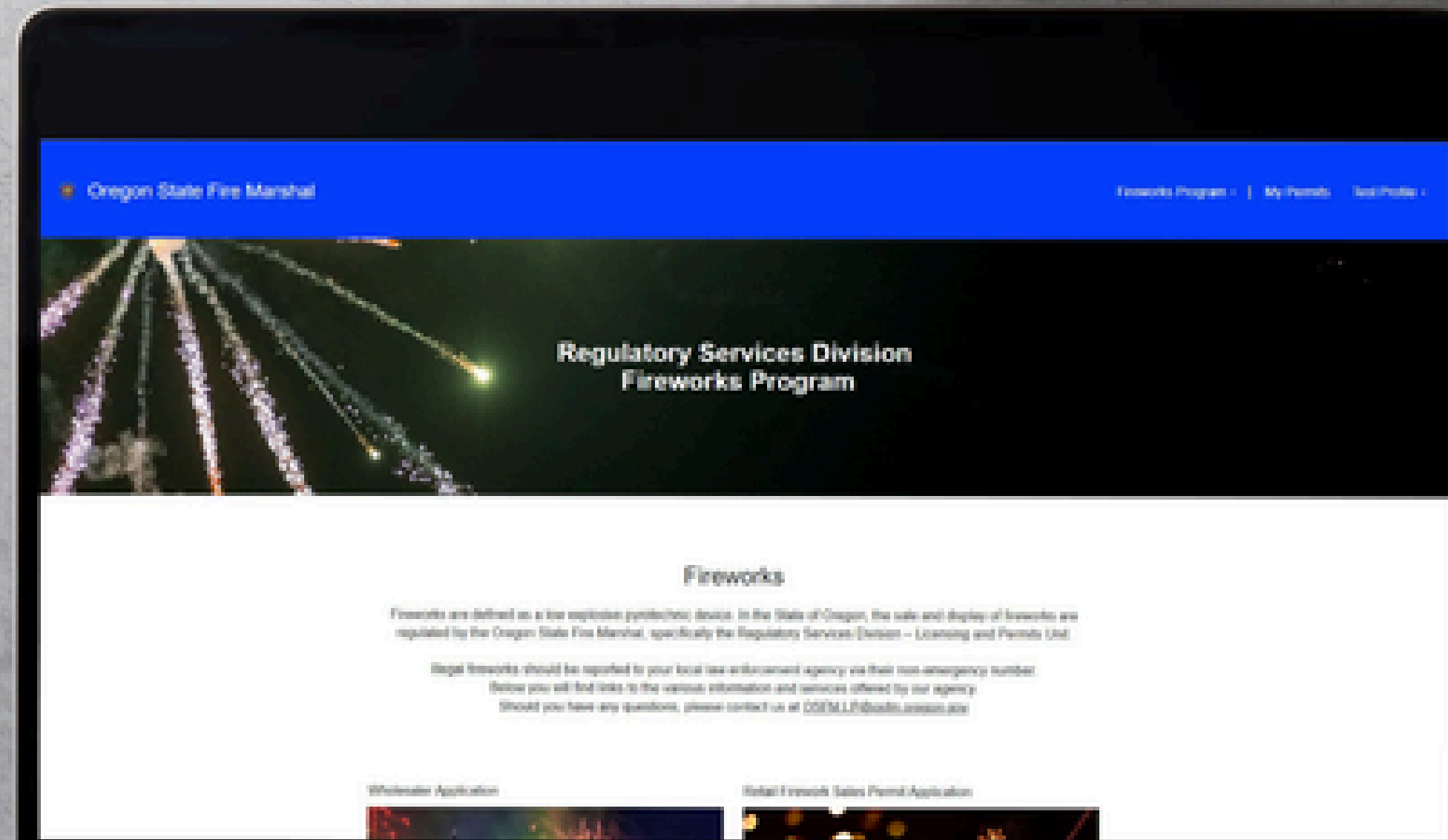




2026

RETAIL FIREWORKS USER GUIDE

OREGON STATE FIRE MARSHAL



**WELCOME TO THE NEW ONLINE
APPLICATION FOR RETAIL SALES PERMITS**

THIS IS A COMPREHENSIVE GUIDE FOR HOW TO USE THE ONLINE PORTAL TO APPLY FOR AN OREGON RETAIL FIREWORK SALES PERMIT.

FOLLOW THIS GUIDE TO ENSURE A SMOOTH AND COMPLIANT PROCESS.



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



Electronically submit or print the application to gather fire authority signatures.



Once signed complete the final submission process by uploading your fully signed application and finalizing the payment. If e-signed, the application will automatically upload.



Submitting a paper application is still available. The check and application may be mailed to the PO box only. Please contact us with questions: OSFM.LP@OSFM.Oregon.Gov

LET'S BEGIN



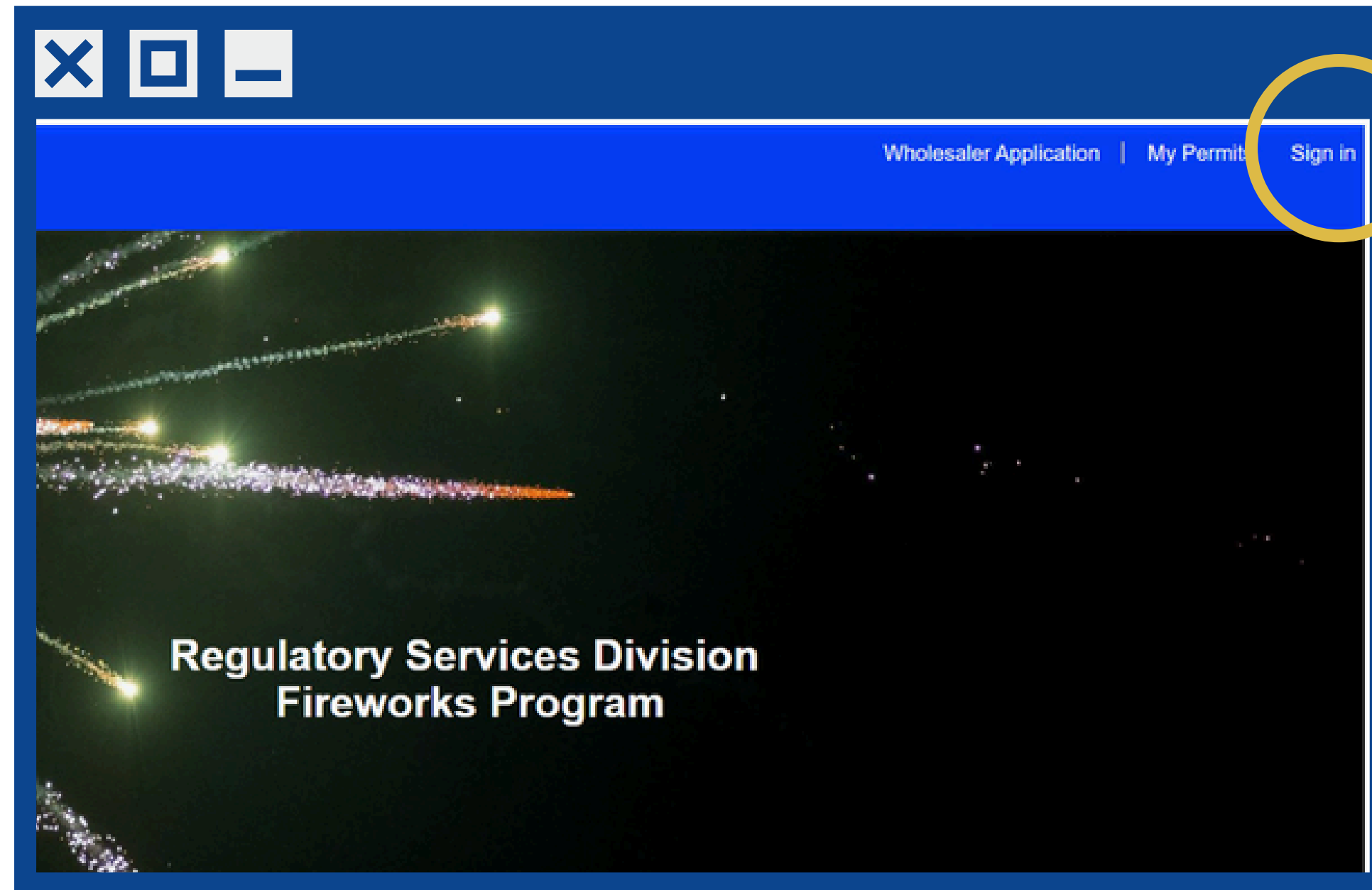
If this is your first time using our online portal, the first step is to create your personal account. An account allows you to access all the features and services the Oregon State Fire Marshal offers securely and conveniently



