



CEDAR RAPIDS FIRE DEPARTMENT Fire Marshal's Office



APPLICATION INSTRUCTIONS FOR A PERMIT REGULATED BY THE CEDAR RAPIDS FIRE CODE

Applications for permits shall be submitted to the Cedar Rapids Fire Marshal's Office via E-mail at mollyk@cedar-rapids.org or v.mckinnon@cedar-rapids.org or US Mail at 713 1st Ave SE, Cedar Rapids IA 52401.

A permit applicant may be required to submit the following information for a complete permit application: a completed permit application, a site diagram, installation plans, MSDS sheets (if applicable), equipment data sheets, and permit application fee. If it is deemed necessary, further information may be required by the Cedar Rapids Fire Marshal's Office before a permit application is accepted for review.

The Cedar Rapids Fire Marshal's Office may take up to 14 days to review the application for compliance with the Cedar Rapids Fire Code (CRFC). Once it is determined that the application meets these requirements, a permit will be issued for installation per approved plans. Any changes to the approved plans shall be submitted in writing via a drawing and approved by the Cedar Rapids Fire Marshal's Office PRIOR to implementing the change.

If the permit is an installation process, then various inspections may be needed to ensure compliance with CRFC and permit application requirements. You must schedule these inspections with the Fire Marshal's Office a minimum of 48 hours in advance. Final approval from CRFD Fire Marshal's Office is required prior to use. If an operation is found to be in use without approval from the Cedar Rapids Fire Marshal's Office, a citation may be issued.

If you need any further information or assistance, or have any questions, please call the Cedar Rapids Fire Marshal's Office at (319) 286-5166.

INSTRUCTIONS:

- 1. Complete Page 2 for all permits, temporary or permanent.**
 - Permit Guide Sheets, with Fire Code sections referenced, are available for many of the permit categories. Check our website, or request guides from the Fire Marshal's Office at 319-286-5166.**
- 2. Enclose a check payable to the Cedar Rapids City Treasurer with your application.**
- 3. Include a site diagram, and if applicable, installation plan, MSDS sheets, equipment specification sheets, and other required supporting documents.**
- 4. Be sure to call for a final approval at the completion of the project.**

**CEDAR RAPIDS FIRE DEPARTMENT
Fire Marshal's Office**

**APPLICATION FOR A PERMIT REGULATED BY THE
CEDAR RAPIDS FIRE CODE**

INSTRUCTIONS:

Complete this page of the application and submit to the Cedar Rapids Fire Marshal's Office. "Permit Guides" include some Code information specific to many permit operations and are found on the Fire Marshal's Office Fire Code Permits page of our website at www.cedar-rapids.org/fire.

NOTE: The "Permit Guides" do not include all codes that apply to your individual project. Refer to the appropriate Chapter of the 2006 IFC (International Fire Code) and any local amendments for additional code requirements.

Permit Site Business Name _____

Permit Site Address _____

Permanent (installation) Temporary (installation)

Permit Conditions

A permit shall be obtained from the Cedar Rapids Fire Marshal's Office prior to installing any operation or system requiring a Permit (see the International Fire Code 2006 Section 105).

Application for Permit

- The permit applicant shall provide a legible site diagram listing the site business name, address, including system locations. Where applicable, please provide any information sheets regarding listing, approvals, electrical, mechanical, and any applicable other supporting documentation required for a Permit.
- The required fee must be included when the application is submitted.

Proposed project: _____

Fee per \$ _____ **Total Fee** _____ **Date** _____

The undersigned representative agrees to adhere to the Cedar Rapids Fire Code and all applicable Federal, State, and other local regulations

Contractor Company _____ **Address** _____

Contact Name & Signature _____ **Phone** _____

Party Responsible for Billing (if other than above)
Name _____ **Address** _____

FOR OFFICE USE ONLY!

