NEW HAMPSHIRE DEPARTMENT OF SAFETY
OFFICE OF THE STATE FIRE MARSHAL
Fireworks Safety & Enforcement Unit
Mailing Address: 33 Hazen Drive, Concord, NH 03305
Office: 110 Smokey Bear Blvd., Concord, NH
(603) 223-4289 / FAX (603) 223-4294 / Email: fmo.fireworks@dos.nh.gov

APPLICATION CHECKLIST FOR DISPLAY FIREWORKS PERMIT

☐ Complete the Application for Display Fireworks Permit (DSFM 166). All documentation shall be attached when submitting the permit application. Incomplete applications will be immediately returned.

Help Tips:(Numbers are those listed on the permit form)

(4) List the appropriate show dates, and times. We encourage you list a rain date whether or not you intend to use one.
(7) The operator listed on the permit needs to be accurate. If there is a need to change the listed operator, that change shall be submitted NO LATER than 3 business days prior to the intended date of the display. If an operator change needs to occur for an emergency, please contact our office as soon as possible.
(9) Please indicate the physical address for the display site.
(10) All updates to shell counts need to be submitted NO LATER than 3 business days prior to the display.

☐ Attach a complete site plan for the display / display site. Site plan shall be clear, legible, and include:

☐ The physical location of the display site by address.
☐ Appropriate distances and locations indicated on the site plan (audience, parking / viewing areas, discharge area, restraining lines, overhead obstructions, etc.).
☐ If buildings will be closer than 200 feet all items specified in Saf-C 5017.01 (a)(3) a – g shall be submitted with the permit application, or indicated on the site plan.

- ☐ *The building or structure is not an inhabited building per Saf-C 5002.15;*
- ☐ *Access to the building is prohibited once the shells arrive on the display site;*
- ☐ *Flammable or combustible liquids or gases are not stored in the building;*
- ☐ *The building is single story and no greater than 400 square feet;*
- ☐ *The requirements of Saf-C 5017.01(a)(1) are met;*
- ☐ *The application for display includes written acknowledgement of the building owner, the sponsor of the display, and the fireworks company conducting the display that the building may be exposed to damage from the fireworks display;*
- ☐ *The site plan identifies the distance of the building to discharge site;*

☐ Indicate if mortars are being trenched in the ground, and if so, submit confirmation that you have contacted Dig Safe.

☐ Product Inventory shall be accurate and correct. Any changes may be submitted up to the 3 business day deadline.

☐ Attach required insurance.

Help Tips:

(1) Is the policy within valid dates?
(2) Do the dates of the display listed on the insurance match the dates listed on the permit application?
(3) The NH Department of Safety – Office of the State Fire Marshal, 33 Hazen Drive, Concord, NH 03305 shall be listed as a "certificate holder" on the policy.
(4) Does the insured listed match the Fireworks Company, or individual conducting the display.
(5) Is the insurance policy for a fireworks display?

☐ Attach copy (both front and back) of listed operator's valid license.

☐ If the display is conducted in an FAA controlled air space, please contact the FAA and obtain approval for the display. To request a copy of the FAA notification and approval form, please email: 9-ato-esa-osg-fireworks@faa.gov

☐ If the display is to occur on the water, attach an approved Water Event Permit from NH State Police – Marine Patrol. If you have not done this, please contact the following:

NH State Police – Marine Patrol
31 Dock Road, Gilford, NH 03249
(877) 642-9700 (toll free)
marinepatrol@dos.nh.gov

☐ All changes to any portion of the application package shall be submitted to both the local fire department, and this office.

☐ Submission Deadlines:

1) Application package shall be submitted to the local officials not less than 15 days prior to the intended date of the display.
2) Once local approval has been completed, please return the approved application package to the fireworks company, or operator. It is the responsibility of the fireworks company / operator to transmit the locally approved application package to this office at least 3 business days prior to the intended date of the display.

☐ Preferred method of submitting your completed application to the State Fire Marshal's Office is by email fmo.fireworks@dos.nh.gov . When submitting your application by email, please include the sponsor, listed operator, and local fire chief. Any issues with the application package or final approval will be sent in return to all parties listed.

Applications can still be mailed, faxed, or hand delivered to this office.

Anyone with licensing or permit questions can contact the Fireworks Safety & Enforcement Unit, Monday through Friday, 8:15 AM to 4:00 PM at (603) 223-4289, or by email at fmo.fireworks@dos.nh.gov