April 30, 2015

Dear Fireworks Retailer:

It is the time of year when we begin permitting fireworks stands, stores, and CFRS facilities. This package will assist you in applying for your retail fireworks permit and help ensure retailers submit an application in time to schedule an OSFM inspection prior to the desired opening date. The 2015 package is only being provided on the website as indicated by the postcard you received in the mail. Individual packages will not be mailed (as has been done in previous years) unless specifically requested.

Included in this package are several documents for your use in applying for a permit:

**Application for Retailer Fireworks Permit/Temporary Retailer Permit:**
The current Retailer Fireworks Permit/Temporary Retailer Permit application is available on our website at: http://www.llronline.com/POL/Pyrotechnic/ under “Applications and Forms.” Please destroy previous versions as they will not be accepted.

Carefully complete the application in its entirety. An incomplete application will not be processed and will be returned to the applicant for completion. In accordance with S.C. Code of Laws 40-56-230, you must provide:

- **Proof of public liability insurance for $1 million** showing coverage at the specific location listed on your application and for the permitted sales period. This proof must be a current Certificate of Insurance (not a Policy Declaration). It must list the S.C. Office of State Fire Marshal as a Certificate Holder.
- A copy your **S.C. Retail Sales Tax License**.

**REMINDER:** The business name and business address on your application must be the same as the one listed on the S.C. Retail Sales Tax License and your Certificate of Insurance.

**Three Methods of Application – Choose One**
There are three ways to apply for your 2015 Fireworks Permit (depending on preferred payment method).

1. **By mail:** Please mail the completed application, with all required attachments and appropriate payment (check/money order/credit card authorization form), to:

   S.C. Office of State Fire Marshal
   Licensing and Permitting Section
   141 Monticello Trail
   Columbia, SC 29203

   If paying by check or money order, please make payable to “State of South Carolina.”

2. **By Fax:** Please fax the completed application, with all required attachments and appropriate payment (credit card authorization form), to:

   S.C. Office of State Fire Marshal
   Attn: Susan Scoggin
   Fax: 803-896-9806
3. **By Email:** Please email the completed application, with all required attachments and appropriate payment (credit card authorization form), to:

   susan.scoggin@llr.sc.gov or ray.hoshall@llr.sc.gov

Again, please remember an incomplete or inaccurate application will be returned to you for correction before your application is processed. This may result in a delay of the scheduled inspection request.

For your convenience, we have included a copy of the updated permit application, and of the credit card authorization form. **Please destroy previous versions of these forms.**

**Reminders:**

- It is your responsibility to meet local community requirements where your fireworks facility is located (i.e. local business license, local building code requirements for tie downs, etc.).

- The form and required attachments must be received by the OSFM at least **15 business** days prior to the stated facility opening date. If the application is received less than **15 business** days prior to the opening date, a $200 processing fee is charged - in addition to the application fee. We encourage retailers to apply quickly and not miss the deadline.

- Please include the estimated facility **setup date** and the desired opening date of your facility in the appropriate block on your application. Once the application has been received by the OSFM, a Deputy State Fire Marshal (DSFM) will contact you prior to your indicated setup date to schedule an inspection and answer questions. To allow prompt contact, please provide multiple contact numbers (if possible).

**Firework Stand/Store/CFRS Permit Inspection Checklists:**

Included in this package are checklists that our Deputy State Fire Marshals will be using as guidelines in conducting inspections at your facility. These checklists are based on the statutes, regulations, and codes adopted by the State of South Carolina. They are intended to provide basic information related to the inspection and are not all inclusive. For full requirements, see NFPA 1124, *Code for the Manufacture, Transportation, Storage, and Retail Sales of Fireworks and Pyrotechnic Articles*, available for purchase from [www.nfpa.org](http://www.nfpa.org), and International Fire Code (2012) available from [www.iccsafe.org](http://www.iccsafe.org) or available for read-only use on our website.

To ensure you are ready for the inspection, we encourage you to perform a “self-inspection” of your facility using the appropriate checklist. Please ensure **ALL** items have been addressed and are in place. For example, this includes required signage, the proper number and type of properly mounted fire extinguisher(s), electrical conductors properly installed and protected, etc.

