



**Snohomish County Planning & Development Services  
Office of the Fire Marshal  
3000 Rockefeller Avenue, M/S 604  
Everett, WA 98201-4046  
425-388-3557  
425-388-3670 Fax**

## INSTRUCTIONAL GUIDE FOR FIREWORKS DISPLAY APPLICATION

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Application for a fireworks display permit shall be submitted to the office of the Snohomish County Fire Marshal at least 10 days prior to the date of display. Any application that is received less than 10 days prior to the event will be returned without consideration. Applications received that are incomplete will also be returned. An application shall be considered incomplete if it does not include all of the following items:

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

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

A 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 address will be routed to zoning for their respective approvals. Upon notification of their approval, and the findings of our site inspection, our office will then issue the permit.

This permit will then be sent to you by mail unless other arrangements have been made. **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 setup 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.**