If you already have an account, log in using your registered email and password. After logging in, you can skip ahead to page 8 of this guide to find detailed instructions on how to navigate and use the portal's features.

CREATING AN ACCOUNT

[Click here](#) to create an account

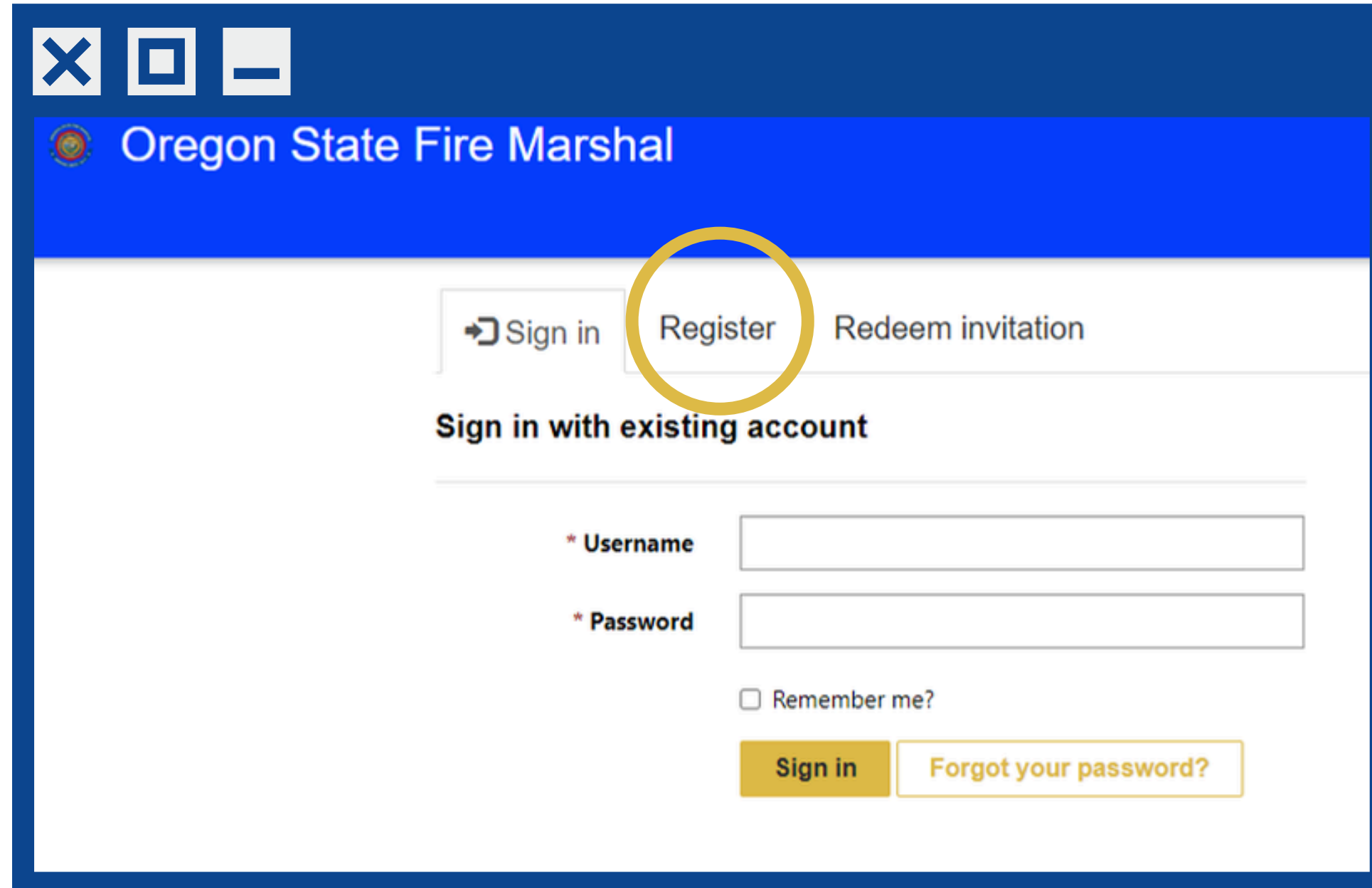


STEP 1

To get started with account creation, click 'sign in' in the top right corner of the portal website.

HELPFUL HINT: Save the link as a "favorite" in your browser.