If requirements are not met at the time of the initial inspection, before the permit is issued, a “reinspection” will be required. As stated on the application, a second visit can be subject to a reinspection fee of $75 per hour (including travel time) in addition to the annual fee.
Exit Requirements: Letter from S.C. State Fire Marshal

Included is a letter from State Fire Marshal Robert O. Polk dated March 16, 2015, providing additional information and clarification regarding exit requirements for various types of fireworks facilities. This letter will answer many of the questions posed as a result of OSFM inspections during the previous sales season. Please follow these guidelines when determining the need for additional exits in lieu of what may have been indicated in your most recent inspection report.

Lastly, if you have questions regarding the 2015 application process, contact Susan Scoggin at 803-896-9061.

Respectfully,

Ray Hoshall
Chief of Licensing and Permitting
S. C. Department of Labor, Licensing and Regulation
141 Monticello Trail
Columbia, S.C. 29203
Telephone: 803-896-9913
Fax: 803-896-9806
Email: ray.hoshall@llr.sc.gov
Website: www.scfiremarshal.llronline.com

Attachments
Application for Retailer Fireworks Permit / Temporary Retailer Permit

REMINDER: Applicants should verify with local fire officials that fireworks may be sold at the address indicated below. Prior to submitting, please complete the application in its entirety. Incomplete applications will be returned unprocessed.

NOTE: Permit applications must be received by OSFM at least 15 business days before the facility is planned for opening. If submitted less than 15 business days before the start of operations, applicant is subject to an additional $200 processing fee. The fees stated are for one inspection. Any return inspection resulting from the owner’s failure to comply will be charged at a rate of $75 per hour (including travel time) in addition to the annual fee.

Application Date: ____________________________

1. Type of Facility:
   - ☐ CFRS (Consumer Fireworks Retail Sales Facility)
   - ☐ Fireworks store
   - ☐ Fireworks stand

2. Check One:
   - ☐ Temporary - $100 (not to exceed 90 days)
   - ☐ Annual - $200 (expires Aug. 31 of each year)

3. Business Name:
   __________________________________________
   Address of Business:
   __________________________________________
   (Must correlate with name/address on Sales Tax License).
   County: ________________________________
   Contact Number: _________________________
   2015 Stand Setup Date: ______________________
   2015 Stand Opening Date: ____________________

4. Owner’s Name: _____________________________
   Date of Birth: ______________________________
   Permanent Public Mailing Address:
   __________________________________________
   E-mail address: ____________________________
   Emergency Phone: _________________________

5. Supplier’s Name: ___________________________
   Address: _________________________________
   _________________________________________
   (List ALL suppliers - use additional sheets if needed)

6. Print Name of Owner or Owner’s Representative:
   __________________________________________
   Signature of Owner or Owner’s Representative:
   ________________________________

   NOTE: The Insured shall immediately notify OSFM if liability insurance is canceled, suspended, or nonrenewed.


Payment Information (Check)     If payment is by VISA or MasterCard, complete and attach Credit Card Authorization form.
Check #: ______________________   (You will be notified if $200 processing fee is required.)
VISA/MASTERCARD PAYMENT FORM

To make payment by VISA/MasterCard, please complete the following information and mail, email or fax to:

Chief of Licensing and Permitting
South Carolina Department of Labor, Licensing, & Regulation
Division of Fire & Life Safety
141 Monticello Trail
Columbia, SC 29203
Fax: 803-896-9806
Email: ray.hoshall@llr.sc.gov

__________________________________________________________________________________________

Company Name/ Mailing Address

Telephone No: _____________________ Fax No: _____________________

________________________________________ Email Address: ________________________________

Print name as it appears on credit card

Type of card:  MasterCard VISA Expiration Date: ________________________________

Credit Card Number __________________________________ Authorized Signature _______________________

(FORM IS NOT VALID WITHOUT AUTHORIZED SIGNATURE)

<table>
<thead>
<tr>
<th>Description (Must be completed)</th>
<th>Fee Amount</th>
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Do you need a receipt? YES NO

FOR OFFICE USE ONLY

Category Code (Circle one)  BL  DL  BP  MP  FM  LP  FR  PP  FI  DM  WS  JB

Description: ________________________________________________________________
March 16, 2015

Dear Fireworks Facility Owner/Operator,

You are receiving this letter because our records indicate you received a South Carolina fireworks facility permit issued between 2013 and 2015. This letter will provide you with clarification relating to permitting requirements that will be used for future inspections of fireworks facilities in our state.

