



BUREAU OF FIRE SERVICES

VILLAGE OF STILLWATER, NEW YORK

1 School Street P.O. Box 507
Stillwater NY, 12170-0507

APPLICATION FOR FIREWORKS PERMIT

PLEASE BE ADVISED that Penal Law section 405.00 regulates fireworks display permits issued by a municipality, imposes certification requirements as administered and enforced by NYS Commissioner of Labor, and mandates that displays conform to the standards of the NFPA. Applicants are responsible for complying with all Federal, State and Local Laws relating to the display of fireworks. Penal Law section 405(3) requires that all applications for permits for the display of fireworks be made at least five (5) days in advance of the display. However, in order to ensure adequate time in which to review and consider the permit, the Bureau of Fire Services requires applicants to submit an application at least thirty (30) days in advance of the display.

NOTE: The Village of Stillwater requires an inspection, for ALL fireworks display permits issued, on the day of the display by the Village of Stillwater Bureau of Fire Services. If the fireworks display fails inspection the issued permit will not be signed off to shoot the show.

1. Name/Title of Person Making this Permit: _____

2. Name of Organization Making this Permit (if applicable): _____

3. Mailing Address of Applicant: _____

4. Applicant Contact Telephone Numbers: _____

5. Email Address of Applicant: _____

6. Exact Address of Display: _____

7. Date of Display: _____ Time of Display: _____ to _____ Expected Attendance: _____

8. Fireworks Company Licensed to Conduct Display: _____

Company's Address & Contact Person's Phone #: _____

9. NYS Explosive Permit Number: _____

(Please attach copy of current license to this application)

10. Persons conducting the discharge of fireworks:

Name: _____ Age: _____ Years of Experience: _____

Name: _____ Age: _____ Years of Experience: _____

Name: _____ Age: _____ Years of Experience: _____

Name: _____ Age: _____ Years of Experience: _____

(Attach copy of individual's NYS Driver's and Pyrotechnic License)

11. Location, manner, and place of storage of fireworks at the given location prior to display:

12. Is the boundary line of the property where the fireworks display is proposed within 500 yards of a boundary line of a property which is owned, leased, or operated by a certified breeder as defined in subdivision 4 of section 251 of the racing, pari-mutuel wagering and breeding law (<https://www.nybreeds.com/new-york-state-farm-directory/>)? Yes No

13. Please stipulate whether the display will be fired (check the appropriate box):

Manually Electrically Combined

14. Will mortars be reloaded during the display? Yes No

Attachment A: Fireworks Documentation

Please provide a complete listing of the number and kind of fireworks that will be discharged during this event. Please remember to attach a Safety Data Sheet for each type of fireworks used in the display.

Attachment B: Contingency Plan

Please provide a contingency plan in case the fireworks display needs to be cancelled, postponed, including adverse weather conditions.

Attachment C: Site Plan/Area Map

Please provide a color copy of a map of the grounds on which the display is to be held. Your map must show (1) the point at which the fireworks are to be discharged; (2) the location of all buildings, highways, and other lines of communication; (3) the lines behind which the audience will be restrained; (4) the location of all nearby trees, telegraph or telephone lines or other overhead obstructions; and (5) the fallout area with dimensions

Attachment C-1: Outdoor Display

The required site plan must include the following additional information, in conformance with NFPA 1123 (Code for Fireworks Display): (a.) dimensions of the fireworks discharge area; (b.) dimensions of the spectator viewing area; (c.) dimensions of the fallout area; and (d.) separation distances between all of the above.

