



This Permanent Facility self-checklist has been included to assist you with compliance. Complete the checklist, sign it and keep it with your certificate to review during future inspections.

Facility/Store Name: \_\_\_\_\_ Date Completed \_\_\_\_\_

Signature of Responsible person \_\_\_\_\_

✓ = Pass, X = Fail, NA = Not applicable | Status

**CERTIFICATE - SUBMITTAL REQUIREMENTS**

**Retail sales of display fireworks and pyrotechnic articles, including the related storage and display for sale of such fireworks and articles, shall be prohibited at a CFRS facility or store.**

The State Fire Marshal Office shall inspect all (CFRS) Facilities Prior to issuance of Certificate

1) Provide inventory list. [NFPA 1124:7.3.24]

a) Records shall be maintained on available inventory on the premise. [NFPA 1124:7.3.24.1]

2) Sites Plans showing the CFRS facility and detailing the sales floor and separation distances. [NFPA 1124:7.4.2]

a. 50 ft. from propane-dispensing station dispensers. [NFPA 1124:7.3.12.1(1)]

b. 50ft from aboveground storage tanks for flammable or combustible liquids, gas, or liquefied gas. [NFPA 1124:7.3.12.1(2)]

c. 50ft from compressed natural gas-dispensing station dispensers. [NFPA 1124 7.3.12.1(3)]

d. 50ft from motor vehicle fuel-dispensing station dispensers. [NFPA 1124:7.3.12.2]

e. 300ft minimum from any aboveground bulk storage or bulk dispensing area for flammable or combustible liquid, gas, or liquefied gas. [NFPA 1124:7.3.12.6]

f. Within 30ft of the retail area shall be clear of dry grass, dry shrubs, and combustible debris. [NFPA 1124:7.4.6.1]

g. Storage of fireworks in a trailer or vehicle near the CFRS shall be in accordance of NFPA 1124.

h. The building or structure does not exceed one story in height. [NFPA 1124:7.3.5]

i. Show vehicle access and parking areas within 10ft of facility. [NFPA:7.4.6.2]

j. Floor plans showing minimum aisle width and fixture locations [NFPA:1124 7.3.3 (4)]

k. Construction details of structure and retail shelving. [NFPA:1124 7.3.3(6)]

3) Separation from adjacent buildings and structures [NFPA 1124:Table 7.4.7.1.1]

a. <10ft 2hr rated fire walls separations with 90 min opening protection.

b. From 10ft. to <60ft 1hr rated fire wall separation with 45min opening protection.

c. ≥60ft no ratings required.

4) Any portion of an exterior wall of a CFRS Facility or Store, shall be accessible within 150 ft. of a public way or an approved fire department access. [NFPA 1124:7.3.4]

5) Constructed in accordance with adopted WV State Fire Code.

6) Heating units shall be listed and shall be used in accordance with their listing. [NFPA 1124:7.3.17.1]

7) Storage of Fireworks and Related Explosive Materials. [NFPA 1124]

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**ELECTIRCAL**

1)	Portable Generators - Shall be Prohibited from operating within all (CFRS) facilities and stores. [103CSR4]	
2)	Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. [NFPA 70]	
3)	hall have a complete electrical inspection of all electrical service, wiring, supply/loads and all other electrical devices. The inspection shall be performed by a West Virginia licensed and West Virginia certified commercial electrical inspector and a copy of the report shall be submitted to the WVSFMO with the certificate application. [103CSR4]	
4)	Multi-plug adapters, such as cube adapters, unfused plug strips or any other device shall be prohibited. [NFPA 70]	
5)	Relocatable power taps shall be of the polarized or grounded type, equipped with overcurrent protection, and shall be listed. [NFPA 70]	
6)	Relocatable power taps shall be directly connected to a permanently installed receptacle. [NFPA 70]	
7)	Relocatable power tap cords shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. [NFPA 70]	
8)	Extension cords and flexible cords shall be prohibited. [NFPA 70]	

**FIRE PROTECTION**

1)	An automatic sprinkler system designed for an Ordinary Hazard, Group 2 occupancy and installed in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall be provided throughout permanent CFRS facilities and stores in which CFRS are conducted in the following buildings:	
a.	New buildings greater than 6000 ft2 (557.2 m2) in area	
b.	Existing buildings greater than 7500 ft2 (694 m2) in area	
2)	Spaces in multiple tenant buildings to have 2hr fire barrier demising walls, 1hr fire barrier walls when provided with sprinklers. [NFPA 1124:7.4.4]	
3)	Fire alarm system to be provided per NFPA 101. [NFPA 1124:7.3.9] [87CSR1]	
4)	Water flow switch to activate audible and visual alarms [NFPA 1127:7.4.5.1]	
5)	>3,000sqft a public-address system or means of manual A/V notification activation provided in a constantly monitored location. [NFPA 1124:7.4.5.3]	
6)	75ft maximum travel distance for portable fire extinguishers. [NFPA 1124:7.3.8.3]	
7)	Portable fire extinguishers rated for extra (high) hazard occupancy. [NFPA 1124:7.3.8.1]	
8)	Every facility shall have no fewer than two extinguishers with at least one being a pressurized water type [NFPA 1124:7.3.6.3], and the other being a multipurpose dry chemical type if the facility is provided with electrical power. [NFPA 1124:7.3.8.2]	
9)	Smoke and heat vents provided in ceiling less than 10ft, and travel distance is >25ft, activated by smoke detection installed throughout. [NFPA 1124:7.3.10]	
10)	Doors shall be self-closing and rated not less than 1hr. [NFPA 1124:7.5.3.1]	

