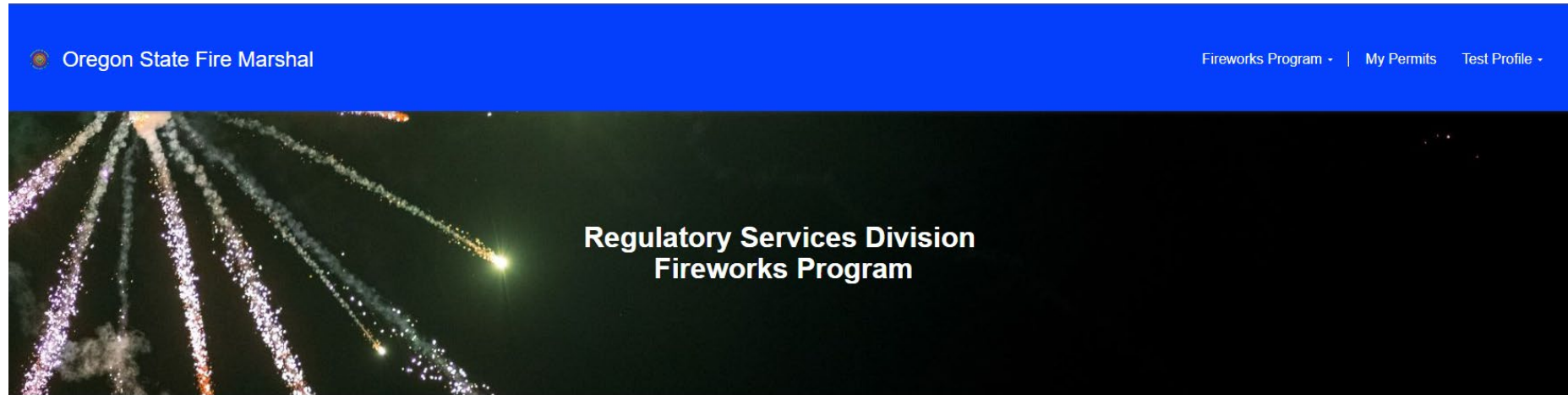


Oregon State Fire Marshal

Retail Fireworks User Guide



Welcome to the new online application for Retail Sales Permits



Fireworks

Fireworks are defined as a low explosive pyrotechnic device. In the State of Oregon, the sale and display of fireworks are regulated by the Oregon State Fire Marshal, specifically the Regulatory Services Division – Licensing and Permits Unit.

Illegal fireworks should be reported to your local law enforcement agency via their non-emergency number.

Below you will find links to the various information and services offered by our agency.

Should you have any questions, please contact us at OSFM.LP@osfm.oregon.gov

Wholesaler Application



Retail Firework Sales Permit Application



This is a
comprehensive guide
for Retail Sales permit
acquisition.
Follow this job aide to
ensure a smooth and
compliant permit
process.



Complete the application – Fill out the application screens with complete and accurate information.



Print Application to gather Fire Authority signatures.



Final Submission is completed once all signatures have been obtained, you select a payment method and upload your package to the portal.



*Submitting a paper application is still available. Your Check and Application may be mailed to the PO box only - please contact us with questions at OSFM.LP@OSFM.Oregon.Gov

