

## Instructions to Obtain Fireworks Stand Approval: *Permits, Certificate of Occupancy, Business License, and Inspections*

To obtain approval for the sale of fireworks during the 2016 Fourth of July holiday season, please read these instructions carefully. You will save time and effort if you follow the steps as listed.

The last day to submit applications for a Building Permit and Certificate of Occupancy is Friday, June 17, 2016, to allow you time to complete the Fire Marshal Requirements.

You'll need the following items to obtain approval for the erection of a sales stand and to sell fireworks:

- **Building Permit** - Required to erect a stand, trailer, or tent
- Copy of an Existing **Certificate of Occupancy** if one exists for the site
- **Business License** for a Fireworks Temporary license
- **DC Fire Marshal** approval
- **Electrical Permit** - *Required if temporary lighting is to be installed for night operation*

You may obtain the required applications in the Permit Center, 1100 4th Street, SW, 2nd floor. All fees must be rendered to the Cashier's Office by cash, check, or money order on the 2nd floor of 1100 4th Street, SW. Make your payments payable to "DC Treasurer."

### Obtaining a Building Permit

1. Get your plat: Visit the DC Surveyor's Office on the 3rd floor of 1100 4th Street, SW, and request "Fields Papers or an Unofficial Plat". Draw all structures on the site. Be sure to include structure dimensions, distances from adjacent structures, and distances from property lines on two (2) copies in ink. Fireworks stands cannot be located on Public Space.

**NOTE: If the stand or trailer will be on a gasoline service station lot, it must be at least 50 feet from the building, pumps, vent pipes, and tank fill pipes – not on an apron or in a driveway.**

The cost for Field Papers or Unofficial Plats to use for Fireworks Stands applications is \$1.00.

2. Obtain a Building Permit application from the Information Counter on the 2nd floor of 1100 4th Street, SW. (a downloadable version of the form is here [The deadline to submit the application is Friday, June 17, 2016]: <http://dcra.dc.gov/DC/DCRA/Permits/Get+a+Permit/Download+Complete+Building+Permit+Application+Package>)

Complete the application carefully—for question 11; check "Fireworks stand (L)"; write "Fireworks Stand. Site to be cleared of the stand and all debris by Midnight July 5, 2016." on Line 12, Description of Proposed Work, and fill out section L on page 4.

Attach two (2) unofficial plats (or two (2) sets of field papers) and four (4) sets of plans showing the stand construction method.

Return all information to the Information Counter where your application will be queued to a Plans Review Coordinator (PRC).

3. Visit the applicable review stations. All the stations are in the Permit Center, including that of the Fire Marshal
  - a. The Department of Transportation (DDOT) representative will write the street distribution on the plats so you'll know where you may put the stand on the lot. **NOTE: You may not put a temporary fireworks stand in a public space.**
  - b. Fire Protection, Electrical, and Structural staff members will review your application, give final approval, and transfer you to the Issuance Counter. At the Issuance Counter, you will receive an invoice which must be paid at the Cashier's Office on the 2nd floor.
  - c. Pay the Cashier and Return to the Permit Center Information Counter for an Issuance Ticket.
  - d. You will receive a printed permit once your number is called.
4. Visit the Fire Marshal's Office at 1100 4th Street, SW. The Fire Marshal will need to see your building permit and/or proof that you have applied for a building permit. The Fire Marshal will give you proof that you've applied for permission to sell fireworks by stamping your application and give you a copy.

Once you have both a building permit from DCRA and permission to sell fireworks from the Fire Marshal, you may erect the stand.

## **Obtaining a Certificate of Occupancy**

*After Receiving a Building Permit*

After completing construction, call 202-442-9557 to schedule necessary inspections. Once the inspections are completed and approved, return to DCRA with written inspection approvals, the issued building permit, and permission from the Fire Marshal to sell fireworks. You will be required to apply for a Certificate of Occupancy at this stage.

- Complete a Certificate of Occupancy Application online at:  
<http://dcra.dc.gov/DC/DCRA/Permits/Certificate+of+Occupancy+Application+and+Instructions>
- Visit the Permit Center to see a Zoning Reviewer, and you will need a letter from the property owner authorizing the use of the space on the site.