Attachment C-2: Indoor Display

Include a written plan for how you intend to use the pyrotechnics as required by the New York State Penal Law Section 405.10 and NFPA 1126. That plan shall be submitted and include: (a.) in addition to the State licenses and certificates already included in this application, proof of Federal ATF Licenses if required; (b.) proof of experience of the pyrotechnician in charge; (c.) proof of experience with the types of devices being used and a

description of duties of any authorized assistants; (d.) point of on-site assembly of the pyrotechnic devices, if any; (e.) certification that the set, scenery, and rigging materials are inherently flame retardant or have been treated to achieve flame retardancy; (f.) certification that all materials worn by performers in the fallout area during use of pyrotechnic effects are inherently flame-retardant or have been treated to achieve flame retardancy; AND (g.) attach a diagram of the area where the display will take place, showing location where fireworks will be discharged from, the location of, and distance to the audience, the location of sprinklers and the fallout radius for each pyrotechnic device use.

Attachment D: Community Notification

Please provide a copy of the community notification you, the applicant, will distribute to every landowner within five hundred (500) yards of the property boundary line where the firework display is being requested. The Applicant is also required to publish a one-time community notification in the local newspaper as notification for your fireworks display one week prior to the planned event. Please provide proof of the **proposed** notification.

Attachment E: Property Owner permission letter

If you the applicant are not the property owner, please provide a permission letter from property owner on which the fireworks display is set to take place. If you are requesting this application for fireworks display, take place on **Village owned** property, the Village requires a pre-inspection and approval for the requested firework display by the Village of Stillwater Bureau of Stillwater Fire Services.

NYS Penal Law 405 requires you the Applicant meet the following criteria in the issuance of this permit:

1. The actual point at which the fireworks to be fired must be at least two hundred (200) feet from the nearest permanent building, public highway or railroad or other means of travel and at least fifty (50) feet from the nearest above ground communication line, tree, or other overhead obstruction.
2. The audience at such display must be restrained behind lines at least one hundred and fifty (150) feet from the point at which the fireworks are discharged and only persons in active charge of the display shall be allowed inside these lines.
3. All fireworks that fire a projectile are set up so that any projectile will go into the air as nearby as possible in a vertical direction. If such fireworks are to be fired from the shore of a lake or other large body of water, they may be directed in such manner that the falling residue will fall into such lake or body of water.
4. Any fireworks that remain unfired after the display ends must be immediately disposed of in a way safe for the particular type of fireworks remaining.
5. No fireworks display shall occur during any windstorm in which the wind reaches a velocity of more than thirty (30) miles per hour.
6. All persons in actual charge of firing the fireworks (minimum of two) must be over the age of eighteen (18) years, physically fit and competent in setting off the fireworks under permit.
7. There will be at least two (2) fire extinguishers of at least two and one-half gallons capacity each to be kept at as widely separated points as possible within the actual area of the display.

Attachment F: Accessibility Plan

Include a written plan describing in detail the handicap accessibility to view the display and mark accessibility entrances and exits on Attachments C-1 or C-2.

Attachments G, G-1, G-2, & G-3

ARE ONLY REQUIRED FOR PUBLIC DISPLAYS OR DISPLAYS WITH 250 PEOPLE OR MORE IN ATTENDANCE

Attachment G: Emergency Services Site Plan/Area Map

Please provide a color copy of a map or diagram of the grounds/area (same type as the one in Attachment C-1 or C-2) on which the display is to be held. Your map must show (1); (2); (3); (4); and (5)

Attachment G-1: Traffic & Parking Plan

Attachment G-2: Security Plan

Attachment G-3: Fire Safety Plan

Attachment H: Insurance Requirements

You the Applicant must provide the following insurance for the issuance of this permit from a NYS Insurer duly licensed or authorized to do business in the State of New York with an AM Best Rating of A or better Size VII Carrier:

1. A Certificate of Insurance naming the Village of Stillwater as an Additional Insured on a primary and non-contributory basis evidencing the following coverage:

- 1A. Commercial General Liability of One Million Dollars (\$1,000,000) per occurrence with a Two Million Dollar (\$2,000,000) aggregate including completed operations, product liability and personal injury liability insurance;
- 1B. Commercial Auto of One Million Dollars (\$1,000,000) Combined Single Limit when applicable; AND Statutory Workers Compensation, Disability and Employer's Liability Insurance for all employees.