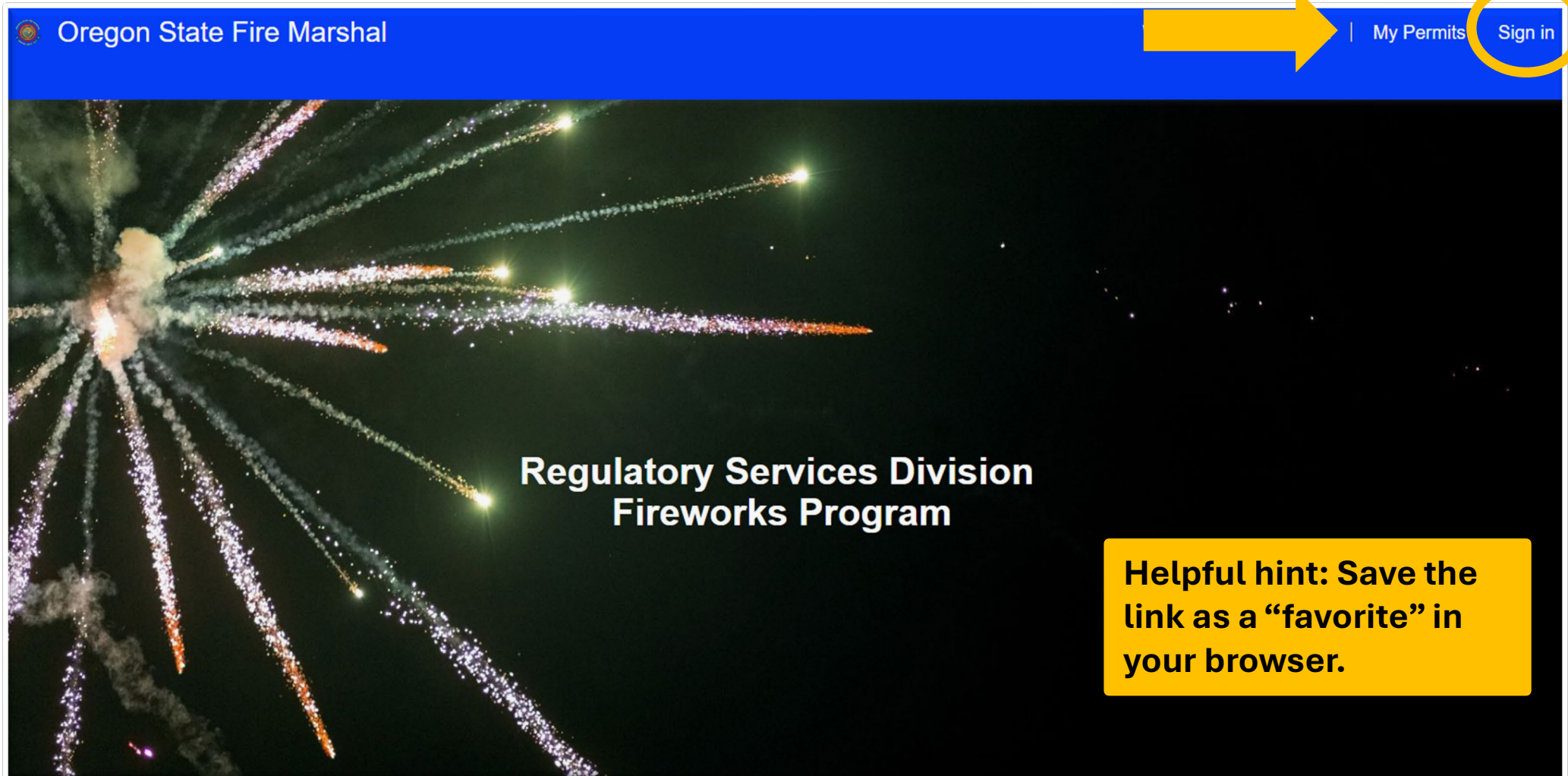
Let's Begin!

If you are new to the online portal let's start by creating an account.

If you already have an account, please log in and skip to page 8 of this guide.

Create an account - [Here](#)

1



Click “Register”

2



Oregon State Fire Marshal

➔ Sign in

Register

Redeem invitation

Sign in with existing account

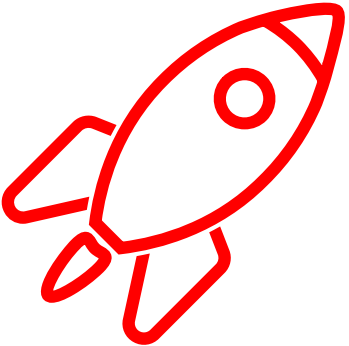
* Username

* Password

☐ Remember me?

Sign in


Forgot your password?



Click “Sign Up” and complete the *required sections.



3

 Oregon State Fire Marshal

Sign in [Sign Up](#) [Redeem invitation](#)

Register for a new account

* Email

* Username

* Password

* Confirm password

[Register](#)

To complete the account creation, click “Register”

Once created and you are logging in, your name will appear in the upper right corner of the main page



Wholesaler Application | My Permits Test Profile ▾

Helpful Hints before we get started



[Apply for a Retail Firework Sales Permit](#)

To Start a new application, click “Apply for a Retail Sales Permit”

A screenshot showing two yellow buttons labeled "Previous" and "Next". Below them is a progress bar with a blue segment on the left labeled "9%" and a grey segment on the right.

Complete each section as you would on the paper application.
The status bar at the bottom will help you navigate along the way.

Helpful Hint: Use the “**Previous**” and “**Next**” buttons provided not your browsers back buttons.

First Name *

A rectangular text input field with a thin grey border.

Helpful Hint: Red asterisks * indicate required items before you can move forward in the application screens.
All applicable sections are required.

A blue navigation bar with three items: "Wholesaler Application", "My Permits", and "Test Profile" with a dropdown arrow. A yellow arrow points upwards to the "My Permits" text.

To check on the status, update or make changes to an application click “My Permits”

****Screen shots may appear different based on updates to the portal. The process is still the same.** Please let us know if you have any questions at OSFM.LP@OSFM.Oregon.Gov**

Let's start an Application

1. Click the “Fireworks Program” drop down.
2. Select “Retail Firework Sales Application”.



Oregon State Fire Marshal

Fireworks Program ▾

My Permits

Wholesaler Application


Retail Firework Sales Application



Individual Completing the Application Section

Please make sure to complete all sections as the person completing the application.