**-OR-**

## **Obtaining an Updated Certificate of Occupancy**

*Using a Certificate of Occupancy from Prior Fireworks Sales at the Same Location*

If you are the business owner with an existing, COO, you must obtain an additional COO to sell fireworks. Come to 1100 4th Street, SW and apply for certificate occupancy to sell fireworks. DCRA inspections will be necessary to affirm location is suitable for the sale of fireworks before a COO is issued.

Only existing Certificates of Occupancy will be accepted.

**NOTE: If you're a new business, follow the steps detailed above to obtain a Certificate of Occupancy. If you are building a stand or placing a trailer on the site, follow instructions for building permit on the first page.**

1. Obtain a Certificate of Occupancy Application from the Permit Center (a downloadable version of the form is here: <http://dcra.dc.gov/DC/DCRA/Permits/Certificate-of-Occupancy+Application+and+Instructions>)
2. You must present your completed application in person.

If the applicant is a corporation, you must attach a Letter of Good Standing from the Corporations Division, to your application.

You will need a letter from the property owner authorizing use of the space on the site.

If anyone other than the business owner (or corporate officer for a corporate applicant) will present the application, you must attach a completed and notarized Business Agent Authorization form. (You may obtain blank forms from the Building Permit Center.).

- a. Write "Fireworks Stand. Site to be cleared of the stand and all debris by Midnight, July 5, 2016" on **Line 11. Proposed Use of Premises.**
  - b. Bring the completed application, all attachments, and the \$36.30 filing fee, to the Information Counter in the Permit Center on the 2nd floor of 1100 4th Street, SW.
  - c. Pay the Cashier and Return to the Permit Center Information Counter for an Issuance Ticket.
3. After you pay the filing fee, you'll go through a brief review to confirm that the stand or trailer is existing and the building permit is not required. Proceed to contact DCRA for inspections.
  4. Apply on-line or visit the Fire Marshal's Office at 1100 4th Street, SW to apply for Permission to Sell Fireworks. The application is available online: <http://fems.dc.gov/service/consumer-fireworks-line-permit-application-process>. The Fire Marshal is located at Station 30 or 31. Inform the Fire Marshal that you will be selling fireworks in an existing structure thus you do not have to apply for a building permit.
  5. Show the Fire Marshal the Certificate of Occupancy application for verification. **NOTE: You may not stock or sell fireworks until you get DCRA and FEMS approvals.**
  6. Return to Zoning with initial COO application, DCRA inspections approvals and approved Application to sell fireworks from the Fire Marshal to complete the COO process
  7. Pay the issuance fee at the Cashier's Office on the 2nd floor of 1100 4th Street, SW.
  8. Return to the Permit Center to obtain the printed Certificate of Occupancy.
  9. Once you have your COO, you must comply with ALL OTHER Fire Marshal requirements.

## Business License

A completed Fireworks Temporary License [NAICS CODE 453998-2] application must be submitted online at <http://dcra.dc.gov/DC/DCRA/For+Business/All+Basic+Business+Licensing+Forms/Long->

[Form+Business+License+Application](#) or in person at the DCRA Business License Center located at 1100 4th Street SW, Washington, DC 22024.

The application package must include:

1. Valid and current Certification of Occupancy – *(See above for Instructions)*
2. Corporate Registration or a Letter of Good Standing. Visit [corp.dc.gov](http://corp.dc.gov) or call (202) 442-4432.
3. FR 500 – Visit [otr.cfo.dc.gov](http://otr.cfo.dc.gov) or call the Tax Center at (202) 727-4829
4. Clean Hands Certification – For self-certification form visit [dcra.dc.gov](http://dcra.dc.gov)

For additional assistance, please contact DCRA's License Center at (202) 442-4311 or by email at [bbl.infocenter@dc.gov](mailto:bbl.infocenter@dc.gov)

## **Fire Marshal Approval**

After the Business License is issued, the DC Fire Marshal conducts a final inspection and issues permit for permission to sell fireworks. For more information visit [FEMS.dc.gov](http://FEMS.dc.gov) or call (202) 727-1600.

## **Electrical Permit**

Is required if temporary lighting is to be installed for night operation & can be only obtained by a registered master electrician. For more information about electrical permits contact (202)442-4400.

**Firework sales locations must be cleared of stands and debris by Midnight, July 5, 2016.**