***The Village of Stillwater in no way warrants that the above required minimum insurer rating is sufficient to protect provider from potential insurer insolvency. All insurance must be written on forms filed with and approved by the New York State Department of Insurance.**

2. Your NYS Licensed Fireworks Company must provide the following insurance for the issuance of this permit from a NYS Insurer with an AM Best Rating of A- or better Size VII Carrier:

- 2A. A Certificate of Insurance naming the Village of Stillwater as an Additional Insured on a primary and noncontributory basis evidencing the following coverage:

2B. Commercial General Liability of One Million Dollars (\$1,000,000) per occurrence with a Two Million Dollar (\$2,000,000) aggregate including completed operations, product liability and personal injury liability insurance; Commercial Auto of One Million Dollars (\$1,000,000) Combined Single Limit;

3C. Excess Liability Insurance of Four Million Dollars (\$4,000,000) per occurrence aggregate, AND Statutory Workers Compensation, Disability and Employer's Liability Insurance for all employees.

Both Certificates of Insurance must name the Village of Stillwater as an Additional Insured on a primary and non-contributory basis and should be addressed to the attention of:

Village of Stillwater, 1 School St., P.O. Box 71, Stillwater NY, 12170 Attention: Village Clerk.

You the Applicant and the NYS Permitted Explosive Company conducting the fireworks display acknowledge that failure to obtain such insurance on behalf of the Village constitutes a material breach of this permit and subjects you the Applicant to liability for damages, indemnification, and all other legal remedies available to the Village. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the Village. You the Applicant and the NYS Permitted Explosive Company conducting the fireworks display agree to indemnify and save harmless the Village, its Agents and Employees (hereinafter referred to as "Village"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the permitted activity, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of you, your collective organizations, your collective employees, or your collective agents.

I, as the legally designated applicant, agree to the terms and conditions of the NYS Penal Laws Section 270 and 405 and agree to abide by all the Village of Stillwater regulations that govern this fireworks permit. I certify that the information contained within this application is correct. I understand that the application as submitted must be approved by the Bureau of Fire Services, Police Department, Fire Department, and Stillwater Malta Emergency Squad prior to the issuance of this permit by the Bureau of Fire Services. I understand that additional permits and/or agreements may need to be obtained depending upon the local, state and federal regulatory requirements that govern this activity. Lastly, you the Applicant agree to pay all fees charged by the Village with regard to this application for the display of fireworks and any inspections required for this application.

Applicant Signature: _____ Date: _____

Print Name of Applicant Executing This Form: _____

Authorized Representative/Title: _____

Signature of NYS Licensed Explosive Company Official: _____

Print Name of NYS Licensed Explosive Company Official: _____

Title: _____

License No.: _____ Date: _____

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Attachment B

Contingency Plan

In the event the fireworks display is cancelled the following actions including communication with attendees will be taken:

- 1.
- 2.
- 3.
- 4.

In the event the fireworks display is postponed the following actions including communication with attendees will be taken:

- 1.
- 2.
- 3.
- 4.