If Representing a Fireworks Wholesale Company, click on the magnifying glass icon to select Company:



Wholesaler Information

Helpful Hint: Once you select a wholesaler it will populate with the information.

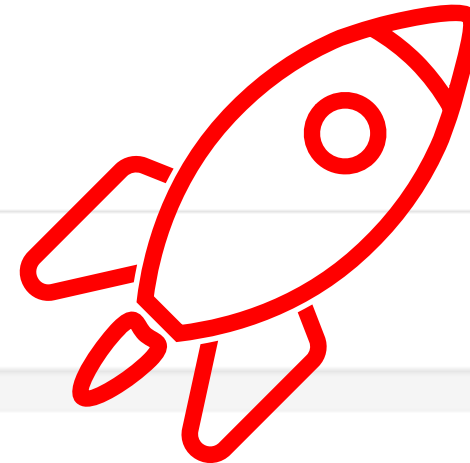
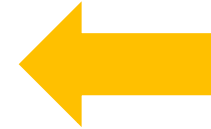
If Representing a Fireworks Wholesale Company, click on the magnifying glass icon to select Company:



Wholesaler Information

Wholesaler

Test Company Name 3



Previous

Next

9%

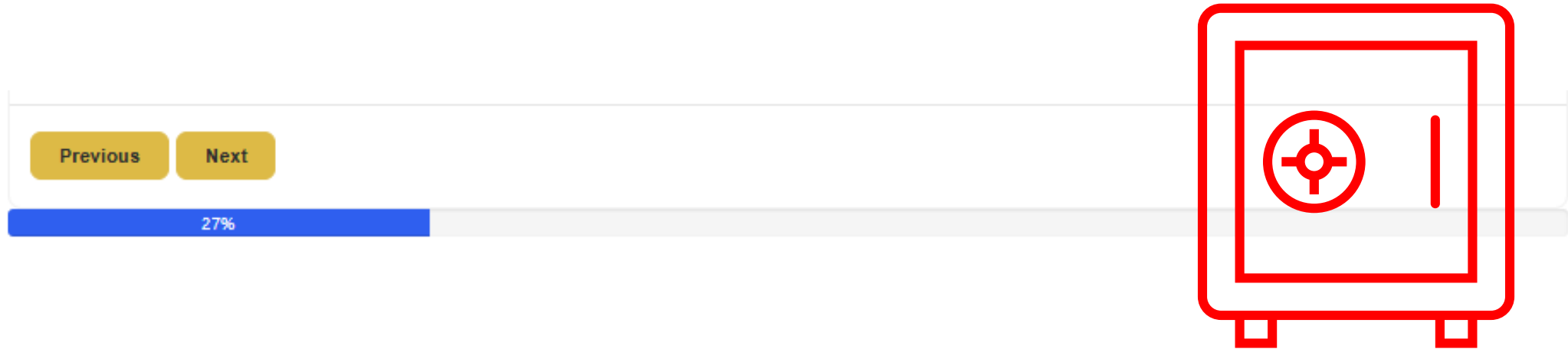
Permit Holder Information / Individual Responsible for Sales

- “Individual responsible for sales” means the individual identified on the permit application who is responsible for the operation of the retail sales outlet listed on the permit application.
- Proof of identification of the individual responsible for sales that will occur at temporary outdoor locations such as tents or stands must be provided to the local fire authority at the time the permit application is submitted to the local fire authority for review and signature. The proof of identification must be a current and recognizable photographic identification.
- The retail permit holder or the individual responsible for sales must be present at the retail sales outlet at least 50% of the outlet's business hours each day. When not present at the outlet, the individual responsible for sales must be readily available, day or night, by telephone or other reliable means of communication. The individual responsible for sales may be absent from the retail sales outlet for up to 48 consecutive hours twice during the period of time the retail permit is valid. The two 48-hour time periods may not be consecutive. The individual responsible for sales, when not at the retail site, must be available through their 24-hour contact number listed on their permit application.

Previous

Next

18%



Storage Information

Select the correct option in the drop down. This will ensure the correct section populate in the next page.

- Separate Storage location – this will bring you to complete the storage location information.
- Direct to site

Retail Sales Location



Complete Address of Sales Location

Select

- Inside
- Outside sales



This will populate the following pages with the correct corresponding sections.

