



## RALEIGH FIRE DEPARTMENT

310 W. Martin Street | P.O. Box 590 | Raleigh, North Carolina 27602  
Phone (919) 996-6392 | Fax (919) 831-6180 | [raleighnc.gov/fire](http://raleighnc.gov/fire)



### Office of the Fire Marshal

#### Application Form - Instructions

#### Proximate Audience or Flame Effects Before an Audience

##### Applicable Codes and Standards:

- North Carolina Fire Code (NCFC): Chapter 56
- NFPA 160: Standard for the Use of Flame Effects Before an Audience
- NFPA 1126: Standard for the use of Pyrotechnics Before a Proximate Audience

##### Instructions:

Use the following instructions to complete the attached form. The Office of Fire Marshal (OFM) must be in receipt of this application **not less than 10 business days** prior to the event, for review and approval.

Form Line No.	Explanation
1	Provide the name of person or company applying for a permit.
2	List the telephone number where the applicant can be reached.
3	Use the mailing address the applicant can expect the quickest service and provide the fax number and email address.
4	What is the physical address (location) of the permit applicant if it is different from the mailing address given?
5	List the city, state, and zip code for the complete mailing address.
6	If a company is making application, write in the Federal Identification Number as provided by the IRS for the company applying for the permit. If a company is not making application, disregard and go to Question#7.
7	The name of the person responsible for the Flame Effect. The "Flame Effect Operator" is defined as:  The single person with the overall responsibility for flame effect operations and safety.
	For use of pyrotechnics, the Pyrotechnic or Display Operator is to print their name and North Carolina Office of State Fire Marshal card number in the spaces provided. The "Pyrotechnic Operator" is defined as:
	The person who has overall responsibility for the operation and safety of a pyrotechnic display.
	In accordance with the NCFC Section 5608.2, the fire code official shall verify that permission has been granted to conduct fireworks display with North Carolina General Statue 14-410. Space is provided on 16 for the display operator's signature. Attach a photocopy of the display operator card to the application. The pyrotechnician listed on Line 10.1 may also be the display operator and/or applicant resulting in a repeated listing. A certified pyrotechnician is NOT required for flame effects.
8	The use of pyrotechnics before a "proximate audience" is governed by provisions contained in the North Carolina Fire Code and its referenced NFPA 1126 standard. This application is for a permit to use NFPA 1126 – type devices, sometimes referred to as "close proximity fireworks", in circumstances listed on

Form Line No.	Explanation
	lines 8.1 through 8.5. (If the applicant desires to use pyrotechnics or materials in circumstances not listed, the applicant should immediately consult with the Office of Fire Marshal for further guidance, direction, or information.)
	The use of flame effects before an audience is governed by provisions contained in the North Carolina Fire Code and its referenced NFPA 160 standard. This application is for a permit to use flame effects on a temporary basis. For flame effects that are to be used for a period greater than 180 days, the applicant should consult with the Office of Fire Marshal for further direction and information.
9	The Raleigh Fire Department requires a “plan for the use of pyrotechnics or flame effects”. The specifics of the plan are paraphrased and spread throughout the application.
9.1	The plan is to include the name of the sponsoring group, person, or organization.
9.2	The exact location of the production or firing is to be listed. Include as much information as may be available such as street address, city, county or town, facility name, building name or number if assigned one, etc.
9.3	Provide the name of the venue manager who has overall responsibility for the operation and management of the facility or site where the pyrotechnics are to be used.
10	Provide the date and timeframes the use of pyrotechnics will occur.
10.1	The box is to be checked if the use of pyrotechnic devices will occur on multiple, consecutive dates. If multiple dates are planned for identical setups, list the additional dates and times on a separate sheet. Label or indicate at the top of the sheet that it’s an attachment for line #10.1.
	Checking the box for Line 10.1 is intended to apply only to those multi-day displays that are identical in location, types, and numbers of devices. If the firing dates are not consecutive, if the number and/or types of devices are not identical to the day before, or if identical device setups will occur at different locations or dates, new and separate permits are required.
11	The Office of Fire Marshal provides an opportunity for the operator to prove to the fire code official, sponsor and venue manager that the pyrotechnic devices will operate as planned and within the safety parameters required by the Authority Having Jurisdiction. Designate a date and time at which a walk-through can begin, and a representative demonstration will be available.
12	The “plan” as mentioned on line 9 also requires specific informational items.
12.1	Provide the name and number of assistants or flame effects operators who will be responsible of the setting up and conducting the operation.
12.2	List the names and ages of all assistants that will be present. All assistants must be at least 18 years of age. If additional space is needed, attach an additional sheet (not to exceed the standard 8½ by 11-inch dimension) to the application and label or indicate at the top of the attached sheet that it’s an additional sheet for line # 12.2.
12.3	The plan requires a listing of “the number and types of pyrotechnic devices or flame effects to be used.” If additional space is needed, attach an additional sheet (not to exceed the standard 8½ by 11-inch dimension) to the application and label or indicate at the top of the attached sheet that it’s an additional sheet for line # 12.3.
13	The “plan” mentioned on line 9 requires specific documents be provided for pyrotechnic displays. Placing a check in the boxes provided is a means for the applicant to determine or track for themselves they have obtained or possess the required information and have attached it to the application.
13.1	A site plan is to be provided of the premises upon which the pyrotechnics will be fired. If the firing will be inside a building, a floor plan or diagram of the space is to be provided. In either case, the position at which the devices will be positioned for firing is to be noted, the fallout radius is to be indicated, and the lines behind which an audience will be restrained.