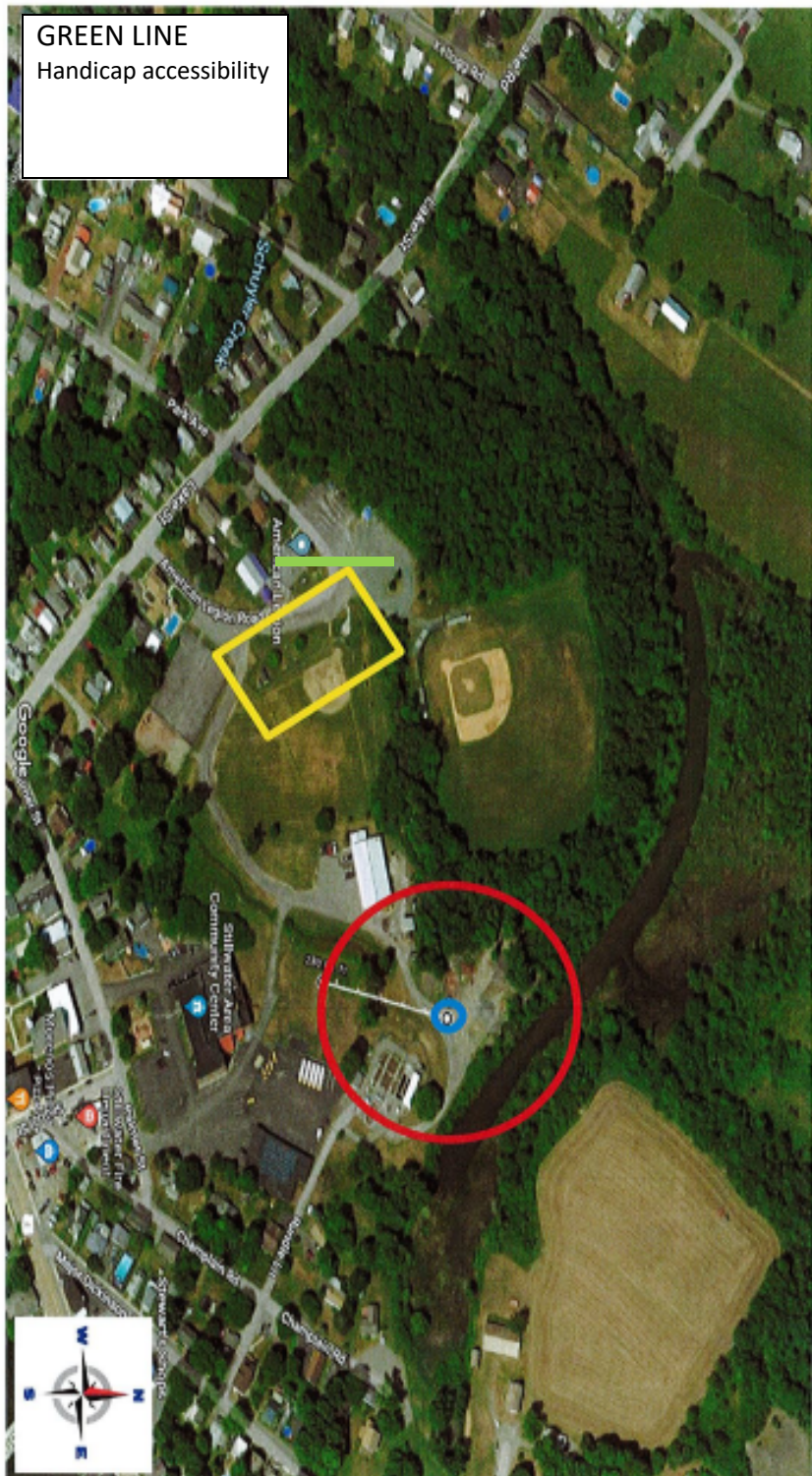
In the event of adverse weather conditions, the following action including communication with attendees will be taken:

- 1.
- 2.
- 3.
- 4.

APPLICATION FOR FIREWORKS PERMIT

(Suggested Format) Attachment C, C-1

Site plan/Area map, Outdoor Display



American Legion – Launch Location Map

Red Circle = 280' Radius Fallout (4" Maximum Size Shell)