Previous

Next

40%

Wholesale Information

1) Click “Add a Wholesaler”

Add a Wholesaler

* Indicates required field

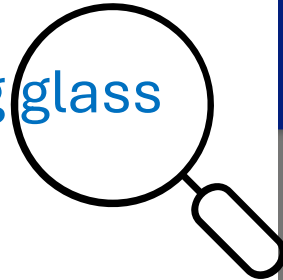
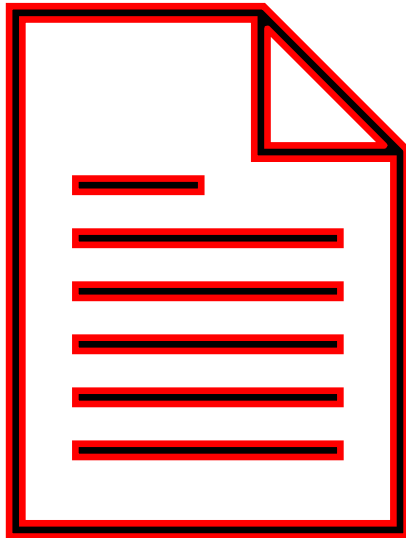
Wholesale Information


Oregon Licensed Wholesaler from whom applicant intends to purchase allowed fireworks.

Add a Wholesaler

Test Company Name 3

2) Click the magnifying glass




 Create ×

Wholesaler

Wholesaler from whom applicant intends to purchase allowed fireworks.

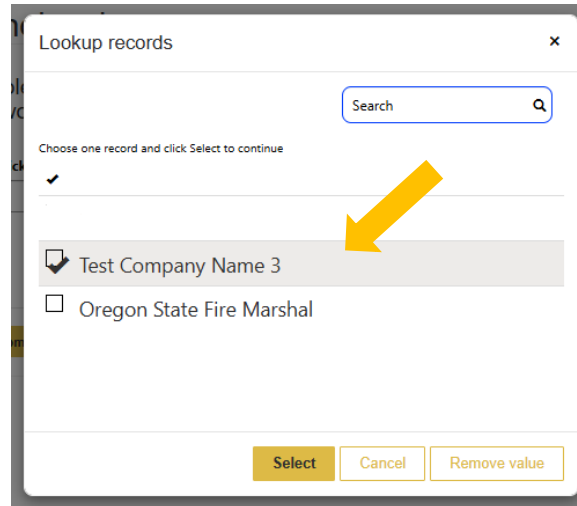
Click on the magnifying glass icon to select Wholesaler:



Submit

Wholesale Information (part 2)

3) Select your desired wholesaler from the list.



Lookup records

Search

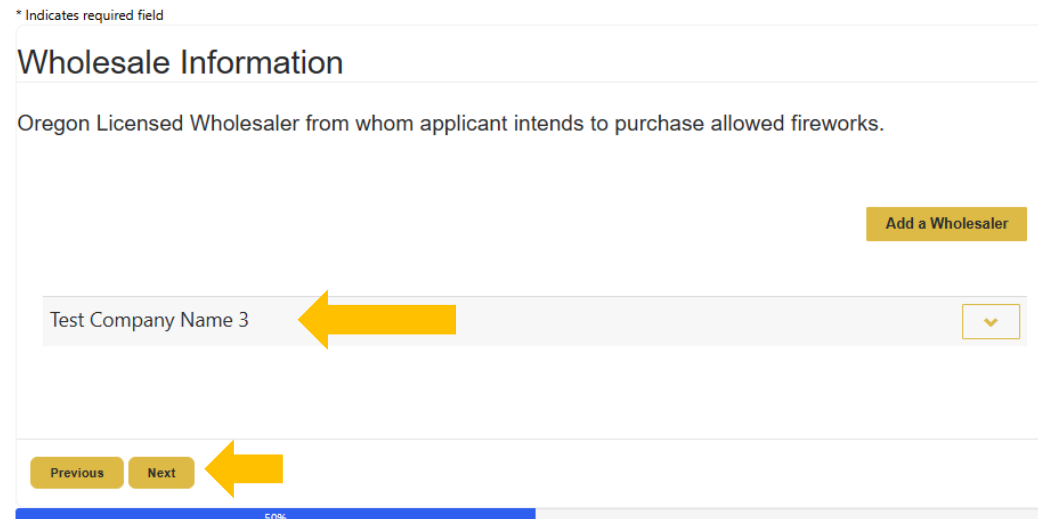
Choose one record and click Select to continue

☒ Test Company Name 3

☐ Oregon State Fire Marshal

Select Cancel Remove value

4) The wholesaler will populate, back on the main page.



* Indicates required field

Wholesale Information

Oregon Licensed Wholesaler from whom applicant intends to purchase allowed fireworks.

