

## **PYROTECHNIC DISPLAY CHECKLIST**

The following checklist is provided to pyrotechnic display companies so that important information required for the permit is obtained. This information is required for the Permit approval.

- Name, address, and phone number of the company.
- Name, address, and phone number of the sponsoring organization / person.
- Date and time of the event.
- Location of the event.
- A detailed scale map of the display area showing the firing area(s), the fallout zone, the parking areas (if any), all structures and obstructions located in the area, all roads, landmarks, and other items of interest.
- A plan to ensure that the audience will stay out of the fallout area / secure zone. The plan must include a map showing full details of the security, including manpower locations, taped areas, landmarks, and barricades. All fallout areas / secure zones must be taped off / secured / barricaded in the manner that has been approved at issuance of the permit. The pyrotechnic operator and event sponsor must cooperate in this important requirement.
- Name of the person in charge of firing the pyrotechnics, qualifications and experience.
- The names and ages of all assistants.
- Copy of insurance policy covering the event.
- The type and number of all devices to be fired.
- Expected height of display.
- The location and manner of storage of any pyrotechnics.
- Material Safety Data Sheets.
- Agency / persons responsible for site security. Attach documents showing what method will be used to restrain the audience from the secure zone (tape, personnel, barricades, etc.).
- Check if a ready box will be used.
- Street closings approved by the Allentown Traffic Division.
- Will aerial trajectories be at least 25 feet away from any overhead object (including trees)?
- Provide head, eye, hearing, and foot protection to all operators.
- Shells marked as to size as required by NFPA 1123, section 2.1.3.1.
- Will mortars be required to be buried?
- Will mortars be angled?

## **Pyrotechnic Special Effect Permit Application**

Property owner / phone: \_\_\_\_\_

Venue name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Date(s) and time(s) of event(s): \_\_\_\_\_

\_\_\_\_\_

Show technician(s) / contact info: \_\_\_\_\_

Description of the effect: \_\_\_\_\_

\_\_\_\_\_

The area(s) affected by the pyrotechnics: \_\_\_\_\_

The location of the audience: \_\_\_\_\_

Ceiling height: \_\_\_\_\_ Clearance between pyrotechnics and ceiling: \_\_\_\_\_

Pyrotechnics used and their amounts: \_\_\_\_\_

\_\_\_\_\_

Storage method and holding area for the pyrotechnics: \_\_\_\_\_

\_\_\_\_\_

Method to control any combustible material in the affected area: \_\_\_\_\_

\_\_\_\_\_

Fire protection features: \_\_\_\_\_

Name and age of person performing the act: \_\_\_\_\_

Number of times each pyrotechnic will be used: \_\_\_\_\_

Experience and qualifications of person operating the pyrotechnics: \_\_\_\_\_

Important Note: This form may be used as a framework for an alternate submittal if all required data and certifications are included. Narratives may be used. If more space is required, use the back of this form or additional paper.