CREATING AN ACCOUNT

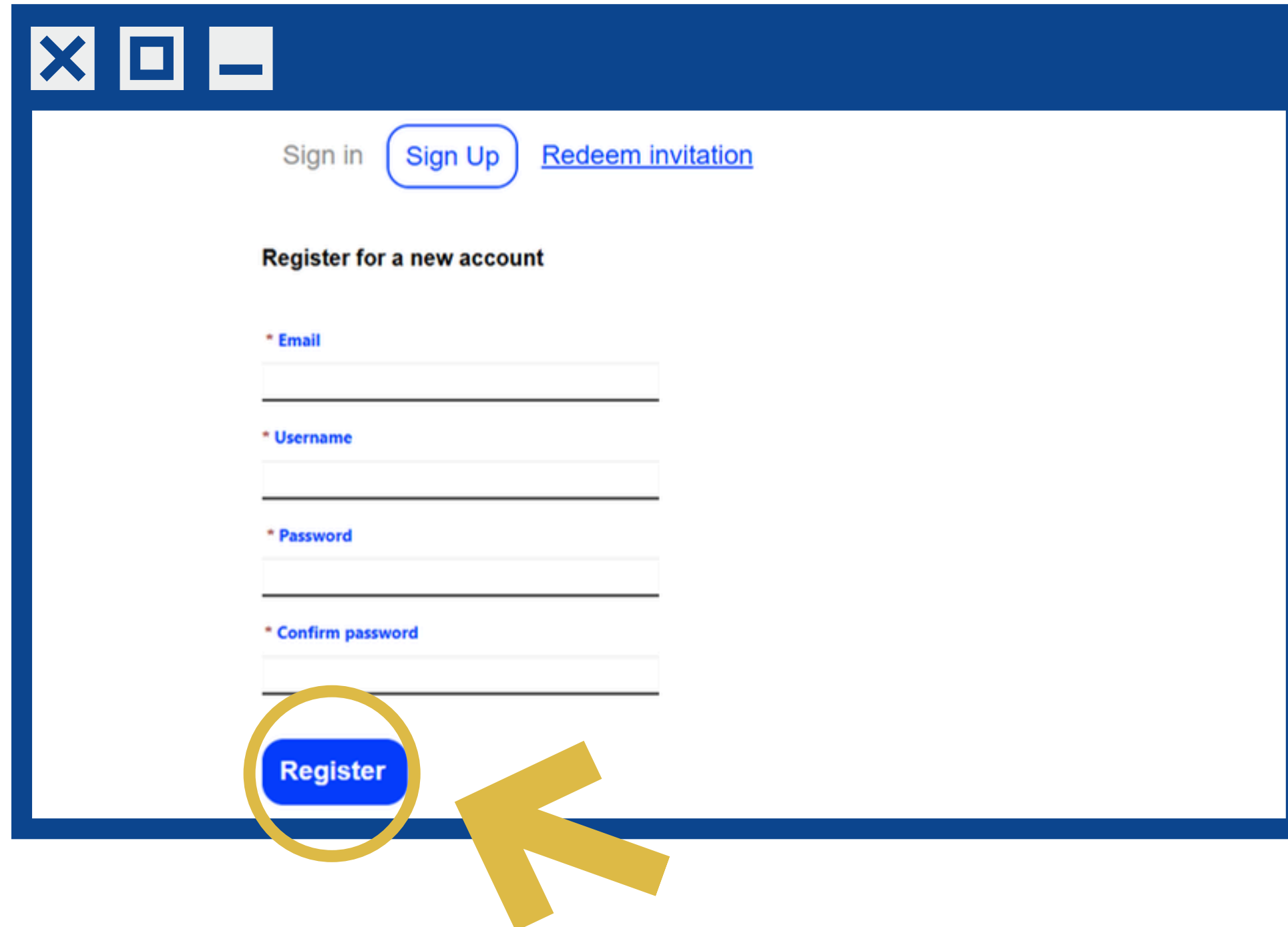


The screenshot shows a web browser window with a dark blue header bar. On the left of the header is the Oregon State Fire Marshal logo, and to its right is the text "Oregon State Fire Marshal" in white. Below the header, there are three tabs: "Sign in" with a right-pointing arrow icon, "Register" (which is circled in yellow), and "Redeem invitation". Below the tabs, the text "Sign in with existing account" is displayed. Underneath this text are two input fields: the first is labeled "* Username" and the second is labeled "* Password". Below the password field is a checkbox labeled "Remember me?". At the bottom of the form area, there are two buttons: a yellow "Sign in" button and a white "Forgot your password?" button with a yellow border.

STEP 2

Click the 'Register' tab

CREATING AN ACCOUNT



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

Register for a new account

* Email

* Username

* Password

* Confirm password

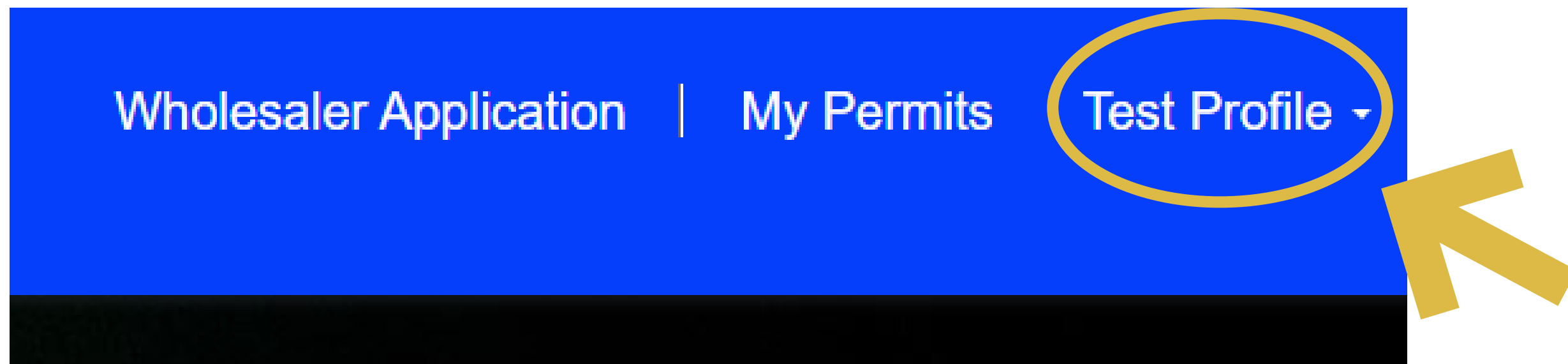
Register

STEP 3

The “Sign Up” tab will open.
Complete the required sections.

Click ‘Register’ to finalize your account.

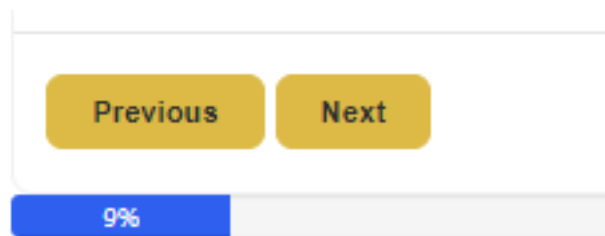
Once your account is created and you are logged in, your name will appear in the upper right corner of the main page.



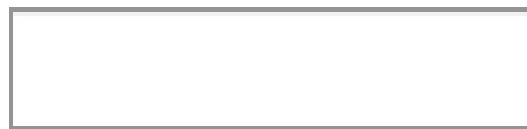
HELPFUL HINTS BEFORE YOU GET STARTED



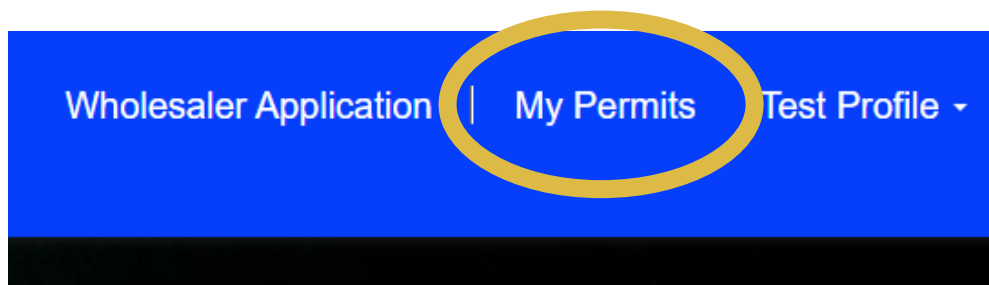
Apply for a Retail Firework Sales Permit



First Name *



A screenshot of a text input field for the label 'First Name *'. The field is empty and has a thin grey border.



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

The status bar at the bottom will help you navigate along the way.

Helpful Hint: Use the “previous” and “next” buttons on screen, *not your browser’s back buttons*.

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

All applicable sections are required.

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

Screenshots 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

STARTING AN APPLICATION




1. Click the “Fireworks Program” dropdown.
2. Select “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

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

Test Company Name 3

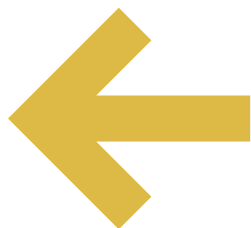




Wholesaler Information

Wholesaler

Test Company Name 3



New Update: Your profile information will automatically carry over to this page.

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

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

10%

STORAGE INFORMATION

Please select the appropriate option from the dropdown menu. This choice will determine which section you will need to complete on the next page.

- **Separate Storage Location:** Choose this option if you need to provide details about a storage location separate from the sales site (storage prior to June 23).
- **Direct to Site:** Select this option if the fireworks are going directly to the site on the day of sales (no earlier than June 23).

* Indicates required field

Storage Information

Is there storage direct to site or a separate storage location?

Select

Select

Separate Storage Location

Direct to Site

Previous

Next

30%

RETAIL SALES LOCATION

Input the Complete Address of Sales Location.

From the dropdown select:

- Inside sales
- Outside sales

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

Choose whether the sales location is inside or outside sales: *

Select

Select

Inside Sales

Outside Sales

Previous

Next

44%

WHOLESALE INFORMATION

1. Click “Add a Wholesaler.”

Add a Wholesaler

2. A new popup window will open.
Make sure your popup blocker is disabled.

3. Click the magnifying glass. A new popup will open with a list of all approved wholesalers.

* Indicates required field

Wholesale Information

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

Add a Wholesaler

Wholesaler

Wholesaler from whom applicant intends to purchase allowed fireworks.