Add a Wholesaler

Test Company Name 3


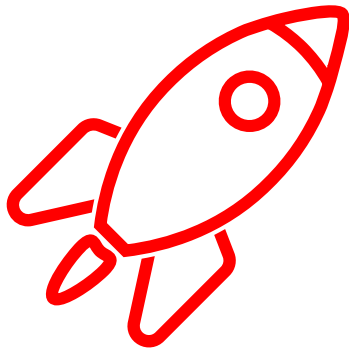
Previous Next

50%

5) Click “Next”

Fire Authority for Sales Location

- List all Fire Authority information
- Search for the Fire Department name using the magnifying glass and search feature in the pop up.



Lookup records

Search

Choose one record and click Select to continue

| | | |
|--------------------------|--------------------|-------|
| <input type="checkbox"/> | Adair RFPD | 00001 |
| <input type="checkbox"/> | Adrian RFD | 00003 |
| <input type="checkbox"/> | Agness Illahe RFPD | 00464 |
| <input type="checkbox"/> | Albany FD | 00004 |
| <input type="checkbox"/> | Alfalfa Fire Dist | 00570 |

< 1 2 3 4 5 6 7 8 ... 31 >

Select Cancel Remove value

Previous Next

60%

Diagram and Mapping Information

REQUIRED INFORMATION - INSIDE SALES DIAGRAM

The location of fireworks display inside the structure.

Location of all exits and distance (in feet) from fireworks to all exits.

Location of highly combustible materials, open flames, heating elements, or direct ignition sources within a 20-foot radius of fireworks display

REQUIRED INFORMATION OUTSIDE SALES DIAGRAM

Location of outside sales stand or tent and location of all exits

Show the distance from tent or stand to the following:

Streets/sidewalks - minimum 15 feet

Buildings/ combustible structures - minimum 10 feet

Dispensers of flammable liquids - minimum 50 feet



Upload Sales Diagram *

Choose File

No file selected

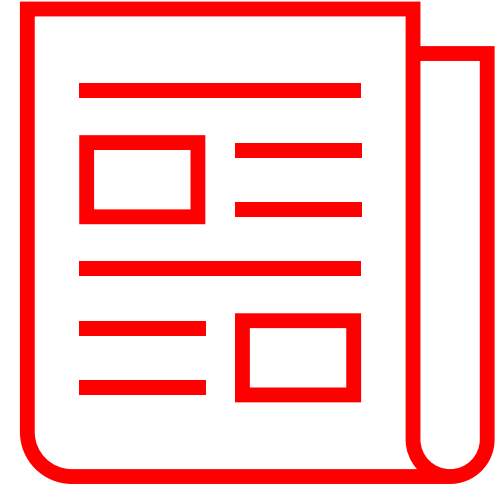
Previous

Next

70%

Final Review

After uploading your diagram, you will come to a review page. Please review the entire application and ensure it is correct, once you hit next on this screen you may not edit the application unless through a formal revision request.



Previous

Next

80%

Confirmation

By clicking Ready for Signature, you affirm that all information provided in this application is accurate and complete to the best of your knowledge. No further edits will be allowed beyond this stage. Any necessary changes must be submitted through a 'Revision Request' with the Oregon State Fire Marshal.

Previous

Ready for Signature

90%

Click “Ready for Signature” and the final screen will confirm the application has been sent to your email.

Thank you for initiating the retail permitting process. You should receive an email with the application ready for signatures or you may access it at any time via the portal under My Permits.

Application Email



The email address in the **Individual Completing the Application** section will receive a PDF copy of the application and diagram.



Take all items with Photo Identification to the local fire authority for signature.