Date received: _____ Fire Inspector Issuing Permit _____

Final Approval Inspector's Name _____ Date _____

**CEDAR RAPIDS FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE
PERMIT APPLICATION FOR
DISPLAY OF FIREWORKS / PYROTECHNIC SPECIAL EFFECTS**

INSTRUCTIONS:

1. The **Pyrotechnic Display of Fireworks Permit Application** and the **Cedar Rapids Special Events Application** must be submitted to the Cedar Rapids Fire Department at least 30 days in advance of the pyrotechnic display.
2. The application submittal must include the supporting documentation as follows:
 - a) All pyrotechnic operators shall have a **“shooters certified”** certificate from the Pyrotechnics Guild International (PGI) or other recognized certification from a like entity.
 - b) A Certificate of Insurance. Please see page 2 and 4 for insurance requirements.
 - c) A complete list of all pyrotechnic devices to be displayed. Displays before a proximate audience require the submittal of device and effect descriptions. A demonstration of the effects may also be required
 - d) Site plan(s) which detail the firing site and device layout and an overall site plan indicating the locations of spectators, the firing site, the fallout perimeter, and fireworks storage area. **Measurements shall be included.**
 - e) Letter of permission to display fireworks by the property owner.
 - f) Resumes for each Pyrotechnician to be on-site.
3. Mail submittal to: **Fire Marshal's Office**
Cedar Rapids Fire Department
713 1st Ave SE
Cedar Rapids IA 52401
Attention: Captain Scott Saylor
There is also a permit fee of \$115 due at the time of application.
4. Call (319) 286-5861, e-mail s.saylor@cedar-rapids.org or fax (319) 286-5250 with questions regarding these regulations.

Date and Time of Display: _____

Rain Date: _____

SITE INFORMATION

Name _____

Property Owner's Name _____

Address _____

Address _____

Telephone Number _____

Telephone Number _____

Fallout Perimeter Designated by _____

Maintained by _____

PYROTECHNIC COMPANY

Name _____

Contact Person _____

Address _____

Telephone # _____

of Pyrotechnicians to be on-site _____

Lead Pyrotechnician _____

Support Pyrotechnician _____

Support Pyrotechnician _____

Support Pyrotechnician _____

Support Pyrotechnician _____

I, the undersigned do hereby agree to comply with CRFC Section 33, all Local, State, and Federal Laws.

Name of Applicant (type or print)

Signature of Applicant

Date of Application

INSURANCE REQUIREMENTS

An original certificate of insurance will be required to be submitted to the City Clerk upon approval of events held on City property. Please submit an insurance certificate a minimum of thirty days prior to the date of the event for approval by the City Attorney. The following represents the City's insurance requirements. Any exceptions to these requirements must be specifically granted by the City Council and made known to the City Attorney.

1. A certificate of insurance with the name, address, and telephone contact information of the agent writing the certificate is required.
2. Copy of a Power of Attorney or other document showing the agent's authority to sign for the insurance is required. A copy of the agents' current insurance license is also acceptable.
3. "The City of Cedar Rapids, Iowa, and its employees are named as additional insured" shall be specifically indicated on the certificate.
5. The name and date of the event being covered shall be indicated on the certificate.
6. The minimum liability limit required by the City for this type of event is two million dollars.
7. All addresses on the certificate shall list a street address; P.O. Box addresses are not accepted.

NOTE: Those holding events on City property can purchase the required liability insurance through a Master Special Events Policy available through the City. To obtain a cost quote, call the City's Risk Manager, Mike Shoger, at 286-5008. Information will be sent to you with no obligation to purchase. You can compare the quote to purchasing coverage from another source and purchase coverage from the source of your choice.

CONTACTS AT THE CITY OF CEDAR RAPIDS

Please contact any of the following individuals regarding your event.

Council Resolutions, Event Committee, General Information, Maps

Wanda Miller, City Clerk's Office	286-5060
FireworksCaptain Scott Saylor, Cedar Rapids Fire Marshal's Office ...	286-5861
Tents/Propane Grills.....Captain Steve Dunham, Fire Marshal's Office.....	286-5868
Food.....Environmental Sanitarian, Linn County Health Department..	892-6000
Insurance CertificatesWanda Miller, City Clerk's Office	286-5060
Liquor Licenses.....Wanda Miller, City Clerk's Office	286-5060
Parking/Parkades.....Michael Radke, Republic Parking Systems	365-7275
Parks.....Daniel Gibbins, Cedar Rapids Parks Department.....	286-5768
Police (street closures, traffic control, and public safety)	
Lt. Tim Daily, Cedar Rapids Police Department	286-5347
Recreation.....Angie Turner, Cedar Rapids Recreation Department	286-5731
Traffic Engineering (street closures, barricades, meter hooding)	
Bill Meeks, Traffic Engineering Department.....	286-5156

DISPLAY OF FIREWORKS / PYROTECHNIC SPECIAL EVENTS

(Name)has made application for a permit to display pyrotechnic effects to the Cedar Rapids Fire Department. The applicant makes this request knowing that he/she **shall** be in compliance with the codes regulating the type of effect applied for. Specifically **NFPA 1123 for Fireworks Display** (typically, but not limited to, outdoor events), and **NFPA 1126 for The Use Of Pyrotechnics Before A Proximate Audience** (typically but not limited to indoor events). The applicant **shall** also comply with **Chapter 56 of the Cedar Rapids Fire Code, IFC 2012 Edition with amendments** (also known as Chapter 37 of the Cedar Rapids Municipal Code).