Form Line No.	Explanation
13.2	A safety data sheet (SDS) is to be provided for each type of device used including the name and address of the manufacturer of the devices and any cautionary statements.
13.3	A statement or certification is to be provided stating that sets, scenery, and rigging materials are inherently flame- retardant or have been treated to achieve a similar flame resistance. If such items will not be exposed or involved, check the box provided.
13.4	Proof of insurance or surety bond is required in an amount that is agreeable to the sponsor (Line 9.1), the venue manager (Line 9.2.1) and permit applicant but shall not be less than \$100,000. The insurance or bond shall name the City of Raleigh as an additional insured and a copy of the Certificate of Insurance is to be submitted as an attachment to the application.
14-14.6	A plan for the use of flame effects is to be submitted to the Raleigh Fire Department as part of the permit application. The plan is also to be readily accessible at the venue where flame effects will be used and is subject to inspection.
	The specifics of the plan are to be in conformance with the standard. Once accepted, approved and a permit is issued, all subsequent additions or modifications are to be pre-approved before using any modified flame effects. The plan should account for each appropriate item for the circumstance the effect will be used.
14.1	contains items that should be addressed in the plan and are common between indoor and outdoor flame effects.
14.2	contains items that should be addressed and are specific to the outdoors.
14.3	contains items that should be addressed and are specific to the indoors.
14.4	lists items the plan should address as they relate to the operator's knowledge, skills, and abilities. It should also address the level of control the operator or performer have on the flame effects.
14.5	lists items that deal with unattended effects.
14.6	deals with the certification of costumes, set, scenery, and rigging materials being inherently flame-retardant or have been treated to achieve flame retardancy when exposed to flame effects when such items are exposed to or are in the area affected by a flame effect device.
14.7	Check the classification of the flame effects system as they are described in NFPA 160.
15	Statement of understanding. This is largely self-explanatory but should be read carefully. Attention should be given to the timeliness of submitting the application and its effect on approval.
16	Signature line for person listed under line 7.



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### Office of the Fire Marshal

#### Application Form

##### Proximate Audience or Flame Effects Before an Audience

Check applicable: ☐ Proximate Audience ☐ Flame Effects

To avoid any delays, please ensure your application is complete. Where inapplicable, please indicate 'N/A' as your response.

1-8) APPLICANT INFORMATION	
1. Name/Company	
2. Company Phone No.	
3. Mailing Address	
3a. Email	
3b. Fax No.	
4. Physical Address (if different from Line 3)	
5. City/State/Zip	
6. F.I.D. (Federal Identification No.)	
7. "Display Operator" (Print Name-Last, First, MI) NCOSFM Certification Card No. (Attach a copy of card. Certification is not required for Flame Effect applications)	
8. Activity: Check <b><u>ALL</u></b> that may apply and for which application: <input type="checkbox"/> 8.1 The use of pyrotechnics or flame effects in theatrical, musical, or similar productions before a proximate audience, performers, or support personnel. <input type="checkbox"/> 8.2 The use of pyrotechnics or flame effects while videotaping, audio taping, or filming of any television, radio, or movie production where such production takes place before a proximate audience. <input type="checkbox"/> 8.3 The rehearsal of any production in which pyrotechnics or flame effects are used. <input type="checkbox"/> 8.4 The indoor use of pyrotechnics or flame effects. <input type="checkbox"/> 8.5 The outdoor use of pyrotechnics or flame effects at distances less than those required by NFPA 1123, <i>Code for Fireworks Display</i> , as referenced by Section 5608.2.2 of the North Carolina Fire Prevention Code.	