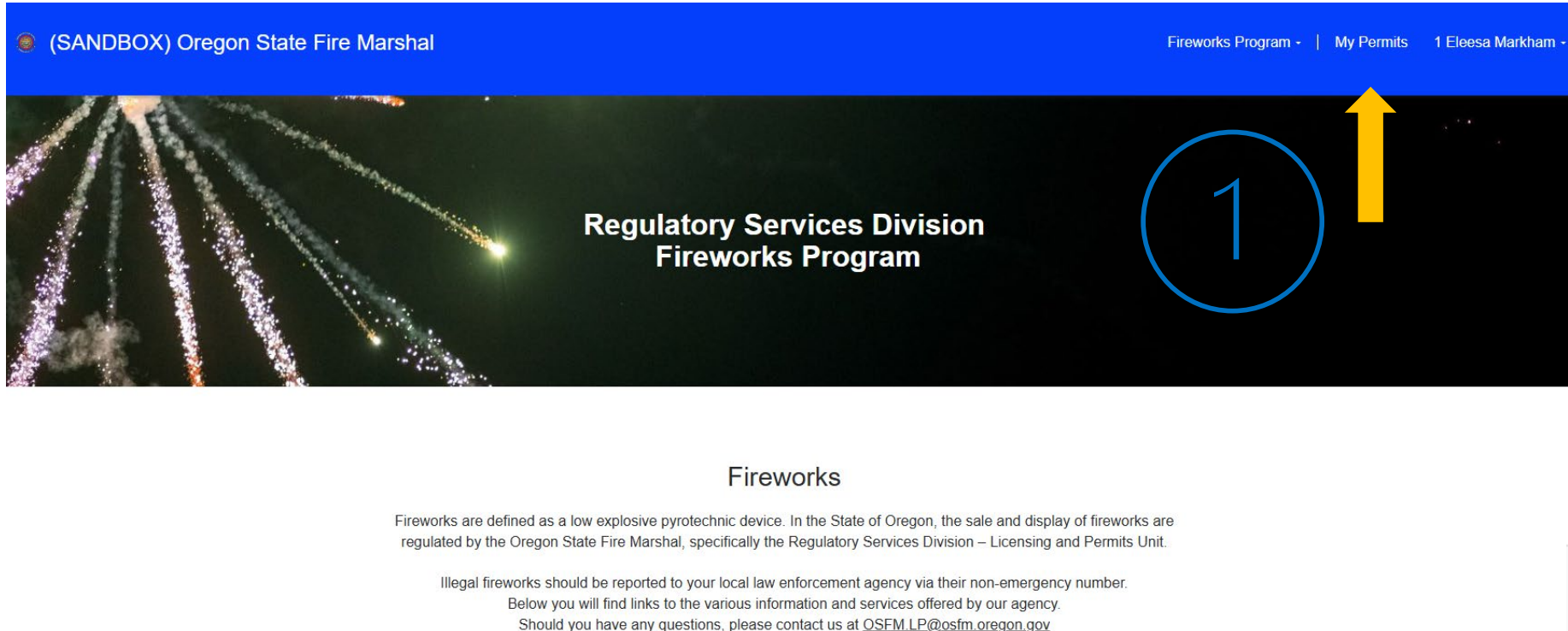


****Note: Please check local rules and ordinances for requirements and any possible fees.****



**Do you have your
signed application
from your local fire
authority?**

Let's submit your application and complete the payment process.
Click “My Permits” on the home page.
Select “Retail Sales Application”



The screenshot shows the Oregon State Fire Marshal website. The top navigation bar is blue and contains the text "(SANDBOX) Oregon State Fire Marshal" on the left and "Fireworks Program - | My Permits 1 Eleesa Markham -" on the right. The main content area has a dark background with a fireworks image on the left and the text "Regulatory Services Division Fireworks Program" in the center. A blue circle with the number "1" and a yellow arrow points to the "My Permits" link in the navigation bar. Below the main content area, there is a section titled "Fireworks" with a definition of fireworks, a note about reporting illegal fireworks, and contact information. To the right of the "Fireworks" section, a blue circle with the number "2" and a yellow arrow points to a button labeled "Retail Sales Applications" with the text "Click here to view retail applications" below it.

(SANDBOX) Oregon State Fire Marshal

Fireworks Program - | My Permits 1 Eleesa Markham -

Regulatory Services Division
Fireworks Program

1

Fireworks

Fireworks are defined as a low explosive pyrotechnic device. In the State of Oregon, the sale and display of fireworks are regulated by the Oregon State Fire Marshal, specifically the Regulatory Services Division – Licensing and Permits Unit.

Illegal fireworks should be reported to your local law enforcement agency via their non-emergency number.
Below you will find links to the various information and services offered by our agency.
Should you have any questions, please contact us at OSFM.LP@osfm.oregon.gov

2

Retail Sales Applications
Click here to view retail applications

All applications are available to review here.

Retail Sales Applications

Click here to view retail applications

Pay Multiple Applications

Retail Sales Applications


Search by keyword

Helpful Hint: Be sure to know the application number(s).
This will be helpful on the following pages.

| | | | | |
|----------------------|--|---------------------|---------------------|--|
| 0007 | | Ready for Signature | 11/7/2024 10:49 AM | |
| 0009 | | Ready for Signature | 11/7/2024 11:32 AM | |
| 0010 | | Ready for Signature | 11/7/2024 11:57 AM | |
| 0021 | | Approved | 12/12/2024 2:20 PM | |
| 0022 | | Ready for Signature | 12/12/2024 2:29 PM | |
| 0024 | | Ready for Signature | 12/12/2024 2:46 PM | |
| 0027 | | Ready for Signature | 12/20/2024 10:59 AM | |

- [View Application](#)
- [Upload Completed Form and Payment](#)
- [Download Permit](#)

Click the drop-down arrow and click “Upload Completed Form and Payment”

Search by keyword 

2024 10:49 AM



2024 11:32 AM

2024 11:57 AM

/2024 2:20 PM



/2024 2:29 PM



[View Application](#)

[Upload Completed Form and Payment](#)

[Download Permit](#)

Helpful Hint: Be sure to know the application number or numbers. This will be helpful on the following pages.