Click on the magnifying glass icon to select Wholesaler:



Submit

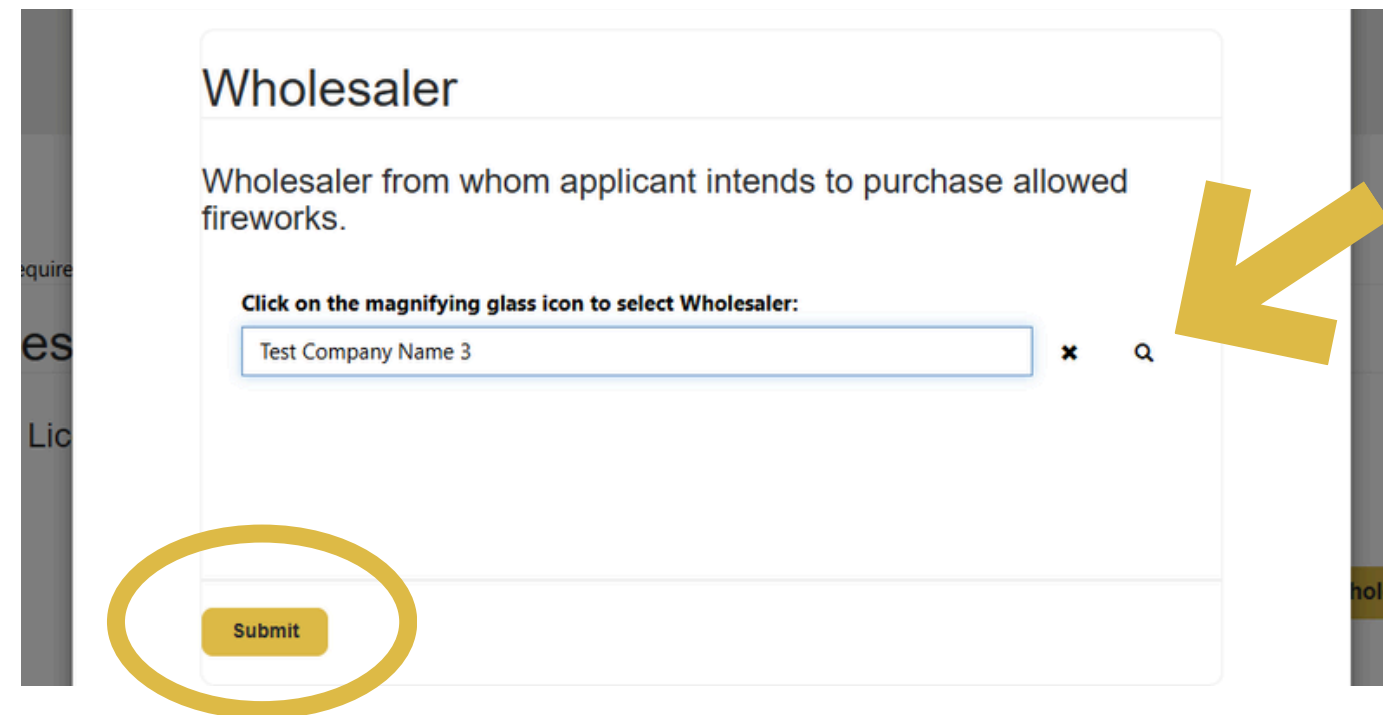
WHOLESALE INFORMATION PT. 2

4. Select the desired wholesaler from the list by checking the box next to the name and click 'Select'.

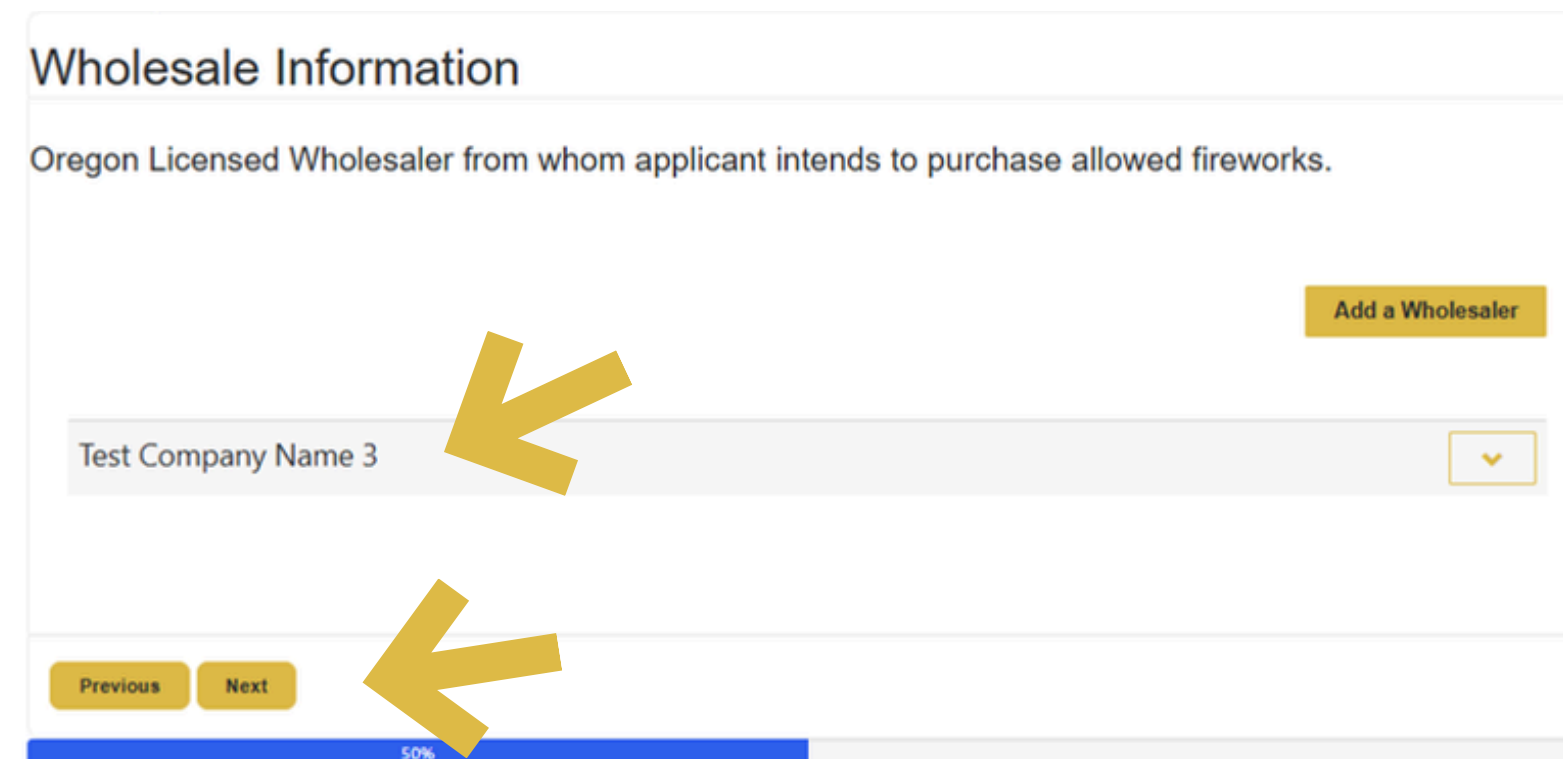
5. Click 'Submit'