9-11) VENUE INFORMATION		
9. Venue		
9.1	Name of the venue at which the use of pyrotechnics or flame effects will take place.	
9.2	Provide venue location using complete street address.	
9.3	Name of the venue Manager (Print) and phone number.	Name:
		Phone No.:
10. The use of pyrotechnic materials and/or devices will occur on: [Date] _____, beginning at [time] _____ am / pm, and will end at [time] _____ am / pm.		
10.1	<input type="checkbox"/> Check this box if the firing of identical pyrotechnic materials or device setups will occur on multiple consecutive days (sequential dates). List all the dates and times on a separate page and attach it to this application.	
11. A walk-through and representative demonstration of the pyrotechnics should be conducted and would be available to commence on [Date] _____, at [time] _____ am / pm, prior to the first rehearsal, production and/or performance at which the pyrotechnics will be used. The demonstration will be completed and followed with sufficient time afterward to reset/reload the pyrotechnics <u>before</u> the arrival of any audience. <b>IMPORTANT:</b> If Line 10.1 is checked for multi-day setups that are identical in location, types and number of devices, the demonstration need be conducted only once. ► If the demonstration is not ready or is not performed in a timely manner, the applicant and venue manager risk a delay or denial for the use of pyrotechnics because sufficient time was not provided prior to audience arrival and would not be a qualifying reason for a refund of the permit fee.		
12-14) OPERATORS, ASSISTANTS AND PYROTECHNIC OR FLAME EFFECT SPECIFICATIONS		
12.		
12.1	Provide the name and the North Carolina certification number of the Pyrotechnician or flame effects operator that will oversee firing the pyrotechnics or flame effects. Attach a copy of that person's certification card (pyrotechnicians only).	
	Name (Print – Last, First, MI)	Age
		Certification No.
12.2	Provide the names and ages of all assistants who will be present (attach additional pages as needed):	
	Name (Print – Last, First, MI)	Age

12.3 List the number and types of pyrotechnic devices or flame effects to be used (attach additional pages as needed):		
No.	Name of Device or Material	DOT Class
13. Additional Information and Attachments for Pyrotechnics Before a Proximate Audience:		
13.1	<input type="checkbox"/> A diagram of the grounds or facilities where the production is to be held. (See application instructions.) The diagram is to show:	
13.1.1.	<input type="checkbox"/> The point at which the pyrotechnic devices are to be positioned and fired,	
13.1.2.	<input type="checkbox"/> The fallout radius for each pyrotechnic device used in the performance,	
13.1.3.	<input type="checkbox"/> The lines behind which the audience will be restrained, and	
13.1.4.	<input type="checkbox"/> The point of on-site assembly of pyrotechnic devices.	
13.2	<input type="checkbox"/> A Safety Data Sheet (SDS) for the pyrotechnic material(s) to be used including:	
13.3	<input type="checkbox"/> Certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.	
13.4	<input type="checkbox"/> Proof of a corporate surety bond or a public liability insurance policy in an amount acceptable to the sponsor noted on Line 9.1 and/or venue manager listed on Line 9.2.1 but not less than \$100,000.	
14. Additional Information and Attachments for Flame Effects:		
The operator shall always have the flame effects operating instruction(s) readily available for the flame effect devices that are in place. (NFPA 160, 5.3.2) A design plan for flame effects based on location, indoor or outdoor, is to be included as part of this application and is to be readily available at the location noted on Lines 9.1 and 9.2. (NFPA 160: 5.2.2.1; 5.3.1.1 and 6.1.2). As the items may apply, the design plan is to include the following:		
<b>Design Plan Specifications (NFPA 160 Code References)</b>		
14.1	<input type="checkbox"/> Outdoors and Indoors. A site plan showing the following: (5.3.1.2[5])	
14.1.1	A narrative description of the flame effect.	
14.1.2	The location of flame effect devices to be fired, their controls and control sequence. (6.2.1)	
14.1.3	The area affected by the flame effect device. (5.3.1.2[5(c)])	
14.1.4	Documentation for combustible materials used for construction of the flame effects have been rendered flame retardant. (5.3.1.2[7])	
14.1.5	The location of the audience.	
14.1.6	The fuels used and their estimated consumption.	

