



## INSTRUCTIONAL GUIDE - FIREWORKS STAND PERMIT APPLICATION



Snohomish County Planning and Development Services  
Fire Marshal  
2<sup>nd</sup> 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](https://www.mybuildingpermit.com)

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

Applications shall be submitted by **May 31<sup>st</sup> of each calendar year (30.53A.704)**. Any application that is received after this date will be denied without consideration. Application shall be considered complete if it includes all the following items:

- Snohomish County fireworks stand permit application
- Washington State permit (issued)
- Certificate of insurance (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, or 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 stand 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, and address of stand location on the site plan.
- Specify what type of structure will be used, including all sizes and dimensions.
- Show location and distance from any existing structures, and public or private access roads.
- Include any specific information pertaining to the site such as, sloping, dirt, grass, gravel, or asphalt surfacing, etc.
- Indicate use of adjacent properties, i.e., pasture, woods, vacant lots, commercial, etc.

### **Permit Fees**

Fireworks permit fee of **\$100.00** shall be paid once the application has been screened.

Prior to issuance of the permit 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, our office will then issue the permit.

For Issued permits an email notification is sent via [MyBuildingPermit.com](https://www.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.** All setups must be completed prior to the inspection. Be sure to allow yourself enough time to be able to make any corrections the inspector may require. You will not be allowed to open the stand to the public until your stand has been inspected and approved by our inspection staff.

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