Blue Circle = 4" Maximum Size shell launch location

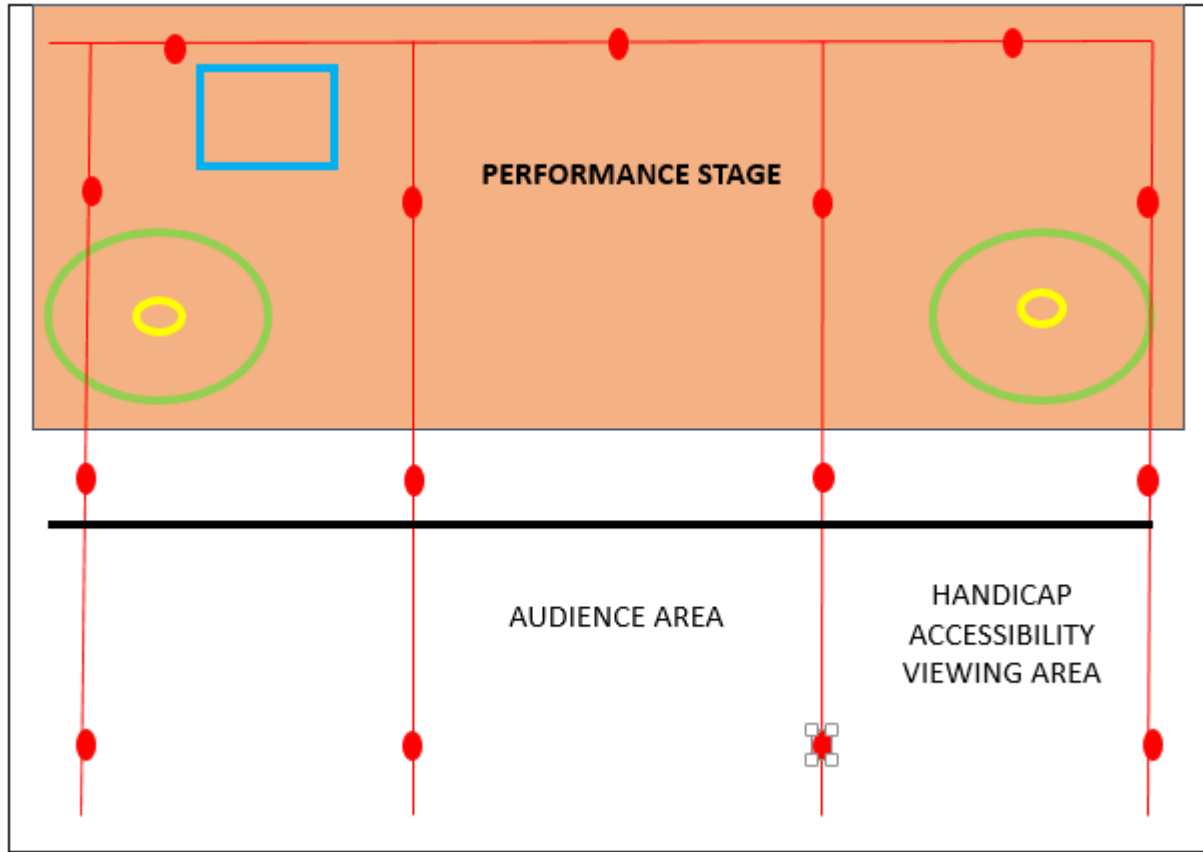
Yellow Square = Spectator Location

All Measurements meet or exceed NFPA 1123

APPLICATION FOR FIREWORKS PERMIT

(Suggested Format) Attachment C, C-2

Site plan/Area map, Indoor Display



PYROTECHNICS DISPLAY MAP-AMERICAN LEAGION

Blue line = point of onsite assembly

Yellow line = point of discharge

Green line = fallout radius

Red line = sprinkler line with sprinkler head locations

Black line = audience area

* Include all measurements

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(Suggested Format) Attachment D

Community Notification

Dear Property Owner,

Please take notice that there will be a firework display taking place at _____ (enter location)
, during the hours of _____ (enter times of display), with a rain date of _____.

Sincerely,

.....

Letter will be sent to 344 - 350 Hudson Ave. & 5 - 18 Lake St. property owners.

<p><u>Community Notification</u></p> <p>Please take notice that there will be a firework display taking place at _____ (enter location) _____, during the hours of _____ (enter times of display), with a rain date of _____.</p>
--

Notice will publish in _____ newspaper.

