



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

Application to Be a Registered  
Manufacturer, Wholesaler, Distributor  
or Importer of Consumer Fireworks (1.4)  
and Display Fireworks (1.3)

WV State Fire Marshal's Office  
Regulatory and Licensing  
1700 MacCorkle Ave SE, 4<sup>th</sup> Floor North  
Charleston, WV 25314  
Phone: (304) 558-2191

Updated 09/2023

## Important Information

- All requirements of 103CSR4 & NFPA 1124 Edition 2006, SHALL be complied with.
- It is recommended that the application be submitted at least 60 days prior to the planned start of operations.
- This application is only for those interested in becoming a registered manufacturer/wholesaler/distributor/importer of **Consumer Fireworks (1.4)** and **Display Fireworks (1.3)**.
- Submission of the application does not authorize the applicant to engage in the requested activity. **You must obtain the actual Permit before commencing operations.**
- Processing of the application will be delayed if this application and other forms are incomplete.
- If you obtain a manufacturing license, you are not required to obtain a separate Wholesaler/Distributor/Importer license.
- Being registered as a Manufacturer/Wholesaler/ Distributor/Importer does **NOT** exempt you from obtaining a Consumer Fireworks Retail Sales Permit for each retail sales location. This must be applied for and obtained separately.
- The Affidavit must be signed and dated.
- **For MWDI's located in WV Only:** All property Owners/Landlords must sign and authorize use of the property for manufacturing/wholesaling/distributing/importing and storage of consumer fireworks.
- **For MWDI's located in WV Only:** A separate Outdoor Storage Unit Application must be filled out for each outdoor storage unit. This form is located on the next to last sheet of the application.
- If the application is denied, the agency will advise in writing the reason(s) for denial.

- **For Approved MWDI Facilities in WV Only:** All registered MWDI's located in WV will be required to have a complete safety inspection performed by the Office of the State Fire Marshal prior to receiving your permit. This inspection will take place once your application is approved. A representative from the office will contact you to set up an inspection time and date. No permits will be issued until the inspection and report have been completed. An invoice for the inspection fee will be sent to the company after the inspection has been completed. For more information please contact the Fire Inspections/Plans Review Division.
- Registered MWDI's will be issued a permit that is valid till March 31<sup>st</sup> of the following year. Permits will be mailed to the address listed on the Permit Mailing Address Form.
- **The Office of the State Fire Marshal must immediately be notified within 24 hours of any lost, stolen, or unaccounted for fireworks, pyrotechnics, or explosive materials of 500 lbs. gross weight and over.**

### **Required Fees**

- Wholesale/Distributor/Importer Fee: \$540.00  
(\$500.00 Permit fee and \$40.00 Application Review fee)
- Manufacturer Fee: \$1,040.00  
(\$1,000.00 Permit fee and \$40.00 Application Review fee)
- Outdoor Storage Unit/Magazine Fee: \$100.00 (per unit, if applicable)

**Fees are payable via Check or Money Order only.**

**Make payable to the WVSFMO.**

**The agency does not accept cash, debit, or credit cards.**

# Instructions

- Please complete the application legibly in print and in **blue or black** ink or using a computer.
- In addition to the completed application, the applicant must submit:
  1. A Completed and signed Outdoor Storage Unit Application(s) (If Applicable).
  2. A Completed Email & Mailing Address Verification Form.
  3. All Required Fees.
  4. Current Public and Product Liability insurance certificate. (\$1,000,000.00 minimum)
  5. A Copy of your ATF Permit (for 1.3 Display Fireworks Only).
  6. Current WV Workers Compensation insurance certificate. \*\*
  7. A complete proposed inventory of all Consumer Fireworks to be sold and/or stored at this location. \*\*
  8. A detailed floor layout noting exit routes of the MWDI facility. \*\*
  9. A Google Earth or similar style Site Plan showing the MWDI Facility location noting separation distances and all outdoor storage in reference to any landmarks or roadways. \*\*

**\*\*Denotes being a required document for facilities located in WV only. \*\***



Office Use Only

**Application for a West Virginia Registered  
Manufacturer/Wholesaler/Distributor/Importer of  
Consumer Fireworks (1.4) and Display Fireworks (1.3)**

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

Please Read the Instructions Carefully Before Completing the Application					
Company Name					
Subsidiary of (if applicable)					
dba (if different from above)					
Company Address					
	City		State		ZIP
Storage Address					
	City		State		ZIP

**The Person Named Below Represents the Company as Applicant**



Name (First, M., Last)		Title	
Phone		Fax	
Cell Phone		e-mail	
Soc. Sec. No.:		Date of Birth	
Driver's License No		State of Issue	

**Check the Type(s) of MWDI Permit(s) Your Company is Applying for**

<input type="checkbox"/>	Manufacturer	\$1,000.00
<input type="checkbox"/>	Wholesaler	\$500.00
<input type="checkbox"/>	Distributor	\$500.00
<input type="checkbox"/>	Importer	\$500.00
<input type="checkbox"/>	Storage Magazine/outdoor storage unit (In State)	\$100.00 each

What type of fireworks are you seeking registration for?	Check all that Apply ____ 1.4    ____ 1.3
Do all employees that physically come in contact with explosive materials have a current ATF clearance for use of explosives?	____ Yes    ____ No    ____ N/A
If transporting explosive materials in commerce: Are you in compliance with D.O.T.?	____ Yes    ____ No
<b>For Manufacturing only:</b> Anticipated quantity to be manufactured	_____ lbs. Monthly/Annually (Circle One)

**\*Property Owner/Landlord Information Required for facilities in WV Only\***

Property Owner/Landlord							
Property Owner/Landlord Representative							
Property Owner/Landlord Site (List Complex, facility or site, and nearest street intersection, if different from company address)							
Site GPS Coordinates	Latitude			Longitude			
Scheduled Dates and Times for Operation	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <b>Any false information provided in this application SHALL result in revocation of the permit.</b> 							

**\*Affidavit must be Signed and Dated\***

<b>Affidavit</b>			
<p>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 &amp; NFPA 1124 Edition 2006, and failure to do so may result in receiving citations issued by the Office of the State Fire Marshal.</p>			
Signature		Date	
<b>Property Owner/Landlord(s) Authorization (For Facilities in WV Only)</b>			
Signature		Date	

## 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 must immediately notify the Office of the State Fire Marshal 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			
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](http://www.apsalin.com/nad-conversion.aspx)

**Please make additional copies as needed**

## Email Address Verification Form

If the Application is approved, you will receive your permit via email.

Please fill out the form below indicating the email address the permit should be sent to.

Name	
Email Address	

## Mailing Address Verification Form

The WVSFMO is currently in the process of updating all mailing addresses on file.

Please fill out the form below so the agency may update our records accordingly.

Name			
Mailing Address			
City			
State		Zip Code	