6. The wholesaler will populate, back on the main page.

7. Click 'Next' once all wholesalers are reflected



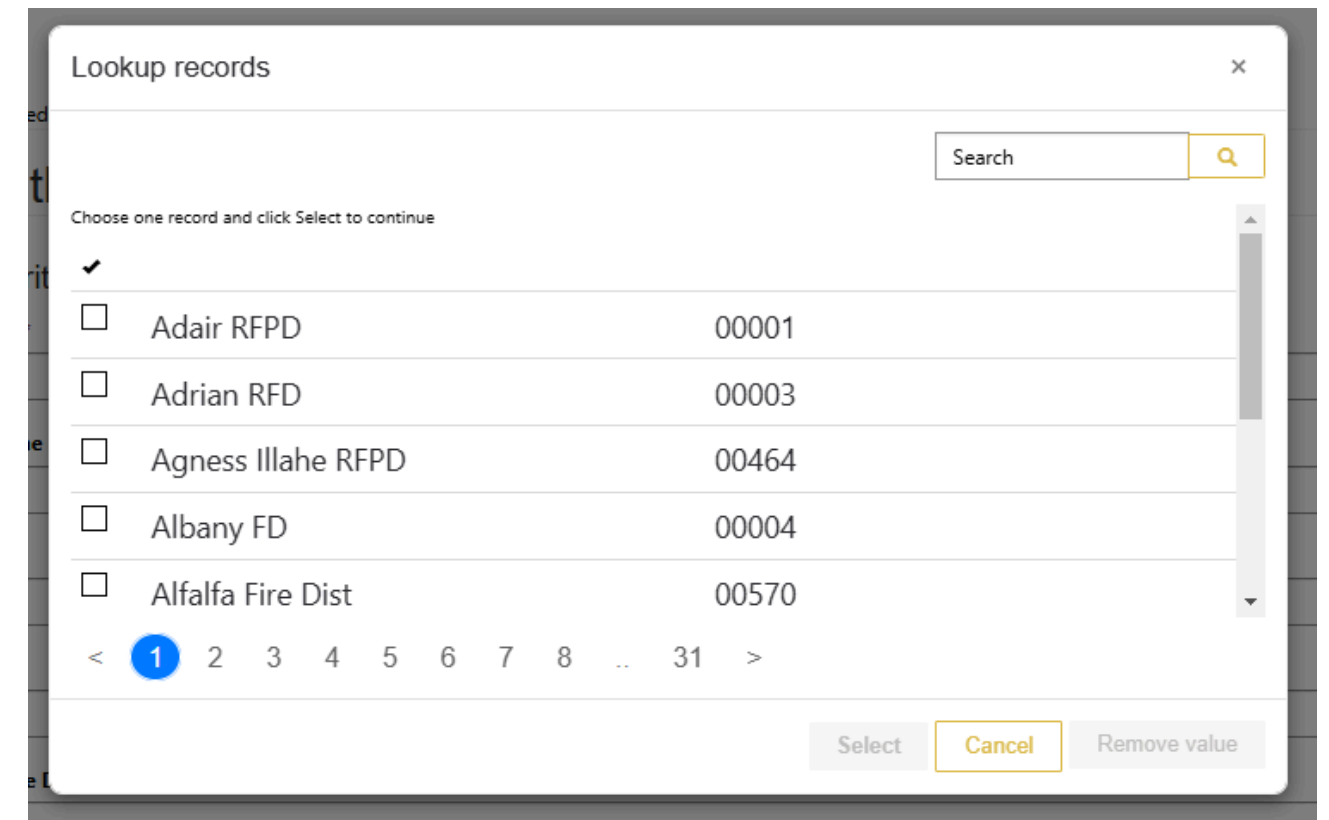
This screenshot shows a form titled 'Wholesaler'. Below the title is a description: 'Wholesaler from whom applicant intends to purchase allowed fireworks.' There is a text input field containing 'Test Company Name 3' with a magnifying glass icon to its right. A yellow arrow points to this icon. Below the input field is a yellow 'Submit' button, which is circled in yellow.



This screenshot shows a form titled 'Wholesale Information'. Below the title is a description: 'Oregon Licensed Wholesaler from whom applicant intends to purchase allowed fireworks.' There is a dropdown menu showing 'Test Company Name 3' with a yellow arrow pointing to it. To the right of the dropdown is a yellow 'Add a Wholesaler' button. At the bottom of the form are two yellow buttons: 'Previous' and 'Next', with a yellow arrow pointing to the 'Next' button. A progress bar at the very bottom shows '50%' completion.

FIRE AUTHORITY FOR SALES LOCATION

- Complete the full name and title of the fire authority for your sales location.
- In the 'Name of Fire Department' section, click the magnifying glass to search for the local fire agency.
- Check the box next to the name
- Click 'Select' and the name, address, city, state and zip code will auto populate.
- Complete the phone number and email address. Verify these are correct as this is the email address that will be used for collecting electronic signatures later in the process.



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

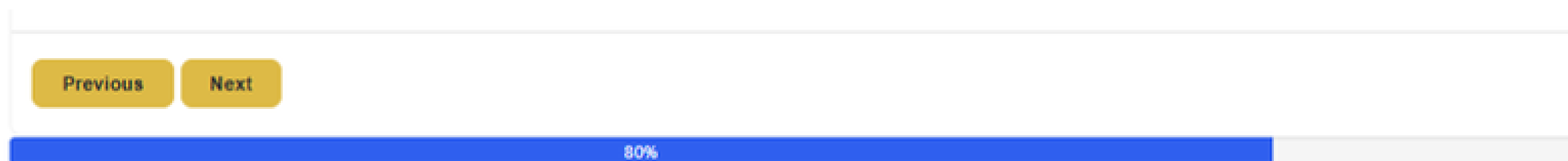
Previous

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 select next on this screen **you can not edit** the application unless through a formal revision request.



CONFIRMATION

Confirmation

How would you like to submit your application to the fire authority?

Application Submission Type *

If you select **email application directly to Fire Authority for electronic review and approval**, we will email the fire authority using the email address you provided in the application, a link to review the application and electronically approve and sign. You will also be given the opportunity to sign the application electronically below. **IMPORTANT:** The applicant is responsible for obtaining the Fire Authority signature. OSFM sends an automatic email to the address provided, with one reminder email after 7 days. No additional follow-up will be made. Incorrect or invalid email addresses may result in delivery failure and delay your application.

If you select **in person review and approval** you will receive an email with a PDF that you can print and take to the fire authority for signature and approval.

Select

Select

email application directly to Fire Authority for electronic review and approval

in person review and approval

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

100%

- Open the dropdown and choose your preferred signature method for fire authority signatures.
- **Email application directly to fire authority for electronic review and approval:** A PDF of the application will be emailed directly to the Fire Authority email address input on the application.
- **In person review and approval:** this will email the applicant a PDF copy of the application to print and gather signatures manually.

ELECTRONIC SIGNATURE PART 1

email application directly to Fire Authority for electronic review and approval

Applicant Photo ID *

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.

Choose File

No file selected

Applicant Signature

By signing electronically, you consent that:

- Your electronic signature has the same validity and enforceability as a handwritten signature.
- You are authorized to sign this document and provide the information contained within.
- You understand that this electronic submission may be retained as a record of your agreement.

Applicant Signature *

Applicant Signature Date *

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

100%

- Upload the proof of identification of the 'Individual Responsible for Sales'. This will be emailed to the fire authority with the PDF of the application for review.
- The 'Person Completing the Application' will sign and date to indicate all information on the application is accurate and complete to the best of their knowledge.
- Click 'Ready for Signature'.

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.

ELECTRONIC SIGNATURE PART 2

If you select the e-sign option, your application will be emailed twice to the local fire authority using the email address you provided on the application:

1. Immediately after the 'Ready for Signatures' button has been selected.
2. 7 days later as a reminder to the fire authority.

