



### Fireworks Display Permit Application Checklist

*Application for permit must be submitted 30 days prior to the intended date of the display*

Note: This checklist is considered part of the application

1. Completed application
2. Copy of Virginia State Pyrotechnics license (required)  
If designated pyrotechnician changes, such notice must be made prior to the conducting of the firework display and no later than seven (7) days after the change in status.
3. Certificate of Liability Insurance  
Spotsylvania County Dept. of Fire, Rescue, & Emergency Management 9119 Dean Ridings Lane PO BOX 818 Spotsylvania, VA 22553 - must be listed as the Certificate Holder
4. Site plan of fall out area  
Site plan should include all buildings, roads and setback distances from the ignition site
5. List of fireworks that will be on display
6. Event procedure  
Plan establishing procedure to follow and actions to be taken in the event that a shell fails to ignite in, or discharge from a mortar or fails to function over the fallout area or any other malfunctions.
7. Permit fee \$120.00 – payable to Spotsylvania County Treasurer

Fees - \$120.00 per hour - Additional fee(s) maybe billed once display is over and area has been secured.

\_\_\_\_\_   
Applicant's Signature

\_\_\_\_\_   
Date

**For office use only – Do not write below this line:**

Date application received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_