



**Frederick County Fire and Rescue Department**

**Life Safety Division**

**Office of the Fire Marshal**

1080 Coverstone Drive

Winchester, VA 22602

Phone: (540) 665-6350 \* Fax: (540) 678-4739

[www.fcva.us/fmo](http://www.fcva.us/fmo)

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**Retail Sale of Permissible Fireworks Permit Application**

INSTRUCTIONS FOR APPLICANT

- **Thoroughly read this application and fill out completely.**
- **Submit this application with all attachments to the Fire Marshal's Office at least 15 days prior to the sales period.**
- **The completed application is to be accompanied by the required and non-refundable fee of \$200 per location.**
- **Permit time is June 15<sup>th</sup> – July 15<sup>th</sup> and December 15<sup>th</sup> – January 6<sup>th</sup>**

1. Fireworks Company Name: \_\_\_\_\_

2. Fireworks Company Business Phone #: \_\_\_\_\_

3. Fireworks Company Emergency Phone #: \_\_\_\_\_

4. Fireworks Company Address: \_\_\_\_\_  
Street City State Zip

5. FEIN (Federal Employer Identification Number): \_\_\_\_\_

6. Full Name and Phone # of Applicant: \_\_\_\_\_

7. Email address of Applicant: \_\_\_\_\_

8. Address of Retail Sales: \_\_\_\_\_  
Street City State Zip

- Retail Store: Yes  No
- Retail Stand: Yes  No
- Tent(s) being used: Yes  No
- If tent(s) being used; # of tent(s) \_\_\_\_\_
- If tent(s) being used: size of tent(s): \_\_\_\_\_

9. Location Information:
- Landlord: \_\_\_\_\_
  - Landlord Phone #: \_\_\_\_\_
  - Landlord Email address: \_\_\_\_\_
  - Name of Landlord's Representative: \_\_\_\_\_
  - Business and Emergency # for Representative: \_\_\_\_\_
  - Scheduled Dates and Times for Sales: \_\_\_\_\_

**Note: Sales are limited to the periods from June 15 to July 15 and December 15 to January 6 each year.**

- Time and Date when the Operator and Product will arrive: \_\_\_\_\_

The following items are to be provided as attachments to this application:

- A diagram of the sale location or area. The diagram is not required to be to scale. Indoor sales locations must show the locations from which the sales display will be observed. Outdoor sales must show the location of significant buildings, highways, sidewalks, and utilities (with an indicated distance in feet)
- Proof of corporate surety bond or a public liability insurance policy in an amount not less than \$1,000,000, naming Frederick County as an additional insured. Issuer must be licensed to do business in Virginia.
- Processing fee of \$200

Itinerant vendors must also provide the following:

- Authorization letter from landowner(s) for retail fireworks sales
- Copy of their current business license
- Zoning approval, if applicable

By my signature:

- I attest that the supplied information is accurate and correct.
- I acknowledge and agree to comply with all applicable requirements of the Frederick County Fire Marshal's Office, to include the Frederick County Fire Prevention Code and it's referenced standards governing the use, storage, sales, and disposal of fireworks.
- I also acknowledge that if a permit is issued based upon this application, it shall be valid only at the location listed on the application, and for the specific dates and times for which it is issued.

If approved for permit issuance, I attest that a copy of this application and all its attachments will be available at all times. I further acknowledge and understand that any Frederick County Fire Prevention Code violations identified after permit issuance may result in immediate permit suspension or revocation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Marshal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AN INCOMPLETE APPLICATION IS SUBJECT TO RETURN WITHOUT FURTHER PROCESSING**

The completed application is to be received by the Fire Marshal's Office not less than 15 days prior to planned use and to be accompanied by the required and non-refundable fee of \$200 per location. Fee is to be paid in the form of cash or check payable to the Treasurer of Frederick County and is to be submitted to:

**Frederick County Fire and Rescue Department  
Office of the Fire Marshal  
1080 Coverstone Drive  
Winchester, VA 22602**

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**Fire Marshal Office Use Only**

- Site Drawing**
- Certificate of Liability**
- Business License**
- Landlord permission, if applicable**
- Payment**