Upload your completed application and click “Next”

Completed Form Upload

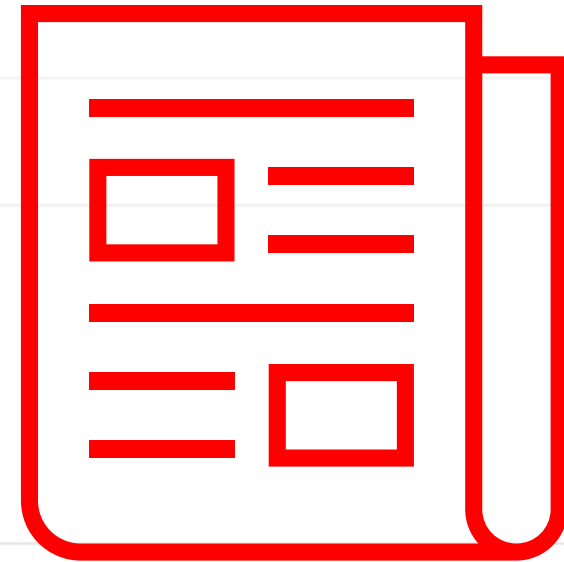
Upload your completed form with signatures.

Choose File

No file selected




Next



Payment Option

Select your preferred payment option:

Previous

Next

- Select your payment option
 1. **Online Payment** ~ single application payment.
 2. **Mail in Check** ~ Mail in your check and application(s) to the PO Box.
 3. **Pay Later – Multiple Payment Option** ~ Use this to select multiple applications and pay in one transaction. All applications need to be in this portal account.
- Click “**Next**”

Online Payment

*** Required Field**

To view any items previously submitted, click on the **History link** in the above menu.

Retail Fireworks Payment

Retail Applications Selector

Download

Select Applications for Payment

0006



0008



0009



Payment Amount *

Please calculate and enter the payment amount by taking the number of applications selected above and multiply by \$100.

Previous

Submit

100%

Mail in Payment

Should you prefer to pay by check, money order, or cashier's check, please make it payable to: **Oregon State Fire Marshal**

PAYMENT MAILED ONLY TO:

Oregon State Fire Marshal
Regulatory Services Division – Fireworks Program
P.O. Box 4395 Unit 09
Portland, OR 97208-4395

Pro Tip: You must upload and
mail in your completed
application(s) with the check
for them to be processed

Previous

Done

Pay Later – Multiple Payment Option

Pay Later - Multiple Payment Option

From the View Permits page, expand the Retail Sales Applications section and select Pay Multiple Applications to process a single payment covering multiple applications.

[Previous](#)[Done](#)

Pay Later – Multiple Payment Option

From your “My Permits” screen, click the “Pay Multiple Applications” button.

Oregon State Fire Marshal

Fireworks Program - | My Permits

Wholesaler Applications
Click here to view applications

Retail Sales Applications
Click here to view retail applications

Pay Multiple Applications

Retail Sales Applications

Search by keyword

| | | | | |
|------|--|----------------------|--------------------|--|
| 0007 | | Submitted for Permit | 11/7/2024 10:49 AM | |
|------|--|----------------------|--------------------|--|

Submission and Payment

Welcome to the OSFM Regulatory Payment portal where you can submit completed documents and forms and make electronic credit card payments.



Only proceed if you have communicated with OSFM regulatory staff and they have approved your submission of documents and payments through our online portal.

You will be asked to create an account or login using existing credentials on the following page to proceed.

[Proceed to login](#)

Complete
the General
Information
and click
“Next”

*** Required Field**

To view any items previously submitted, click on the **History link** in the above menu.

General Information

Company/Organization *

OSFM

Name *

1 Eleesa Markham

Payment Type *

Retail Firework Permit



Please select the item you are submitting payment for.

Please click 'Next' to select applications for payment

Next

To Pay for Multiple click “Select Applications for Payment”.
Confirm all listed numbers are correct. Enter the total payment
Amount and click “Submit”

* Required Field

To view any items previously submitted, click on the **History link** in the above menu.

Retail Fireworks Payment

Retail Applications Selector

Download

Select Applications for Payment

0006



0008



0009



Payment Amount *

Please calculate and enter the payment amount by taking the number of applications selected above and multiply by \$100.

Previous

Submit

100%

Helpful Hint: click the
drop-down menu to
remove applications if
desired.

Process your Payment



You will be redirected to the payment site.



Confirm your pop-up blocker is turned off to allow the payment portal to open.

Application Approval

- Once your signed application has been uploaded, paid for, and reviewed by our team; we will issue your permit.
- You will receive the final permit via email, and you can always access it in the “My Permits” screen.