Concerns have been expressed to the Office of the State Fire Marshal (OSFM) regarding exit requirements for fireworks stands, fireworks stores, and consumer fireworks retail facilities (CFRS). The attached document addresses these concerns and establishes a baseline by which inspections will be conducted, and provides a compliance time frame. These requirements are the minimum criteria acceptable by the OSFM for providing a reasonable level of fire safety and property protection from the hazards of fire, explosion, or dangerous conditions in new or existing fireworks facilities.

Additionally, please note you are not required to have product on hand in the facility (as previously indicated) to receive an inspection.

If you have questions, please contact Ray Hoshall at ray.hoshall@LLR.sc.gov or by calling (803) 896-9913.

Respectfully,

Robert O. Polk
State Fire Marshal

Attachment
SOUTH CAROLINA FIREWORKS FACILITY PERMITTING REQUIREMENTS

If the quantity of consumer fireworks exceeds 125 pounds (net) of pyrotechnic composition in a building without an automatic sprinkler system, or 250 pounds (net) of pyrotechnic composition in a facility protected throughout with an approved automatic sprinkler system, the following requirements specific to the consumer fireworks facilities (stands, stores, and CFRS facilities) will be applied when conducting permitting inspections of the facilities identified below. If the actual weight of the pyrotechnic composition is not known, 25% of the gross weight of the consumer fireworks shall be used to determine the weight of the pyrotechnic composition.

FIREWORKS STANDS

For stands up to and including twenty (20) feet in length, with a maximum of three (3) employees inside the stand, and the stand not allowing customers inside the stand, only one (1) approved exit door shall be required.

For stands greater than twenty (20) feet and up to, and including, forty (40) feet in length, with a maximum of three (3) employees inside the stand, with the maximum travel distance to an approved exit not exceeding thirty-five (35) feet, and the stand not allowing customers inside the stand, only one (1) approved exit door shall be required, as long as there is at least one (1) additional opening with a minimum clear opening of 5.7 square feet or greater for emergency escape and rescue. This requirement may be satisfied by the display window.

For stands in excess of forty (40) feet in length, with a maximum travel distance to an exit exceeding thirty-five (35) feet, and the stand not allowing customers inside the stand, a minimum of two (2) approved exits shall be required.

All other requirements of NFPA 1124 (2006 edition) and International Fire Code (IFC)(2012 edition) shall be complied with.

FIREWORKS STORES AND CFRS FACILITIES

Existing store and CFRS facilities having a travel distance to an exit of seventy-five (75) feet or less shall be required to have a minimum of two (2) approved and remote exits. Existing facilities having a travel distance to an exit exceeding seventy-five (75) feet shall be required to have a minimum of three (3) approved and remote exits.

All other requirements of NFPA 1124 (2006 edition) and IFC (2012 edition) shall be complied with.

All new store and CFRS facilities shall meet the current requirements of NFPA 1124 (2006 edition) and IFC (2012) edition whichever is more restrictive.

COMPLIANCE

Each stand, store, and CFRS facility must comply with the above applicable requirements. However, recognizing the need to establish a time frame for compliance, any facility deemed to be not in compliance must be brought into compliance by November 1, 2016. Future operating permits will not be issued to facilities not in compliance with these requirements after this date.

Issued: March 16, 2015
1. “NO SMOKING” signs shall have letters that are a minimum of two (2) inches in height, posted on the outside of the stand on all sides.

2. “No Fireworks Discharged Within 300 Feet” signs shall have letters at least four (4) inches in height, posted on all sides.

3. A site plan is required, showing minimum separation distances to buildings, parking, fuel dispensing stations and storage of 1.4G.

4. All stands shall be separated 30 feet from accumulated dry grass, brush or combustible debris; ten 10 feet from any other combustible.