Recommendation: Follow up with your fire authority within 1–2 days of the initial submission to confirm they received the application and to ensure they do not need any additional information from you.



Please Note: The system cannot verify whether the fire authority email entered is correct. If the email is invalid, no notification will be sent.

ELECTRONIC SIGNATURE PART 3

Hello,

We're reaching out to let you know that Application # 0177 has been signed by the Fire Authority and is now ready for payment. Any notes from the fire authority are included below.

Storage Location Fire Authority Notes/Comments:

Sales Location Fire Authority Notes/Comments



Licensing and Permits

Regulatory Services Division

Oregon State Fire Marshal

(971) 372-0325

Email: OSFM.LP@OSFM.oregon.gov

This email sent to the 'Individual Completing the Application' indicates the fire authority has signed the application. It will automatically upload to the portal with all signatures and is ready for payment.

**PLEASE SKIP TO PAGE 26 OF THIS GUIDE TO PAY AND
COMPLETE THE SUBMISSION PROCESS.**

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.



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

If the application is electronically signed by the fire authority skip this step.

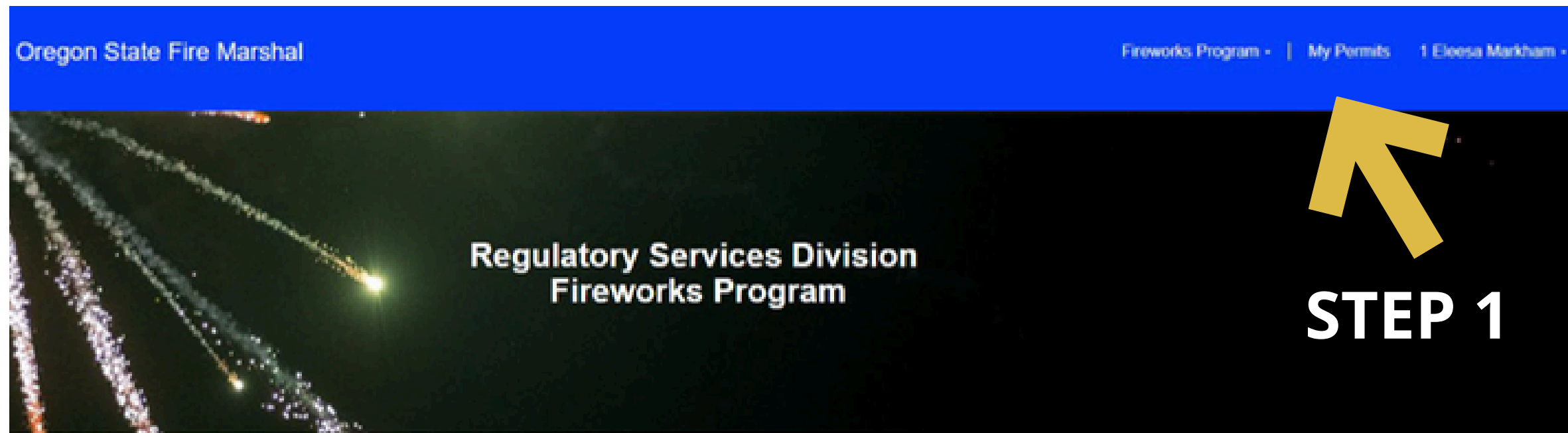
**DO YOU HAVE YOUR SIGNED APPLICATION
FROM YOUR LOCAL FIRE AUTHORITY?**

**DO NOT PAY IF YOUR APPLICATION IS
MISSING ANY SIGNATURES.**

SUBMITTING APPLICATIONS AND THE PAYMENT PROCESS

Step 1: Click “My Permits” on the home page.

Step 2: Select “Retail Sales Application”



STEP 2



Retail Sales Applications
Click here to view retail applications

ALL APPLICATIONS ARE AVAILABLE TO REVIEW HERE.

Status Explanations:

- **Ready for Signature:** this is a manually signed application. When in this status upload the signed application and make your payment.
- **Ready for Payment:** the signed application has been uploaded to the system and its ready for payment.
- **Approved:** The permit has been issued.

Retail Sales Applications

Search by keyword

0007	Fred Meyer #35	Ready for Signature	11/7/2024 10:49 AM	<div></div>
0009	Albertsons #3595	Ready for Signature	11/7/2024 11:32 AM	<div></div>
0010	Cheer Zone Booster Club	Ready for Signature	11/7/2024 11:57 AM	<div></div>
0021	Erickson's Thirftway - Prineville	Approved	12/12/2024 2:20 PM	<div></div>
0022	Bi-Mart #611	Ready for Signature	12/12/2024 2:29 PM	<div></div>
0024	Bi-Mart #659	Ready for Signature	12/12/2024 2:46 PM	<div></div>
0027	Eleesa Markham	Ready for Signature	12/20/2024 10:59 AM	<div></div>

View Application

Upload Completed Form and Payment

Download Permit

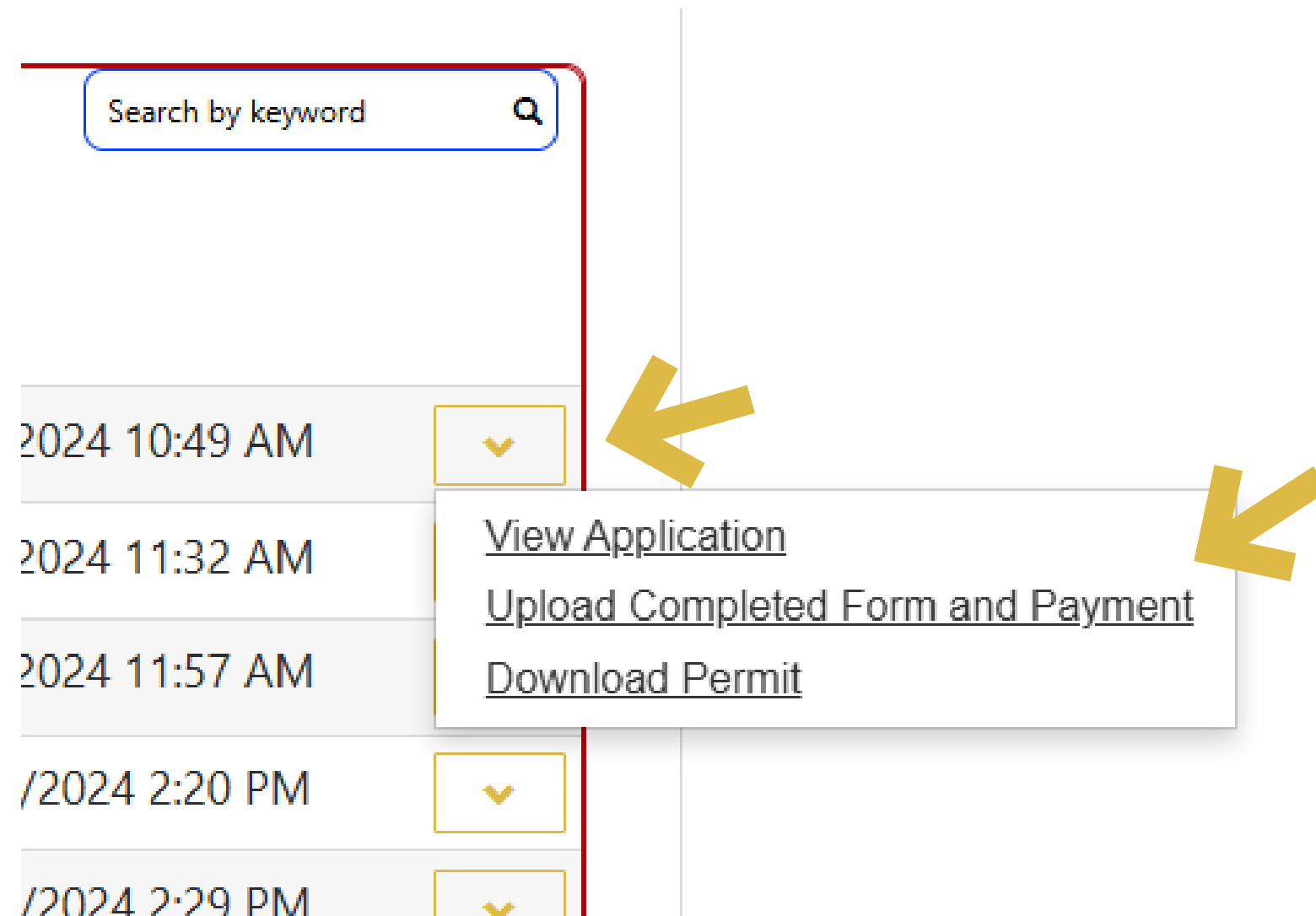
Helpful Hint: Be sure to know the application number(s). This will be helpful on the following pages.

