

Phone: (304) 558-2191

Fax: (304) 558-2537

OFFICE OF THE STATE FIRE MARSHAL

1207 Quarrier St, 2nd Floor

Charleston, WV 25301

www.firemarshal.wv.gov

**AFFIDAVIT FOR CONSUMER FIREWORKS CERTIFICATE
PERMANENT & TEMPORARY
CONSUMER FIREWORKS RETAIL SALES (CFRS)**

SIGNATURE AND CERTIFICATION FROM RESPONSIBLE PERSON

**UNDER PENALTY OF PERJURY, REVOCATION OF CERTIFICATE AND SEIZURE OF ALL CONSUMER FIREWORKS:
THE UNDERSIGNED HEREBY CERTIFIES THAT HE OR SHE IS A RESPONSIBLE PARTY WITH PERSONAL
KNOWLEDGE IN REGARDS TO THE FOREGOING STATEMENTS AND THAT THE FOREGOING STATEMENTS ARE**

Responsible Person

Signature: _____ Printed Name: _____

Date: _____ Title: _____

State of _____ County of _____

I certify this to be a complete, exact and true copy of the original document.

Certified this _____ day of _____, 20 _____. (SEAL)

Notary Name Here, Notary Public _____

My Commission Expires _____

**This affidavit and required forms shall be returned to
the State Fire Marshal's Office.**

CONSUMER FIREWORKS OUTDOOR STORAGE UNIT APPLICATION

(Please complete one for each outdoor storage unit that is currently storing consumer firework materials at this site)

IMPORTANT REMINDER:

In accordance with 103CSR4 and NFPA, a permit holder shall immediately notify the Fire Marshal's Office within 24 hours of any lost, stolen or unaccounted for fireworks, pyrotechnics or explosive materials of 500 lbs. gross weight.

PLEASE PRINT OR TYPE THE INFORMATION LEGIBLY:

WV State Fire Marshal's Office Permit No. (office use only please leave blank)	
Outdoor Storage Permit No. (office use only please leave blank)	
Outdoor Storage Location	
Unique GPS coordinates for this magazine*	
Outdoor Storage Unit Owner	
Inventory of Fireworks stored in this unit (Please List All) Add Attachment If Needed	
Actual Amount of Fireworks in this unit	_____ lbs. _____ cases

Name & Title			
Signature Responsible Person		Date	
Property Owner/Landlord(s) Authorization for CFRS			
Name & Title			
Signature		Date	

* GPS COORDINATES MUST BE IN **NAD83** FORMAT.

To obtain the NDA83 format, you may visit any website that will convert Longitude and Latitude components into the proper format. Example website: www.apsalin.com/nad-conversion.aspx

Please make additional copies as needed