



Office of the Fire Marshal

1320 Willamette Street, Eugene, OR 97401
541-682-5411, FAX 541-682-6882

COURAGE
HONOR
SERVICE

COMPLETING THE FIRE SAFETY OPERATIONAL PERMIT APPLICATION

EXPLOSIVES & BURNING

Application Process. Complete the application in its entirety and provide all required documentation. Application packets can be emailed or mailed to our office via the contact information at the bottom of the application. Once received, our office will review the application and contact the applicant should any changes need to be made to your configuration. A Deputy Fire Marshal will be in contact to schedule your inspection.

Permit Fees. Check the box for each permit type that applies to your event. If up to three operational permits are required for the same event, then the applicant will *only be charged for the highest single fee* according to the adopted fee schedule. Any additional operational permits required beyond the first three will be charged individually. Operational permit fees include permit application review, document handling, and a one-hour inspection with one inspector. Additional staff and time for inspections will be charged at *\$100 per hour per additional staff member*. **Application and required documentation must be submitted no less than 60 business days prior to shoot or event date to avoid an Expedited Processing Fee.**

Payment Processing. Payment must be made within 30 days of issuance of permit unless otherwise stated on an invoice, after which point a late fee will be charged to the applicant or person listed for billing on the application. Please provide complete billing information on the application including city, state, and zip of the billing address; list the business or person responsible for payment and specify the department if needed. Our office will mail an invoice to the provided billing address if payment has not been received within approximately 10 business days of receiving your application. *If you choose to send payment ahead of time without receiving an invoice, it is highly recommended that you first verify the correct fee amount with our office after we've received the application.* Payment can be made via credit or debit card provided over the phone, or by check mailed to our office. Mailing and contact information are provided at the bottom of the application.

Required Documentation: Each permit will require a different set of documentation to submit with your application. Please review the permit types below; provide the required documents for any permit type in which you selected on the application. The documents listed are not all inclusive and specific document requirements may vary depending on applicable codes and the nature of the event. The Fire Marshal's Office will reach out to request additional documentation if it is deemed necessary.

Permit Types:

- **Fireworks, Special Effects Display:** An operational permit is required for special effects firework displays as defined in ORS 480.111 that include articles containing pyrotechnic composition that are manufactured, assembled, designed, or discharged in connection with television, theater or motion picture productions, concerts, or conference centers; or used for commercial, industrial, educational, recreational or entertainment purposes.
 - **Required Documentation:** Floor or Site Plan w/Fallout Zone, Operator's License, Bill of Lading or Inventory, Fire Prevention Plan w/Emergency Procedures, Pre and Post Shoot Procedures
- **Fireworks, Limited Display:** An operational permit is required for limited firework displays as defined in OAR 837-012-0720 that include displays held outdoors limited to 1.4G fireworks labeled UN0336. Fireworks authorized by the limited permit are subject to limitation by the local fire authority and the Office of State Fire Marshal.
 - **Required Documentation:** Floor or Site Plan w/Fallout Zone, Operator's License, Bill of Lading or Inventory, Fire Prevention Plan w/Emergency Procedures, Pre and Post Shoot Procedures





Office of the Fire Marshal

1320 Willamette Street, Eugene, OR 97401
541-682-5411, FAX 541-682-6882

COURAGE
HONOR
SERVICE

- **Fireworks, General Display:** An operational permit is required for general fireworks displays as defined in OAR 837-012-0720 that includes displays held outdoors, utilizing 1.3G fireworks and may include 1.4G fireworks and special effects fireworks and may only be conducted by a general display operator.
 - **Required Documentation:** Site Plan w/Fallout Zone, Operator's License, Bill of Lading or Inventory, Fire Prevention Plan w/Emergency Procedures, Pre and Post Shoot Procedures
- **Open Burn:** An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. An Open Burn is the burning of material that results in products of combustion being emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber, or as regulated by Lane Regional Air Pollution Authority and respective sections of the Eugene and Springfield City codes. Exception: recreational fires
 - **Required Documentation:** Site Plan, Fire Safety Plan, Approval from Lane Regional Air Protection Agency (LRAPA)
- **Open Flames & Candles:** An operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.
 - **Required Documentation:** Floor or Site Plan, Classification of Candle, Fire Prevention Plan w/Emergency Procedures
- **Explosives:** Required for the manufacture, storage, handling, sale or use of any quality of *explosives, explosive materials*, fireworks or pyrotechnic special effects. Exception: Storage in R-3 occupancies of smokeless propellant, black powder and small arms primers for personal use, not for resale and in accordance with Section 5606.
 - **Required Documentation:** Site or Floor Plan, Fire Prevention Plan w/Emergency Procedures, Bill of Lading or HMIS, Operator's License

The following permits are applicable only to the City of Springfield and will not be permitted in Eugene

- **Firework Sales- Wholesale & Retail:** An operational permit for retail sales is required to sell fireworks at retail to individual members of the general public as described in ORS 480.127. A wholesale operational permit is required when selling fireworks to animal control, public display, and retail sales permit holders under ORS 80.130; a wholesale permit does not authorize the sale of fireworks to the general public. This process may require additional operational permits (example: Tents & Temporary Membrane Structures).
 - **Required Documentation:** Floor or Site Plan, Bill of Lading or Inventory, Fire Prevention Plan w/Emergency Procedures Plan, Security Plan, Application Approved by the Oregon State Fire Marshal. Must meet all requirements for City of Springfield Firework Sales.
- **Fireworks, Animal Control:** Required to use or explode fireworks to scare or repel birds or animals under ORS 480.123 and 480.124.
 - **Required Documentation:** Site Plan w/Fallout Zone, Operator's License, Bill of Lading or Inventory, Fire Prevention Plan w/Emergency Procedures, Pre and Post Shoot Procedures





Office of the Fire Marshal

1320 Willamette Street, Eugene, OR 97401
541-682-5411, FAX 541-682-6882

COURAGE
HONOR
SERVICE

Eugene Springfield Fire Operational Permit Application for Explosives & Burning

Event Name: _____

Event Address: _____

Date(s) of Event: _____ Time Event Begins: _____

Event Contact Person: _____ On-Site Phone Number: _____

Email Address: _____

Earliest date & time setup will be complete and ready for inspection: _____

Any deficiencies cited shall be corrected prior to the event. Failure to comply may result in revocation of the permit, issue of citation, and possible cancellation of the event.

Billing Contact (Business Name & Department): _____

Billing Address (Include City, State, Zip): _____

Billing Phone No. & Email address: _____

*****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED*****

Permit Type and Fees

<input type="checkbox"/> Fireworks, Special Effects Display	\$300	<input type="checkbox"/> Open Burn	\$25
<input type="checkbox"/> Fireworks, Limited Display	\$200	<input type="checkbox"/> Open Flames & Candles	\$25
<input type="checkbox"/> Fireworks, General Display	\$600	<input type="checkbox"/> Explosives	\$300

*CITY OF SPRINGFIELD ONLY

<input type="checkbox"/> Firework Sales, Wholesale*	\$600
<input type="checkbox"/> Firework Sales, Retail*	\$250
<input type="checkbox"/> Fireworks, Animal Control*	\$200

Expedited Processing Fee = \$250 (+ cost of permit)
for applications received less than 60 business days
prior to event date.

Signature: _____ **Date:** _____

Eugene Springfield Fire Marshal's Office

1320 Willamette St., Eugene, OR 97401 - 541-682-5411 - FMOAdmin@eugene-or.gov