***Note:** These are you proposed Community Notification if application is approved.



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Attachment E

Property Owner Permission Letter

To: The Bureau of Fire Service,

I _____ own the property at _____
_____, Tax Map Parcel ID # _____. I here-by give my
permission to conduct a firework display on _____ with a rain date of
_____ on my property. I can be reached at (_____) _____

With any questions.

Thank You,

Property Owner

APPLICATION FOR FIREWORKS PERMIT

(Suggested Format) Attachment F

Accessibility Plan

Outdoor Display

1. There will be 3 handicap parking spaces located in the northeast corner of the west parking lot.
2. There will be a handicap drop off area located in the front of the west parking lot.
3. There will be handicap accessibility to the Spectator area through the north gate.
4. There will be an alternate egress route in case of emergency from the spectator area through the south gate.

Indoor Display

1. There will be 3 handicap parking spaces located in the northeast corner of the west parking lot.
2. There will be a handicap drop off area located in the front of the west parking lot.
3. There will be handicap accessibility to the spectator area through the front double doors of the building and then through the center double doors to the auditorium.
4. There will be handicap seating located in the top row to the right of the auditorium entrance doors.
5. There will be an alternate egress route in case of emergency from the spectator area through the west exit doors of the auditorium and then through the west exit doors of the building.

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(Suggested Format) Attachment G

Emergency Services Site plan/Area map, Outdoor Display

APPLICATION FOR FIREWORKS PERMIT

(Suggested Format) Attachment G

Emergency Services Site plan/Area map, Indoor Display



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TRAFFIC & PARKING PLAN

Person in charge: _____

Contact number: _____

Estimated number of expected spectator vehicles: _____

Will parking area(s) be provided: Yes () No () If so how many: _____

How many vehicles in total can the lot(s) hold: _____

Please provide a diagram below depicting the parking areas, municipal roads and any access roads to the parking



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SECURITY PLAN

Person in charge: _____

Contact number: _____

CROWD MANAGEMENT

Number of staff acting as crowd managers: _____

Identification of crowd managers: Hats () Shirts () Other: _____

Duties: _____

Training or Certification of crowd managers: _____

Details of training for this event: _____

COMMUNICATIONS

Radios: yes () No () PA System: yes () No () Cell Phones: yes () No ()

Police access points: _____

Action to be taken for bomb threats: _____

Action to be taken for an active shooter: _____

Action to be taken for a suspicious packages: _____

Action to be taken for acts of violence or threats of harm: _____

Action to be taken in the event of the display of weapons: _____

Action to be taken for a lost child: _____

Action to be taken in the event of evacuation: _____

Security Plan submitted by: _____

Plan reviewed and approved by:

Laurence Case
Chief of the Bureau of Fire Services
Village of Stillwater

Date: ___ / ___ / ___



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FIRE SAFETY PLAN

Person in charge: _____

Contact number: _____

In case of fire staff will notify fire department by: _____

Who is responsible for keeping fire and EMS apparatus access point clear of traffic and spectators:

Who is the Designated Staff person at the event who will be communicating with the fire department in case of an emergency: _____

In the event of an emergency where will the Designated Staff person meet the fire department:

In the event of a Mass Casualty Incident (MCI) will there be an available assembly area for victims, and if so where: _____

Can the area be secured: _____ If so by what means: _____

FOR INDOOR DISPLAYS:

Who will be the responsible for keeping the aisle ways and emergency exits clear: _____

Are all fire extinguishers, fire suppressions systems, exit signage, and emergency egress lighting up to date with inspections and periodic checks: _____ (This will be confirmed with the Bureau of Fire Services)

*** Please submit a copy of Attachment G of the firework application for fire department review.**

Plan reviewed and approved by:

Jeri Mehan
Chief of the Fire Department
Village of Stillwater NY

Date: ___ / ___ / ___

