



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

## INSTRUCTIONAL GUIDE FOR FIREWORKS STAND APPLICATION

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Application for a fireworks stand permit shall be submitted to the office of the Snohomish County Fire Marshal by May 31<sup>st</sup> of each calendar year (30.53A.704). Any application that is received after this date will be returned without consideration. Applications received that are incomplete will also be returned. An application **must be received by May 31<sup>st</sup>** and shall be considered complete if it includes all of 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

A fireworks permit fee of **\$100.00** shall be paid at the time of application.

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

Once issued, the 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.** All setup 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.**