5. Stands shall be separated 50 feet from a motor vehicle fuel or propane dispensing stations; 300 feet from any flammable bulk storage.

6. All stands shall be separated 20 feet from a building or fireworks storage; stands shall be separated five (5) feet from another stand.

7. Parking shall be separated a minimum of ten (10) feet from a stand at all times.

8. Generator shall be located at least 20 feet from the stand with no greater than two (2) gallons of fuel at all times, including after hours.

9. All fuel storage shall be located at least 20 feet from stand at all times, including after hours.

10. Wheels on stands must be removed and stay removed as long as the permit is active.

11. Stands located on flat/even ground do not need to be anchored unless required by an authority having jurisdiction.

12. All temporary power shall be protected from physical damage from general public and vehicles.

13. All stands must have at least one (1) 4A:C fire extinguisher per NFPA 10 (6.2.1.1 For Class A rating).

14. All stands 200 up to 800 square feet shall have at least one (1) approved 2.5 gallon pressurized water fire extinguisher.

15. All fire extinguishers shall be properly mounted no less than four (4) inches off the floor, or higher than five (5) feet.

16. All fire extinguishers shall be maintained, tested and inspected annually by a SC Licensed Fire Equipment Dealer.

17. Stands that permit customers to enter the stand, must receive approval from the Office of State Fire Marshal to operate as a CFRS.

18. Travel distance to an exit shall not be greater than 35 feet.

19. Temporary stands shall have at least (2) exits if travel distance exceeds 35 feet, per OSFM letter dated 3/16/15.

20. Stands are permitted to have a maximum of 3 employees in the stand.

21. Exits signs are required, however, not required to be illuminated unless open to the public.

22. Exit doors shall be a minimum of 28" inches width in stands where general public does not enter.

23. Doors shall swing in the direction of egress travel and shall open from the interior without use of key, special knowledge or effort.

24. The unlatching of any door shall not require more than one operation.

25. No consumer fireworks shall be displayed for sale or stored within two (2) feet of any exit or private entrance.

26. Aisles shall be at least 28" inches wide, in stands where general public does not enter.

27. No fireworks shall be stored or displayed over eight (8) feet in height.

28. All stands shall have consumer fireworks stored in a manner that prevents consumer from handling individual fireworks.

29. Consumers are only allowed to handle packaged assortments or similar factory packaged containers of one or more fireworks.

30. No fireworks shall be handled or sold to anyone younger than the age of 16.

Note: This “self-check” list is a brief overview of common inspection violations, and is not to be construed as an all-inclusive list. This list does not alter or determine compliance to applicable sections of statute, regulation, International Fire Code (2012), and NFPA 1124 (2006) where list items are derived.
CONSUMER FIREWORKS STORE CHECKLIST  
Issue Date May 1, 2015