SUBMITTING APPLICATIONS AND THE PAYMENT PROCESS







When the status shows 'Ready for Signature,' open the drop-down arrow, then click 'Upload Completed Form and Payment'

Helpful Hint:

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



The screenshot shows a table with application status entries. A search bar at the top is labeled 'Search by keyword' with a magnifying glass icon. The table has two columns: a date/time column and an action column. The first row shows '2024 10:49 AM' and a dropdown arrow. The second row shows '2024 11:32 AM' and a dropdown arrow. The third row shows '2024 11:57 AM' and a dropdown arrow. The fourth row shows '/2024 2:20 PM' and a dropdown arrow. The fifth row shows '/2024 2:29 PM' and a dropdown arrow. A dropdown menu is open for the first row, showing three options: 'View Application', 'Upload Completed Form and Payment', and 'Download Permit'. Two yellow arrows point to the dropdown arrows in the first and second rows.

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

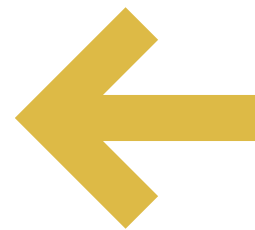
UPLOAD YOUR COMPLETED APPLICATION AND CLICK “NEXT”

Completed Form Upload

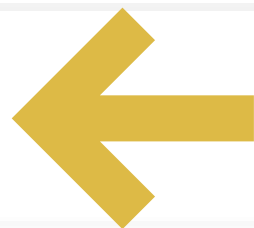
Upload your completed form with signatures.

Choose File

No file selected



Next



If the application is electronically signed by the fire authority skip this step.

Payment Option

Select your preferred payment option:

Select



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	<div></div>
0008	<div></div>
0009	<div></div>

Payment Amount *

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

Previous

Submit

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

[Previous](#)

[Done](#)

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

PAY LATER: MULTIPLE PAYMENT OPTIONS

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 OPTIONS

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

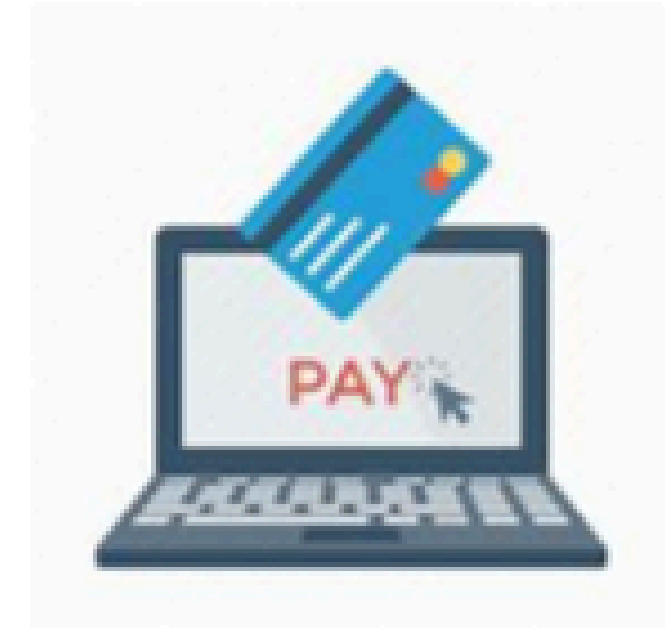
Retail Sales Applications

Search by keyword

0007	Fred Meyer #35	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'. A list of all available applications will open in a new window.
- Check the box next to the applications you wish to pay.
- 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](#)

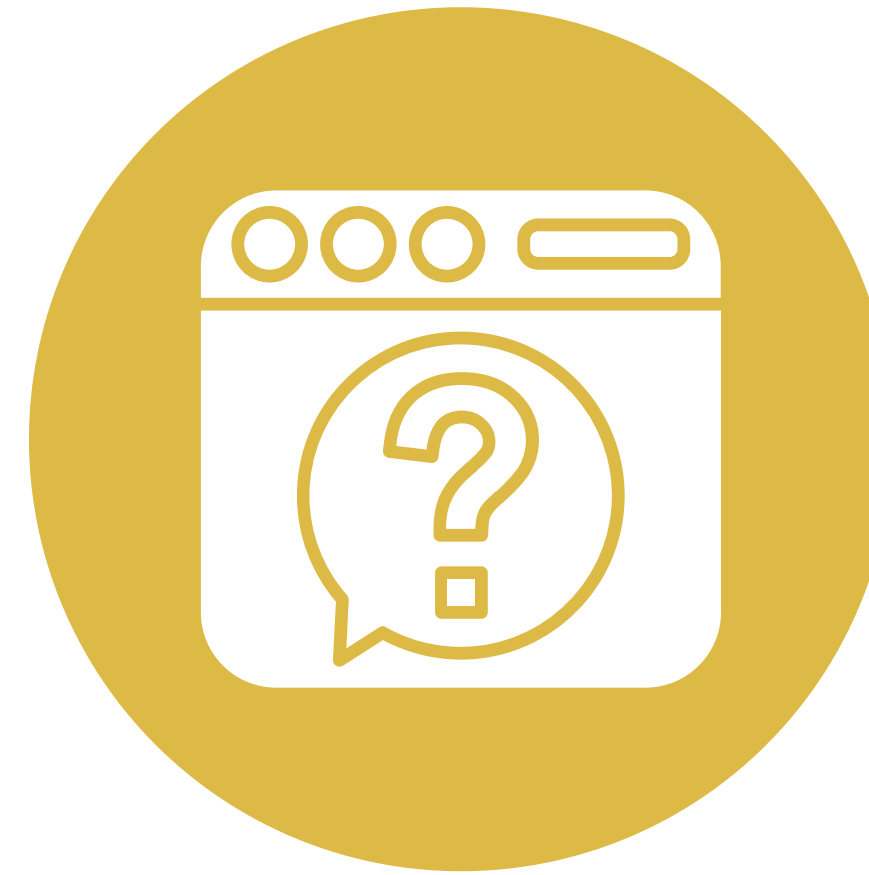
100%

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 PROCESS

- Once the signed application has been uploaded, paid for, and reviewed by our team, we will issue the permit.
- The application status will change to 'Approved' on the 'My Permits' page.
- The email address listed for the 'Individual Completing the Application' will receive the permit in an emailed PDF attachment.
- The permit can always be accessed on the 'My Permits' screen.