Wholesaler Applications
[Click here to view applications](#)

Retail Sales Applications
[Click here to view retail applications](#)

[Pay Multiple Applications](#)

Retail Sales Applications

Search by keyword

| | | | | |
|----------------------|-------------------------------------------------------------------------------------|----------------------|---------------------|-------------------|
| 0007 |  | Submitted for Permit | 11/7/2024 10:49 AM | ▼ |
| 0009 | | Ready for Signature | 11/7/2024 11:32 AM | ▼ |
| 0010 | | Ready for Signature | 11/7/2024 11:57 AM | ▼ |
| 0021 | | Approved | 12/12/2024 2:20 PM | ▼ |
| 0022 | | Ready for Signature | 12/12/2024 2:29 PM | ▼ |
| 0024 | | Ready for Signature | 12/12/2024 2:46 PM | ▼ |
| 0027 | | Ready for Signature | 12/20/2024 10:59 AM | ▼ |



[View Application](#)
[Upload Completed Form and Payment](#)
[Download Permit](#)

[View Application](#)
[Upload Completed Form and Payment](#)
[Download Permit](#)



Congratulations you
are now a Permitted
Fireworks Retailer for
the State of Oregon!



Oops!
I need a revision
what now?

Log into the portal and navigate to your “Retail Sales Applications” and click “Request Revision”.

The screenshot displays the Oregon State Fire Marshal portal interface. At the top, a blue header bar contains the text "(SANDBOX) Oregon State Fire Marshal" on the left and "Fireworks Program - | My Permits 1 Eleesa Markham -" on the right. A yellow arrow points to the "My Permits" link. Below the header, there are two main sections: "Wholesaler Applications" and "Retail Sales Applications". The "Retail Sales Applications" section is highlighted with a yellow box. Inside this section, there are two buttons: "Pay Multiple Applications" and "Request Revision". The "Request Revision" button is highlighted with a yellow circle and a yellow arrow points to it. Below these buttons, there is a table titled "Retail Sales Applications" with a search bar and a list of applications. The first application listed is "0098 SpratMart" with the status "Submitted for Permit 5/14/2025 2:35 PM". A dropdown menu is open next to this application, showing options: "View Application", "Upload Completed Form and Payment", and "Download Permit".

(SANDBOX) Oregon State Fire Marshal

Fireworks Program - | My Permits 1 Eleesa Markham -

Wholesaler Applications
Click here to view applications

Retail Sales Applications
Click here to view retail applications

Pay Multiple Applications

Request Revision

Retail Sales Applications

Search by keyword

0098 SpratMart Submitted for Permit 5/14/2025 2:35 PM

View Application
Upload Completed Form and Payment
Download Permit

Select the permit you would like to revise.

 (SANDBOX) Oregon State Fire Marshal

Fireworks Program ▾

Revision Request

| Permit Number | Revision Version | Retailer Name | Status | |
|---------------|------------------|---------------|----------|----------------------------------------------------|
| RS-25-10098 | | SpratMart | Approved | <div><div>▼</div><div>Revision Request</div></div> |

Complete the Revision Request screen and click “Submit”

Important!!!

“Upload supporting document”
This section is for uploading the
Fire Authority Approval email or
signed letter. The revision cannot
be approved without this
included.



✍ Edit

* Indicates required field

Revision Request

Would you like to submit a revision request? *

Select

Explanation for Revision *

Upload supporting document (including Fire Authority Approval) *

Choose File No file selected

Submit


Once submitted by you the status will change to “Revision Needed” – OSFM will review the supporting documents and the request and make the needed corrections.

Revision Request

| <u>Permit Number</u> | <u>Revision Version</u> | <u>Retailer Name</u> | <u>Status</u> | |
|----------------------|-------------------------|----------------------|-----------------|---|
| RS-25-10098 | Revision 1 | SpratMart | Revision Needed | ▼ |

Once approved by OSFM, you will receive an email with the revised permit attached and the status in the system will change to “Approved, Revision Completed”.



 (SANDBOX) Oregon State Fire Marshal Fireworks Program ▾ | My Permits

Wholesaler Applications
Click here to view applications

Retail Sales Applications
Click here to view retail applications

Pay Multiple Applications

Request Revision

Retail Sales Applications

Search by keyword

| | | | | |
|-------------|-----------|------------------------------|-------------------|----------------------------------|
| <u>0098</u> | SpratMart | Approved, Revision Completed | 5/14/2025 2:35 PM | <input type="button" value="v"/> |
|-------------|-----------|------------------------------|-------------------|----------------------------------|

Helpful Hint:
you can
access your
corrected
permit here if
you misplace
your permit.





**Congratulations you
are now a Permitted
Fireworks Retailer for
the State of Oregon!**