



Office of the Town Clerk

Diane M. Wilhelm, Town Clerk

200 Howell Avenue, Riverhead, New York 11901-2596
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Registrar of Vital Statistics

Records Management Officer

Marriage Officer

Application for Fireworks Permit

Fees: \$200.00 Application Fee Payable to the Town Clerk

\$500.00 Administrative Fee Payable to the Fire Marshal (Applicable to Private Displays only)

Request for fee waiver – Not-for-profit Corporation _____Y _____N

Application MUST be filed at least 30 days prior to date of display

****All Applications received under the 30 day filing requirement, but no later than 14 days prior to the fireworks display, shall be subject to a Non-Refundable expedited fee of \$1000.00***

Any application that is received less than 14 days prior to the date of the fireworks display will NOT be accepted

Application is made hereby, pursuant to the provisions of the Penal Law, State of New York, Section 405 and Town of Riverhead Code Chapter 231-37 for a permit to display fireworks as hereafter specified.

The display is sponsored by:

Organization: _____ Contact Name: _____

Mailing Address: _____

_____ Phone No.: _____

Location where the display is to be held (**detailed site map required**): _____

Date of display: _____ Time of display: _____

Rain Date, If Applicable: _____ Time of display: _____

Name of Company firing display: _____

Please list the name of person(s) firing display and Pyrotech license number:

Name: _____ LicenseNumber: _____

Name: _____ LicenseNumber: _____

Note: Photo I.D. of all technicians handling or firing pyrotechnics is required.

Please list quantity & type of fireworks to be discharged (shell diameter and quantity):

2" _____ 2.5" _____ 3" _____ 4" _____ 5" _____ 6" _____

Method of providing fire protection: _____

Method of providing crowd control: _____

Number of monitors to be provided: _____ Are the monitors volunteers: _____Y _____ N

Event Name: _____ Location: _____

Date: _____ Time: _____

Please attach the following:

- Certificate of Insurance, naming the Town of Riverhead as additional insured with coverage of \$2,000,000 for public liability and \$200,000 for property damage.
- Detail diagram showing location of fireworks discharge & minimum separation distances in accordance with attached requirements.
- Copy of contract with Fireworks Company.
- Copy of NYS Pyrotech license for each technician.
- Copy of ATF Certificate for Company and/or individual.

I have read the attached “Requirements for Outdoor Display of Fireworks” and agree to abide by all requirements & conditions contained therein.

Signatures:

Sponsor: _____ Date: _____

Name: _____ Signature: _____ Title: _____

Fireworks Display Company: _____ Date: _____

Name: _____ Signature: _____ Title: _____

All fireworks permits must be reviewed by the local fire department with jurisdiction and the Riverhead Town Fire Marshal. An inspection of the discharge site must be performed by the Fire Chief & the Town Fire Marshal prior to event date. A representative from the Fireworks Company should be present for this site inspection.

This application is approved with a favorable recommendation to the Town Board

Authorized Signature
Chief of Fire Department

Date

Town Fire Marshal

Date

Distribution w/ attachments:

- Supervisor & Town Board
- Town Coordinator
- Town Attorney
- Police Department
- Fire Marshal

Town of Riverhead
Requirements for Outdoor Display of Fireworks

The outdoor display of fireworks shall comply with:

- Riverhead Town Code 231-37;
- 2015 International Fire & Building Codes, as adopted by NYS
- NFPA 1123- Code for Fireworks Display, 2014 Edition;
- NYS Penal Code Section 405 & Section 270

A site map shall be provided to the Fire Marshal, at least 30 days prior to the display, depicting:

- Dimensions of the display site;
- Location of:
 - Discharge site
 - Spectator viewing area(s)
 - Fall out area(s)
 - Parking area(s)
 - Associated separation distances
- A site inspection by the fire marshal and the fire chief shall be required prior to approval;

Site Safety/Security:

- The sponsor is responsible for site security and crowd control;
- The discharge site shall be restricted to approved personnel from the time the fireworks arrive until after the post display inspection;
- All personnel in the discharge area shall wear appropriate personal protective equipment;
- No Smoking shall be permitted within 50 ft. of any area where fireworks are present (including matches, lighters, open flame devices, etc.)
- No person under the influence of alcohol or drugs shall be permitted in the discharge area;
- Whenever, in the opinion of the Fire Marshal, a hazardous condition exists, the fireworks display shall be stopped immediately, until such time as the dangerous condition is corrected (eg: high winds; lightning; precipitation; other adverse weather conditions; lack of crowd control; etc.)
- A 15 minute cool down period shall be required prior to checking mortar tubes after the display;
- Un-exploded shells shall be documented and properly disposed of;
- Dry grass or combustible materials located in the discharge area shall be wet down prior to the display. Grass shall be cut;

Pyrotechnic Operators:

- Shall be at least 21 years old and shall possess an approved pyro-technicians license and photo ID;
- All assistants shall be at least 18 years old, possess photo ID, and shall be trained in the duties they are to perform. They shall be under the direct supervision of the licensed operator;

I, _____, have read the above requirements and agree to abide by all the requirements and conditions contained therein.

Sworn to me this

_____ day of _____, 20

Signature

Date

Notary Public