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	Fred Meyer #35	Submitted for Permit	11/7/2024 10:49 AM	▼
0009	Albertsons #3595	Ready for Signature	11/7/2024 11:32 AM	▼
0010	Cheer Zone Booster Club	Ready for Signature	11/7/2024 11:57 AM	▼
0021	Erickson's Thirtway - Prineville	Approved	12/12/2024 2:20 PM	▼
0022	Bi-Mart #611	Ready for Signature	12/12/2024 2:29 PM	▼
0024	Bi-Mart #659	Ready for Signature	12/12/2024 2:46 PM	▼

10:59 AM

View Application
Upload Completed Form and Payment
Download Permit

QUESTIONS? Email: OSFM.LP@OSFM.Oregon.Gov



**CONGRATULATIONS, YOU ARE NOW A
PERMITTED FIREWORKS RETAILER IN THE
STATE OF OREGON!**



Oops! I need a revision - what now?

REVISION REQUEST

- Log into the Portal
- Click 'My Permits'
- Click 'Retail Sales Applications'
- Click 'Request Revision'

Oregon State Fire Marshal

Fireworks Program ▾ | My Permits

Wholesaler Applications

Click here to view applications

Retail Sales Applications

Click here to view retail applications

Request Revision

Retail Sales Applications

Search by keyword

Q

<u>0098</u>	SpratMart	Approved, Revision Completed	5/14/2025 2:35 PM	▼
-------------	-----------	------------------------------	-------------------	---

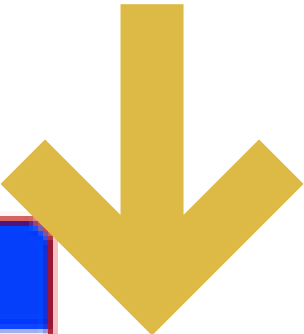
SELECT THE PERMIT YOU WOULD LIKE TO REVISE

Revision Request

Permit Number	Revision Version	Retailer Name	Status
RS-25-10098		SpratMart	Approved



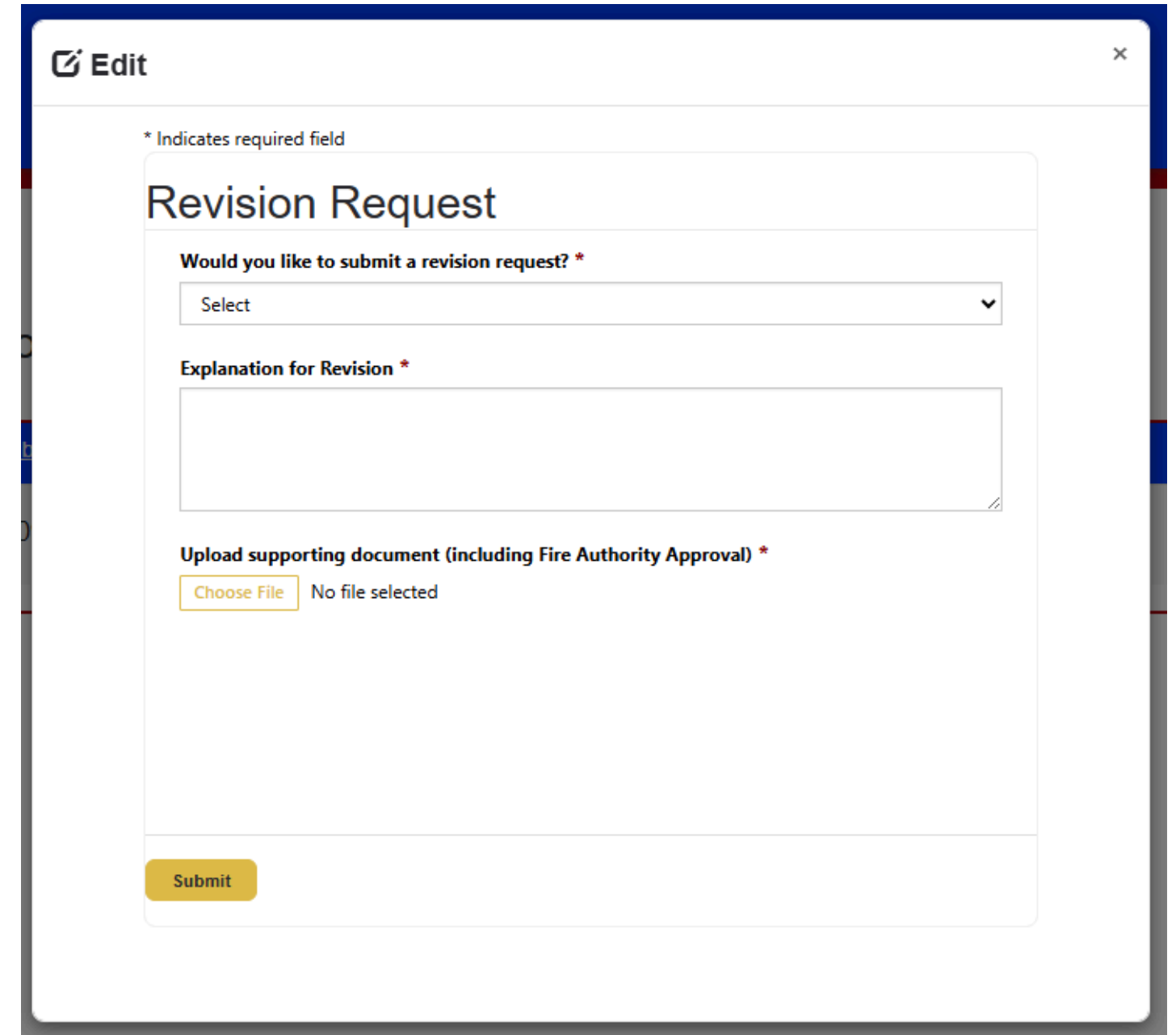
Revision Request



COMPLETE THE REVISION REQUEST

- A pop-up window will open
- Select 'Yes' in the drop down "Would you like to submit a revision request?"
- Complete the 'Explanation for Revision' field.
- Upload the approval from the fire authority.
- Click 'Submit'

NOTE: the revision will not be granted without proof of the fire authority approving the change. This can be in any form; an email, letter, note on a copy of the revised application / permit, etc.

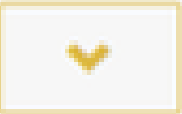


The screenshot shows a web application window titled 'Edit' with a close button in the top right corner. Inside the window is a form titled 'Revision Request'. At the top of the form, there is a note: '* Indicates required field'. The form contains three main sections: 1. A dropdown menu labeled 'Would you like to submit a revision request? *' with 'Select' as the current option. 2. A text input field labeled 'Explanation for Revision *'. 3. A file upload section labeled 'Upload supporting document (including Fire Authority Approval) *' which includes a 'Choose File' button and the text 'No file selected'. At the bottom of the form is a yellow 'Submit' button.

REVIEW OF THE REVISION REQUEST

- The status will change to 'Revision Needed'.
- Staff will review the request and ensure the fire authority approves of the revision being requested.
- Once the review is complete, the Status will change to 'Approved – Revision Completed'

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	

REVIEW OF THE REVISION REQUEST

Once the revision is approved, the 'Individual Completing the Application' will receive an email with the revised permit attached as a PDF.

Oregon State Fire Marshal

Fireworks Program - | My Permits

Wholesaler Applications
Click here to view applications

Retail Sales Applications
Click here to view retail applications

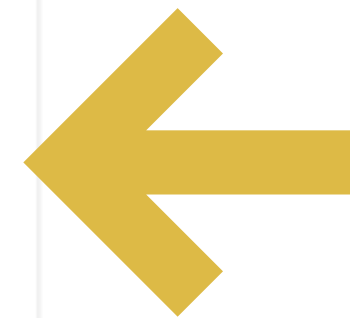
Pay Multiple Applications

Request Revision

Retail Sales Applications

Search by keyword

0098	SpratMart	Approved, Revision Completed	5/14/2025 2:35 PM	▼
------	-----------	------------------------------	-------------------	---



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



**CONGRATULATIONS, YOU ARE NOW A
PERMITTED FIREWORKS RETAILER IN THE
STATE OF OREGON!**