**STORE REQUIREMENTS – ADDITIONAL [NFPA 1124:7.5.1]**

1)	The area of the retail sales floor occupied by the retail displays of consumer fireworks does not exceed 25 percent of the area of the retail sales floor in the building or 600 ft2 (55.5 m2), whichever is less.	
2)	Fireworks shall be under the visual supervision of a store employee or other responsible party while the store is open to the public.	
3)	Such fireworks shall be packaged and displayed for sale in a manner that will limit travel distance of ejected pyrotechnical components if ignition of the fireworks occurs.	
4)	Where consumer fireworks meeting the descriptions of for aerial devices and audible ground devices, respectively, are sold, such devices shall be displayed for sale in an area of the store that is physically separated from the rest of the store in a manner that restricts entry by the public, and the area of the store shall be provided with not less than two means of egress, so located that there is no common path of travel and the distance to reach an egress point from the area does not exceed 35 ft.	

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<b>MEANS OF EGRESS</b>		
1) Exits located such that travel distance does not exceed 75 ft. [NFPA 1124:7.3.14.2]		
2) Evacuation plan shall be posted in a conspicuous location that is accessible to the public as well as to persons employed or otherwise working in the CFRS facility [NFPA 1124:7.4.8.2]		
3) FIRE SAFETY & Evacuation plan IN WRITING AND CURRENT [NFPA 1124:7.3.13]		
4) NO LESS THAN 3 exits provided [NFPA 1124:7.3.14.1.1]		
5) Exits do not pass through storage areas [NFPA 1124:7.3.14.1.2]		
6) Aisles [NFPA 1124:7.3.14.3]		
a. 48in minimum aisle width.		
b. At least one aisle provided such that it leads directly to an exit.		
c. The required width of aisles shall be maintained unobstructed at all times.		
d. Other required exits located within 10ft of end of aisle or cross aisle.		
e. Dead-end aisles shall be prohibited.		
7) Egress doors to be side hinged that swing in the direction of egress [NFPA 1124:7.3.14.4.3]		
8) Exit signs required to be self-luminous [NFPA 1124:7.3.14.5.2]		
9) Emergency Lights provided [NFPA 1124:7.3.14.6.2]		
10) Every egress doors that latch provided with panic hardware. [NFPA 1124:7.3.14.2]		
11) No consumer fireworks shall be displayed for sale or stored within 5 ft. (1.5 m) of any public entrance in an enclosed building or structure. [NFPA 1124:7.3.19.2.1]		
12) No consumer fireworks shall be displayed for sale or stored within 2 ft. (0.6 m) of any exit or private entrance in an enclosed building or structure. [NFPA 1124:7.3.19.2.2]		
13) Means of egress, including but not limited to aisles, doors, and exit discharge, shall be clear at all times when the facility or the building is occupied. [NFPA 1124:7.3.19.1]		
<b>DISPLAY REQUIREMENTS</b>		
1) The floor area occupied by the retail displays of consumer fireworks in permanent CFRS facilities shall not exceed 40 percent of the available floor area within the retail sales area. [NFPA 1124:7.4.10]		
2) Not less than 50 percent of the available floor area within the retail sales area shall be open space that is unoccupied by retail displays and used only for aisles and cross-aisles. [NFPA 1124:7.3.20]		
3) Merchandise displays not higher than 6ft. [NFPA 1124:7.3.15.2]		
4) Merchandise displays located along perimeter of retail sales are maximum height of 12ft. [NFPA 1124:7.3.15.2.2]		
5) Combustible materials shall not be stored directly above the consumer fireworks display unless provided with a horizontal barrier. [NFPA 1124:7.3.15.7]		
6) Covered fuse fireworks only, permitted in retail sales areas. [NFPA 1124:7.3.15.5.1]		
7) Flame Breaks Shall Be Installed, as available. [NFPA 1124:7.3.15.3]		
8) Heating equipment listed for use that have tip-over and temperature-overheat protection, no open- flame or exposed elements heating devices. [NFPA 1124:7.3.17]		
9) No display located within 5ft of public entrance or 2ft of private entrance. [NFPA 1124:7.3.19.2]		
10) Sign with minimum 4in high letters on contrasting background [NFPA 1124:7.4.6.3]: <b>NO FIREWORKS DISCHARGE WITHIN 300 FEET</b>		
11) Sign with minimum 2in high letters on contrasting background within 10ft of every aisle serving the CFRS areas. <b>FIREWORKS – NO SMOKING</b> [NFPA 1124:7.3.11.1] [103CSR4]		

**STORAGE OF FIREWORKS AND RELATED EXPLOSIVE MATERIALS [103CSR4]**

1) 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.	
2) Smoking shall not be permitted in the storage facility or within 50 feet of the storage facility.	
3) Each fire department providing emergency services to any storage facility shall be notified in writing of the existence of the storage facility. The notice shall include information as to the type of explosives and explosive hazards that are stored at the storage facility.	
4) The land surrounding each storage facility shall be kept clear of combustibles for a distance of at least 25 feet on all sides.	
5) Each storage facility shall be secured per NFPA 1124.	
6) All electrical wiring and fixtures shall meet the requirements of the National Electrical Code, Class II, Group E, Division I locations.	
7) A valid storage permit shall be obtained from the State Fire Marshal.	