

Instructions for Hertford County
Outdoor Fireworks Permit

1. SECTION 1 - Fill out completely including all address and telephone information. **Please include the e-mail address of the primary contact for the event.**

2. SECTION 2 - Fill out completely, including all pertinent information regarding the business which is providing the pyrotechnics for the event.

3. SECTION 3 - Include a photo copy of both sides of all North Carolina Permitted Pyrotechnic Operators and Assistants to be present on site (Attachment A). **List any personnel desiring to be onsite certified.**

4. SECTION 4 - submit the following:

- Attachment B (Insurance Certification - ACORD Form)
- Attachment C (Site Diagram as detailed)
- Attachment D (Pyrotechnic Effects List as detailed)
- Attachment E (Contract for services from Sponsor and pyrotechnic company)

5. Provide a copy of resolution of approval from the county commissioners. (Attachment F)

6. Provide signature and print name legibly in the space provided, provide contact information and date. Please submit this application to:

Hertford County
Office of Emergency Management/Fire Marshal
P.O. Box 566
Winton, NC 27986

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Office of Emergency Management/Fire Marshal
P.O. Box 566
Winton, NC 27986



Application for Pyrotechnics

Outdoor Pyrotechnics

Proximate Audience

Any display operator that conducts pyrotechnic displays in Hertford County must secure written authority under G.S. 14-413 from the board of county commissioners of the county, or the city if authorized under G.S. 14-413. The City Authorized in Hertford County is the Town of Ahoskie.

Failure to sign forms, submit necessary information, or provide attachments, will cause your application to be returned and no permit issued until all requirements are complete.

**THIS PERMIT MUST BE APPLIED FOR A MINIMUM OF 30 DAYS PRIOR TO THE SCHEDULED DATE OF THE EVENT
(TYPE OR PRINT IN BLACK INK):**

1. Sponsor Contact Name / Address of Pyrotechnic Event

Sponsor Contact Name: _____

Building/Location Name: _____

Address of Shoot: _____

City: _____ State: _____

Zip Code: _____ County: _____

Phone: (____) _____

Fax: (____) _____

Sponsor contact E-Mail Address: _____

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Operator Permit No
Attached Yes

Assistant Permit No
Attached Yes

On site Assistants No
Requested Yes

Number Requested _____

2. Contact name / Address of pyrotechnic delivery agency

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____ County: _____

Phone: (____) _____

Fax: (____) _____

E-Mail Address: _____

3. All operators and operator assistants must submit the following: (A)

OPERATORS

Name Permit Number

ASSISTANTS

Name Permit Number

ON SITE ASSISTANTS

Name Permit Number

4. This permit application must include the following information:

- (B) A copy of pyrotechnic delivery agency insurance certificate (ACORD Form). The insurance certificate shall indicate the following:
 - The special event date and rain date.
 - The physical address of the building or location of the special event.
 - The sponsor, Hertford County or Municipality approving resolution and any consenting building owners in display site noted as insured on the liability insurance certificate.
 - A minimum limit of liability of 1,000,000.
- (C) A Site diagram of the Display Site indicating the following:
 - The location and dimensions of the discharge site.
 - The location and dimensions of the spectator viewing areas.
 - The location and dimensions of the parking areas.
 - The location and type of special hazards in the area.
 - The distance of the discharge site from any special hazard or special occupancy.
 - The location of emergency services.
 - The location of the magazine during set up and during the event.
- (D) A list of pyrotechnic effects including size and number of each different effect.
- (E) A copy of the contract for services between the sponsor and the pyrotechnic company. The contract shall include the indemnification/hold harmless agreement in favor of Hertford County for the duration of any activities related to the permitted event.

By signature I agree to report any change of the personnel, date, time, insurance status, location, dimensions, or distances, to HCFM within 24 hours of occurrence. No changes can be made to the permit application within 72 hours of the event.

I certify that all information contained herein, and all information and documents attached hereto, are accurate, true, and complete. My signature authorizes Hertford County Fire Marshal to verify the answers I have given in response to items 1- 4 above.

Signature: _____

Print Name: _____

Telephone No.: (_____) _____ Date: _____

Signature and Information in this Section in Blue Ink Only

For Official Use Below This Line Only

Approved By:

Permit #:

Date: