

Oregon Office of State Fire Marshal

**REGULATORY SERVICES DIVISION
FIREWORKS PROGRAM
RETAIL SALES FIREWORKS APPLICATION INSTRUCTIONS
RECOMMENDED SUBMITTAL DATE: APRIL 15**



Phone Number: (503) 934-8272 or (503) 934-8274

Email: SFM.LP@osp.oregon.gov **Fax Number:** (503) 373-1825

IMPORTANT: For information on laws visit https://www.oregonlegislature.gov/bills_laws/ors/ors480.html and rules OAR 837-012-0600 <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3798>. The applicant and individual responsible for sales are responsible for reading, understanding and following all laws and rules regarding fireworks in Oregon. **The retail permit shall be issued prior to any activities allowed by this permit.**

Print or type application, except for signatures, completing all boxes. Do not use “same” to complete information requested. All information is REQUIRED and MUST be complete or the application will be returned unprocessed.

Checks, Money Orders and Cashier’s Checks must be made payable to:

Oregon State Police – Office of State Fire Marshal

Mail fee & application(s) to:

Office of State Fire Marshal

Regulatory Services Division - Fireworks Program

PO Box 4395 Unit 09

Portland, OR 97208-4395

PERMIT HOLDER INFORMATION

COMPANY, ORGANIZATION, OR PERSON TO WHO PERMIT IS TO BE ISSUED

Name: Company, organization, or individual to whom permit is to be issued.

Mailing Address: Address for the company, organization, or individual to whom permit is to be issued.

Work Phone Number: Number where the company, organization, or individual may be contacted.

INDIVIDUAL REPRESENTING COMPANY OR ORGANIZATION

Name: Individual representing the company or organization.

Mailing Address: Mailing address for the person representing the company or organization.

Home Phone Number: Home phone number for the person representing the company or organization.

INDIVIDUAL RESPONSIBLE FOR SALES

Person shall be responsible for one location only. Must be 18 or older and at sales location frequently. This is the individual the State Fire Marshal and the local fire authority will expect to find at the sales location during hours the permitted sales location is open for business, for inspections, and to answer any questions.

Name: Full name of individual responsible for sales.

Mailing Address: This is the mailing address for the person responsible for sales.

24-Hour Number: The number where the individual responsible for sales may be contacted 24 hours a day.

Age: This is the age of the person responsible for sales. Must be 18 years of age or older.

STORAGE INFORMATION

No Storage: Check this box if you will not be storing any product.

Address(es) Where fireworks will be stored: Complete physical address of where you will be storing the product.

Phone Number: This is the phone number at the storage location.

Storage Location Type: Choose from the following types:

GROUP M - Includes buildings, structures, or portions thereof, used for the display and sale of merchandise, and involving stocks of goods, wares or merchandise incidental to such purposes and accessible to the public. Mercantile occupancies shall include, but are not limited to, the following: Department stores, Drug stores, Markets, Paint stores without bulk handling, Shopping centers, Sales rooms, Wholesale and retail stores, etc.

GROUP S - Includes the use of a building or structure, or a portion thereof, for storage not classified as a hazardous occupancy.

GROUP U (Must be detached) - Includes buildings or structures, or portions thereof, and shall be:

Division 1 - Private garages, carports, sheds and agricultural buildings.

Approximate Dates Fireworks will be at Storage Address: Storage of Retail Fireworks is only allowed from June 1 through July 31. **Storage of fireworks prior to June 1 or after July 31 is prohibited.**

Describe Fire Extinguishing Equipment Available at Storage Area(s). There must be a minimum of one 2A water-type extinguisher or the equivalent.

FIRE AUTHORITY SIGNATURE FOR STORAGE LOCATION

Only have the Fire Authority complete this section IF there will be storage. ALL parts of this section are REQUIRED if there will be storage.

RETAIL SALES LOCATION INFORMATION

Numbered Street address of sales: Physical address of the sales site location.

County: County where the sales site is located.

You must indicate whether the sales location is either **Indoor** or **Outdoor**. If the location is outdoors, you must indicate if you are setting up a **Tent** or **Stand** and the dimensions of the Tent or Stand.

WHOLESALE INFORMATION

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

INDIVIDUAL COMPLETING APPLICATION INFORMATION

This section must be completed by the permit holder or wholesaler. Permit will be sent to this individual – no exceptions

Name of Individual Completing Application: Individual completing application and if wholesaler what company, printed name AND signature are REQUIRED.

Phone Number & Fax: Daytime contact number of the person completing the application.

Email: This is the email address the permit will be sent to.

FIRE AUTHORITY SIGNATURE FOR SALES LOCATION

ALL Retail Sales Fireworks Applications MUST be signed by the Fire Authority for the sales location. If there is storage, the Fire Authority must sign in both sections. If the storage location and sales location are in different fire jurisdictions, the appropriate Fire Authority must sign. All parts in this section are REQUIRED.

MAP/DIAGRAM INFORMATION: *MUST BE SUBMITTED ON A SEPARATE PIECE OF PAPER*

Diagram Area: Required information of inside sales diagram/outside sales diagram

When completing the diagram in the area on the application marked "Diagram Area" please refer to the list of items that must be included in the diagram depending upon whether the sales are located indoors or outdoors. This area must be completed accurately as the sales area must match the diagram.

INSIDE SALES DIAGRAM REQUIRED INFORMATION

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.

OUTSIDE SALES DIAGRAM REQUIRED INFORMATION

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

Parking – minimum 20 feet