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<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Outside storage containers/trailers used for fireworks storage shall be separated ten (10) feet from the building or any access opening.</td>
</tr>
<tr>
<td>2.</td>
<td>Address numbers are posted and visible from the street and all sides of building shall be accessible by a fire apparatus within 150 feet.</td>
</tr>
<tr>
<td>3.</td>
<td>“NO SMOKING” signs shall have letters that are a minimum of two (2) inches in height, posted at each entrance or at each firework display aisle.</td>
</tr>
<tr>
<td>4.</td>
<td>Stores shall be separated 50 feet (existing 25 feet) from vehicle fuel or propane dispensing stations; 300 feet for flammable bulk storage.</td>
</tr>
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<td>5.</td>
<td>Life safety plans shall comply with NFPA 1124 sections 7.3.3 &amp; 7.3.13 and International Fire Code (2012) section 404.</td>
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<td>6.</td>
<td>The sales area of the fireworks must be less than 600 sq. ft. and firework displays must remain visible to the employees at all times.</td>
</tr>
<tr>
<td>7.</td>
<td>Fireworks shall be packaged fireworks merchandise only, displayed for sale in a manner that will limit travel distance if ignition of the fireworks occurs.</td>
</tr>
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<td>8.</td>
<td>Retail sales displays shall not exceed six (6) feet in height or twelve (12) feet around the perimeter.</td>
</tr>
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<td>9.</td>
<td>Flame breaks shall be installed in accordance with section 7.3.15.3; a minimum of every 16 feet (omitted in stores protected by fire sprinklers).</td>
</tr>
<tr>
<td>10.</td>
<td>Aerial devices and audible ground devices shall be physically separated and restricted from public with not less than 2 exits.</td>
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<td>11.</td>
<td>No consumer fireworks shall be displayed for sale or stored within five (5) feet of any public entrance; two (2) feet from private.</td>
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<td>12.</td>
<td>CFRS areas and storage shall be kept free of debris/rubbish; no mechanical cleaning devices.</td>
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<td>13.</td>
<td>Existing stores require a minimum of 2 exits with travel distance 75 feet or less, per OSFM letter dated 03/16/2015.</td>
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<td>Existing stores require a minimum of 3 exits with travel distance exceeding 75 feet per OSFM letter dated 03/16/2015.</td>
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<td>Egress doors shall swing in the direction of egress travel and not be less than 36 inches in width.</td>
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<td>Doors shall open from the interior without use of key, special knowledge or effort; flush bolts or surface bolts are not permitted.</td>
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<td>Stores shall not be provided with a lock or latch unless it is panic hardware and the unlatching of any door shall not require more than one operation.</td>
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<td>Exits and paths of travel shall be clear and unobstructed at all times; exits shall be distinguishable with self-luminous exit signs.</td>
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<td>20.</td>
<td>Aisles shall have a minimum clear width of 48 inches; at least one aisle shall lead directly to an exit and all aisles shall terminate at another aisle (NO DEAD END AISLES).</td>
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<td>21.</td>
<td>Existing buildings over 3000 square feet shall have a fire alarm system in accordance with NFPA 72; all stores with fire alarm systems shall be inspected, tested, and maintained with all deficiencies corrected annually by a licensed SC Fire Alarm contractor.</td>
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<td>22.</td>
<td>Existing permanent stores over 7500 sq. ft. (New 6000 sq. ft.) shall be protected by an automatic sprinkler system in accordance with NFPA 13; all stores protected with an automatic sprinkler shall be inspected, tested, and maintained to NFPA 25 with all deficiencies corrected annually by a licensed SC Fire Sprinkler Contractor.</td>
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<td>23.</td>
<td>All stores shall have a minimum of one (1) approved 2.5 gallon pressurized water fire extinguisher and a minimum of one (1) 4A:C fire extinguisher per NFPA 10 (6.2.1.1 For Class A rating); properly mounted no less than four (4) inches off the floor, or higher than five (5) feet, no more than 75 feet apart.</td>
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<td>Fire rated assemblies shall be inspected annually and maintained by building owner.</td>
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<td>No fireworks shall be sold to anyone younger than the age of 16.</td>
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<td>Records of inventory shall be maintained on premise.</td>
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Note: This “self-check” list is a brief overview of common inspection violations, and is not to be construed as an all-inclusive list. This list does not alter or determine compliance to applicable sections of statute, regulation, International Fire Code (2012), and NFPA 1124 (2006) where list items are derived.
## CONSUMER FIREWORKS RETAIL SALES (CFRS) CHECKLIST

**Issue Date May 1, 2015**

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<td>Flame breaks shall be installed in accordance with section 7.3.15.3; a minimum of every 16 feet.</td>
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<td>9.</td>
<td>The floor area occupied by retail displays of fireworks may not exceed 40 percent of the available floor area; 50 percent of area shall be open for aisles.</td>
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<td>10.</td>
<td>Only consumer fireworks meeting criteria with covered fuses shall be sold and shall not be sold to anyone younger than 16 years of age.</td>
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<td>No consumer fireworks shall be displayed for sale or stored within five (5) feet of any public entrance; two (2) feet from private.</td>
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<td>All fire extinguishers shall be maintained, tested and inspected annually by a SC Licensed Fire Equipment Dealer in accordance with NFPA 10.</td>
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<td>Any building alteration shall be overseen by a qualified design professional, in accordance with SC Code of Law §40-3-290 and §40-22-280.</td>
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