	14.1.7 Flammable materials piping. 14.1.8 Storage and holding areas and capacities. 14.1.9 Means of egress. 14.1.10 Emergency operations and supplemental fire protection features. (7.9) 14.1.11 A current material safety data sheet for the fuel consumed in the flame effect.						
14.2	<input type="checkbox"/> Outdoors (B.1.1.1) 14.2.1. Weather, with safety provisions provided to halt the effect where safe operation of the flame effect can be influenced by hazardous weather conditions. 14.2.2. Security against intrusion. 14.2.3. Egress. 14.2.4. Clearance to combustibles. 14.2.5. Fire protection.						
14.3	<input type="checkbox"/> Indoors (B.1.1.2) 14.3.1. Where used to exhaust the products of combustion of a flame effect, ventilation with means provided to prevent fuel flow in the event the source of ventilation air is interrupted. 14.3.2. Clearance to combustibles. 14.3.3. Egress 14.3.4. Environment. 14.3.5. Fire protection. 14.3.6. Life safety provisions. 14.3.7. Security against intrusion						
14.4	<input type="checkbox"/> Flame Effect Operator Participation (B.1.2) 14.4.1 Control by the operator or performer during start-up, operation, and shutdown. 14.4.2. Operator in attendance during effect. 14.4.3. Training of operators.						
14.5	<input type="checkbox"/> For Unattended Effects. (B.1.2.2) 14.5.1. Design for unattended operation. 14.5.2. Supervision of automatic systems. 14.5.3. Audience proximity/audience intrusion prevention. 14.5.4. Control type — automatic. Show events cued by a control system (mechanical or electrical). Different levels of automatic operation. Requirements to be developed for flame effect control systems. 14.5.5. Manual control type — operator or technician supervision of the flame effect device performance in open view. 14.5.6. Control location. 14.5.7. Local control. 14.5.8. Fuel supply and fuel additives. - Portable - Fixed						
14.6.	<input type="checkbox"/> Certification that costumes, set, scenery, and rigging materials are inherently flame- retardant or have been treated to achieve flame retardancy when exposed to flame effects. (See Line 14.1.3)						
14.7.	<input type="checkbox"/> The classification of the flame effects system (Note: “Listed” Group 2 effects are not included per NFPA 160 Section 1.3.3(7)[d].): <table border="0"> <tr> <td><input type="checkbox"/> Group 1</td> <td><input type="checkbox"/> Group 5</td> </tr> <tr> <td><input type="checkbox"/> Group 3</td> <td><input type="checkbox"/> Group 6</td> </tr> <tr> <td><input type="checkbox"/> Group 4</td> <td><input type="checkbox"/> Group 7</td> </tr> </table>	<input type="checkbox"/> Group 1	<input type="checkbox"/> Group 5	<input type="checkbox"/> Group 3	<input type="checkbox"/> Group 6	<input type="checkbox"/> Group 4	<input type="checkbox"/> Group 7
<input type="checkbox"/> Group 1	<input type="checkbox"/> Group 5						
<input type="checkbox"/> Group 3	<input type="checkbox"/> Group 6						
<input type="checkbox"/> Group 4	<input type="checkbox"/> Group 7						

<p>15. By my signature below, I attest the information provided is complete and accurate. I acknowledge and agree to comply with all applicable requirements of the North Carolina Fire Code (NCFC) and the referenced NFPA standards governing the use of flame effects or the use, storage and firing of pyrotechnics, even those not specifically covered or expressed on this application.</p> <p>I also acknowledge that if a permit is issued it shall be valid only at the location listed on the application and for the specific date(s) and time(s) for which it is issued.</p> <p>If approved to proceed, I acknowledge that such approval is conditional upon continued compliance with the NCFC. I further acknowledge and understand that any NCFC violations identified after approval to proceed may result in denial of final permit issuance or immediate suspension or revocation of a permit.</p>	
Signature of "designated individual" (person listed on line 7):	Date:
<p><b>IMPORTANT:</b></p> <p>Submit one (1) copy of this application completed with all attachments to the Office of Fire Marshal at <a href="mailto:Fireprevention@raleighnc.gov">Fireprevention@raleighnc.gov</a>. The office must be in receipt of the complete application not less than 10 business days prior to the event to provide adequate time for review and plan approval. Prepayment of the mandatory permit is required prior to the scheduled walk-through and representative demonstration for site approval.</p>	

### FOR OFFICE USE ONLY:

Application reviewed by (Print Name): \_\_\_\_\_

Review Date: \_\_\_\_\_ Application for permit is: ☐ APPROVED ☐ NOT APPROVED

Reviewer's Comments, Additional Conditions, or Reasons for Non-approval:

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Signature of Reviewer