SUBMITTAL CHECKLIST
PYROTECHNIC SPECIAL EFFECTS

This submittal checklist is intended to assist you in preparing and submitting a complete application. You must submit all items in Part 1 - Submittal Requirements so that your application can be accepted. Part 2 – Fully Complete Details provides you with more detail and code references for certain submittal items. Use Part 2 as a reference to submit the required items correctly. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application. APPLICATION MUST BE SUBMITTED NO LESS THAN 10 BUSINESS DAYS PRIOR TO THE EVENT.

Applicant Name: ____________________________ Assessor Tax Parcel #: ____________________________

Project Name: _____________________________________________________________

Fees are due at the time of submittal. See Current Fee Schedule. Please be aware that refund requests must be received postmarked within one year of the original payment date.

Accepted forms of payment:
- Cash
- Check/Cashier’s Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks - $1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.

Part 1 – Submittal Requirements
Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff. Use the column to the left to check off items included with your application.

- [ ] Required Application
  1. Project Application – 1 original plus 1 copy

- [ ] Required Submittal Items
  2. Submittal Checklist – 1 original plus 1 copy
  3. Washington State Pyrotechnic License – 1 original plus 1 copy
  4. Certificate of Insurance (Kitsap County shall be named as an additional insured) – 1 original plus 1 copy
  5. Number and types of pyrotechnic devices and materials to be used.
  6. Diagram of the grounds or facilities where the production is held. Depict the point at which the devices will be fired, fallout radius for each device, point of onsite assembly, manner and place of storage. – 1 original plus 1 copy
  7. Certificate that the set, scenery and rigging materials are flame retardant or have been treated. – 1 original plus 1 copy
### Part 2 – Fully Complete Details
Detailed application requirements are noted below. Additional items may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code is available online at: [www.codepublishing.com/wa/kitsapcounty](http://www.codepublishing.com/wa/kitsapcounty).

<table>
<thead>
<tr>
<th>Code Requirement</th>
<th>Code Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pyrotechnic operators are licensed to conduct public displays of fireworks and articles pyrotechnic. No public display license may be issued unless at least one licensed pyrotechnic operator is listed on the application as being responsible for conducting the display.</td>
<td>WAC 212-17-220/NFPA 1126</td>
</tr>
<tr>
<td>Applicants for pyrotechnic special effect permits shall procure and maintain a policy or policies of public general liability, bodily injury and property damage insurance in a company or companies approved by the county in the minimum amount of one million dollars ($1,000,000) single limit; Kitsap County shall be named as an additional insured.</td>
<td>KC Ord 377-2007/NFPA 1126</td>
</tr>
<tr>
<td>Applications for the use of pyrotechnic special effects before a proximate audience shall include plans indicating the required distances and clearances from the effects to spectators and combustibles are established, crowd control measures are in place, smoke control measures are adequate and requirements for standby fire personnel and / or other fire protection equipment are in place when provision of such personnel or equipment is required by the fire marshal.</td>
<td>IFC 5608.2.2/NFPA 1123 &amp; 1126</td>
</tr>
<tr>
<td>Where required to be flame resistant, decorative materials shall be tested by an approved agency and meet required flame propagation performance criteria, or shall be noncombustible. Reports of test results shall be prepared and furnished to the fire marshal upon request.</td>
<td>IFC 807.2/NFPA 701 &amp; 1126</td>
</tr>
<tr>
<td>MSDS (Material Safety Data Sheets) for pyrotechnic material used</td>
<td>NFPA 1126</td>
</tr>
<tr>
<td>Number and size of devices/materials</td>
<td>NFPA 1126</td>
</tr>
</tbody>
</table>