



INSTRUCTIONAL GUIDE - FIREWORKS DISPLAY PERMIT APPLICATION



Snohomish County Planning and Development Services
Fire Marshal
2nd Floor – Administration Building

3000 Rockefeller, M/S 604
Everett, WA 98201
Phone: (425) 388-3557

***Applications must be submitted electronically through PDS's online permitting system at MyBuildingPermit.com

The pathway is: **Fire > Any Project Type > New > Fireworks Display

Application shall be submitted at least 10 days prior to the date of display. Applications received less than 10 days prior to the event will be denied without consideration. Applications received that are incomplete will also be denied. An application shall be considered incomplete if it does not include all following items:

- Snohomish County fireworks display permit application
- Washington State Fireworks Display permit (issued)
- Certificate of Insurance including Additional Insured Endorsement (see below)
- Detailed site diagram (see below)
- Payment of the permit fees (see below)
- WA State Fireworks General Display License

Certificate of Insurance (**Questions?** Contact Diane Baer, Risk Management, (425) 388-3760)

- Permittee shall provide evidence of Commercial General Liability Insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- The Certificate Holder should read: Snohomish County, Office of the Fire Marshal, 3000 Rockefeller Ave, M/S 604, Everett, WA 98201-4046
- The Additional Insured Endorsement CG 20 12 or CG 20 26 form an equivalent policy form, is required and must be attached to the Certificate of Insurance.
- Snohomish County must be named as an additional insured. The endorsement form shall read: Snohomish County, its' officers, elected officials, agents and employees.

Site Plan

- A site plan depicting the layout and setup of the display is required. The minimum size allowed for a site plan is 8 ½" x 11". Give plan scale and clearly indicate north arrow.
- Include name of applicant, date of display, and address of display location on the site plan.
- Show location of existing structures, public or private access roads, and spectator viewing area.
- Indicate location of mortars, shells, cakes, etc. and the distance to structures, access roads, viewing area, and adjacent properties.
- Indicate direction of shoot and fall out.
- Include any specific information pertaining to the site such as, sloping, streams, wetlands, etc.
- Indicate use of adjacent properties, i.e., pasture, woods, commercial, etc.

Permit Fees

Fireworks permit fee of \$103.00 shall be paid at the time of application.

Prior to issuance of the permit our office will perform a site inspection to verify the conditions and location are favorable for a safe potential shoot. The insurance certificate will be routed to risk management, and the site plan is reviewed by the fire marshal's office for their respective approvals. Upon notification of their approval, and the findings from site inspection, our office will then issue the permit.

For Issued permits an email notification is sent via MyBuildingPermit.com and can be accessed on your MPB Dashboard. **It will be the responsibility of the applicant to have the permit at the site at the time of the final inspection.** You will be required to contact our office at least 24 hours prior to schedule a final inspection. All setups must be completed. Be sure to allow yourself enough time to be able to make any corrections the inspector may require.

*****FINAL APPROVAL OF THE PERMIT IS SUBJECT TO INSPECTION APPROVAL AT THE TIME OF SETUP*****