



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

Application for Consumer Fireworks Certificate
PERMANENT

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

Updated 02/2017

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
 - ✓ Current liability insurance coverage
 - ✓ Completed and signed Outside Storage Unit Permit, (If Required)
 - ✓ A complete proposed inventory of all Consumer Fireworks to be sold at this location
 - ✓ A detailed sales floor layout noting exiting and CFRS sales area
 - ✓ google Earth or similar style Site Plan showing the Permanent CFRS location noting separation distances and all outdoor storage in reference to any landmarks or roadways.
 - ✓ Required fees
- 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.
- Initial inspection on all **facilities** shall be conducted prior to issuance of a certificate.
- 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, \$1000.00 certification fee. This shall be a **separate check**, not to be combined with payment for any other application.
- Definitions:
 - ✓ **Consumer Fireworks Retail Sales Facility (CFRS Facility)** - A permanent building that is used primarily for the retail display and sale of consumer fireworks to the public.
 - ✓ **Consumer Fireworks Retail Sales Store (CFRS Store)** - A building classified as a mercantile occupancy that contains a variety of merchandise and that is not used primarily for the retail sales of consumer fireworks.
 - ✓ **Non-Exempt Amount** – Any amount of Consumer Fireworks that is on hand and exceeds 125 lbs. (500 lbs. gross) in weight. Storage shall be in accordance with NFPA 1124 2006 Edition.
 - ✓ **Exempt Amount** – Any amount of Consumer Fireworks that is on hand and does not exceed 125 lbs. (500 lbs. gross) in weight. Inside storage is prohibited or storage shall be in an outdoor storage unit.



Application for a West Virginia
PERMANENT
 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 | | | | | |
|--------------------------------------------------------------------------|------|--------------|---------------|------------|----------------|
| CHECK APPLICABLE | | ___ FACILITY | ___ STORE →→→ | ___ EXEMPT | ___ NON-EXEMPT |
| 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) | | | | | | | | |
| Dba (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 | Friday | Saturday |
| | | | | | | | | |
| Projected Opening Date | | Date Ready for Inspection (Facilities Only) | | | | | | |

| | | | |
|------------------------------------------------------------------------------------------------------------------|-------------|------------|------------|
| 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 | | | \$1000.00 |
| 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.
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- ✓ Please be aware that there is a non-refundable, \$1000.00 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. The inspection shall be performed by a West Virginia licensed and West Virginia certified commercial electrical inspector. A copy of the electrical inspection report shall be submitted to the State Fire Marshal with the certificate application.



Department of Military Affairs and Public Safety

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**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