The applicant **shall** comply with the following stipulations as well as others made by the Authority Having Jurisdiction (AHJ) if warranted due to certain or unforeseen conditions.

1. The authority having jurisdiction shall determine the level of fire protection to be provided.
2. The applicant or venue shall hire standby fire personnel at the level determined by the AHJ. This is typically done with 1-2 Fire Department personnel in direct radio contact with the Dispatch Center in case of emergencies. Additional personnel may be required if conditions exist that are outside the typical or normal arrangement. This may include but is not limited to:
 - A. Adverse weather conditions such as higher than normal or unfavorable winds.
 - B. Crowd control and crowd behavior.
 - C. Multiple buildings in the area of the shoot site (such as Downtown).
 - D. If high winds or other adverse weather prevail such that a significant hazard exists, the fireworks display shall be postponed until weather conditions improve or rescheduled for the designated rain date.
3. A **PGI** or **other** certified shooter approved by the Fire Department shall be designated as the Responsible Party, and shall be required to be on site. The Fire Department will make the determination through submission of a resume and other certifications as to whether the applicant meets the criteria of a **Certified Shooter**.
4. Any changes or modifications to the original site plan submission **shall** be submitted for approval a minimum of one week (7 days) prior to the event.
5. At certain times, conditions mandate that there be clear and reliable communication between the Shooter and the standby Fire Code official, (such as multiple buildings in close proximity to the shoot site). At times such as this, the lead pyrotechnic operator must supply the Fire Code official with reliable radio communication or accept a radio supplied by the Code official so that direct communication can be made rapidly.

The items listed on the cover page of this application shall be complied with in their entirety without exception. Failure to do so could cause untimely delays or refusal of the requested permit.

Any and all accidents involving the use of explosives, explosive materials, and fireworks, which result in injury, shall be reported to the Fire Code official immediately.

Application approved as submitted

Signature of Code Official Approving Application

Date

SPECIAL EVENTS INSURANCE REQUIREMENTS

In order for an insurance certificate for a special event to be approved by the City, it must meet the following City requirements:

The City categorizes events held on City property into three groups based on the perceived level of risk. Insurance requirements vary by risk level. The factors used to determine risk are:

- Number of expected participants and attendees
- Nature of the event's activities
- Type of City property or other resources involved

Low Risk

- Events with little or no impact on the public
- Events in City parks or on public property without alcohol
- Church picnics in parks exceeding shelter occupancy and using other park areas
Minimum Liability limit **\$1,000,000**
City **not** required to be named as Additional Insured

Medium Risk

- Fundraising Walks and/or Runs without street closures
- Sports contests in City parks (Softball or Volleyball Tournaments)
Minimum Liability limit **\$1,000,000**
City must be named as additional insured

High Risk

- Fireworks Displays
- Parades
- Events requiring street closures
- Events that expect large crowds on public property
- Large event taking place for more than one day
- Large events that include alcohol on public property
Minimum Liability limit **\$2,000,000**
City must be named as additional insured

CERTIFICATE OF INSURANCE REQUIREMENTS

- The Name of the event must be listed in the Description area. For Medium and High Risk events, the Description area of the certificate should state: **The City of Cedar Rapids, its officers and employees** are named as additional insureds.
- The minimum coverage required is **General Liability Insurance** with limits of at least:
\$1,000,000 per occurrence for Low and Medium Risk events
\$2,000,000 per occurrence for High Risk events
This must be **occurrence form** liability coverage.
- The following address must appear in the Certificate Holder section:
City of Cedar Rapids
City Clerk's Office
101 1st Street SE
Cedar Rapids IA 52401
- Certificates may be sent by e-mail, fax (319-286-5102), mail, or delivery.

Should you have any questions regarding the classification of your event, please contact a member of the Event Committee listed on the Special Event Application or Wanda Miller at 319-286-5060.