



LEADERSHIP, ADVOCACY AND SERVICE FOR MANITOBA'S PUBLIC SCHOOL BOARDS

March 26, 2021

**TO: SECRETARY-TREASURERS
SAFETY OFFICERS**

FROM: DARREN THOMAS, RISK MANAGER

RE: Fireworks Guidelines

Please see the attached document outlining Risk Management guidelines around fireworks for special occasions. Please note that fireworks is an activity which requires much consideration and falls outside of the 'normal' school activities.

Things to keep in mind when reviewing events like this are:

- Confirm that the activity is suited to the intended purpose/design of the facility/premise
- Use of Informed Consent forms signed by parents
- Ensure that these activities are properly supervised by staff and/or competent contractors
- Refer to the insurance requirements to be followed
- Consult with Risk Manager as needed

Please do not hesitate to reach out with any questions you may have. Thank you.

Darren Thomas

Attachment

Fireworks permits and required authorizations for schools

—A Step-by-Step Guide



The main purpose of a permit is notification to those that would be required to respond in the case of an emergency. IE: Police, Fire Department, etc. Schools are strongly recommended to hire a Licensed commercial contractor (Archangel Fireworks has extensive knowledge and school familiarity. MSBA Risk Management recommends their participation. Contact: Candice Mitchell via email at Candice@ArchangelFireworks.com).

This should always be the responsibility of the company or individual that is contracted to do the display. Knowing the process from start to finish is the best way to guarantee all necessary documents, permits and permissions are in place before the show, but ultimately this responsibility falls to the contractor to obtain all the necessary documents. All approved documents can and should be requested before the show date and available on site the night of the scheduled display.

One thing to know about permits is that they are not all standard but do have some common steps. Each city, town or Rural Municipality may have their own requirements specific to their process. The best way to find out, if you do not know, is to contact the local fire department. Contact information can be obtained online or through the town or RM office.

There are 3 types of fireworks that are available for use in Canada: display fireworks, consumer fireworks and close proximity pyrotechnics. Descriptions have been taken directly from Natural Resources Canada, Display Fireworks Manual.

Display Fireworks

High-level display fireworks

Effects that reach more than 50 meters are high-level fireworks. There are three kinds of high-level fireworks:

1. Aerial shells (including large shells and nautical effects)
2. Comets
3. Large Roman candles (larger than 50 millimetres, inside diameter)

Low-level display fireworks

Effects that reach less than 50 meters are low-level fireworks. There are four common kinds of low-level fireworks:

1. Roman Candles
2. Mines
3. Cakes
4. Flying Saucers

Consumer fireworks

Consumer fireworks are low-hazard fireworks articles designed for recreational use by the public.

Types of consumer fireworks include:

1. Roman candles
2. Sparklers
3. Fountains
4. Wheels
5. Volcanoes
6. Mines
7. Snakes



Pyrotechnic special effects, also known as theatrical effects or proximity pyrotechnics are devices that are typically used indoors by a licensed pyrotechnician in the entertainment industry and are similar in nature to consumer fireworks in terms of their chemical compositions.

Types of close proximity pyrotechnics include:

1. Gerbs
2. Mines
3. Comets
4. Aerial effects
5. Binary powders
6. Smoke
7. Flame projectors
8. Theatrical effects IE: Flashpots, SPD's and bullet hits.

There are three types of permits

1. Display fireworks

If a permit has not been established by the local fire department or RM specific to them, then there is a blank federal application available for use. Either can be used and both are considered valid. A display fireworks show must have a physical permit approved and signed by the local Authority Having Jurisdiction (AHJ) before the fireworks can be moved to the site or a show fired. No exceptions. The technicians must have a copy on hand along with all the required support documents.



2. Consumer fireworks

Not all locations require a consumer fireworks permit outside of Winnipeg and Brandon. The contractor is still required to notify the local fire department. Most areas will approve a permit with a phone call but this is up to the AHJ in that specific area. If you do not know, best to always ask. Proof of an approval can be provided in the form of an email if no other documents are available.

3. Close-Proximity Pyrotechnics

If a permit has not been established by the local fire department or RM specific to them, the blank federal application is used. A close-proximity pyrotechnics show must have a physical permit approved and signed by the Local Authority Having Jurisdiction (AHJ) before the fireworks can be moved to the site or the show is fired. No exceptions. The technicians must have a copy on hand along with all the required support documents.



Steps to obtaining a permit

Permits should always fall to the company or contractor hired to do the display. Knowing the requirements will help guarantee all the necessary paperwork is in place prior to the show.

Permit requirements are different based on the type of show. Below is a breakdown for each type. More details on each specific requirement are also included.

Consumer fireworks

- Letter of permission from the property owner
- Site diagram which includes the distances/size of the required fallout zone. Required safety distance is 60 meters minimum for a circular site.
- Filled out permit if required in the area. Check with local by-laws to confirm if a permit is required.
- If there is no permit by-law, a notification should be forwarded to the local AHJ.
- Copy of a valid fireworks license is not required for this type of show unless requested by the local AHJ.

Display fireworks

- Letter of permission from the property owner
- Site diagram which includes the distances/size of the required fallout zone. Required safety distance is between 80 and 650 meters for an oblong site depending on shells maximum caliber.

- Complete product listing of all product to be included in the show. Listing must include, manufacturer information, effect description and caliber.
- Valid Fireworks Operators Certificate for the supervisor in charge. Some jurisdictions require a copy of all the licenses for the crew.
- Insurance certificate or proof of insurance of \$5 million or more in coverage.
- Completed permit with signature IE: Federal application or Local Display Fireworks Permit
- NOTAM (see additional requirements on the next page) over 3 inch diameter shell (reaching 300 feet/92 metres) or in a direct flight path
- Event description

Close Proximity Pyrotechnics

- Letter of permission from the property owner
- Site diagram which includes the distances/size of the required fallout zone. Required safety distance is between 4.5 metres minimum and up depending on the effects.
- Complete product listing must include manufacturer information, effect description and caliber.
- Valid Pyrotechnician license. This is a separate license from the FOC. An FOC license does not permit the user to ignite close proximity pyrotechnics.
- Insurance certificate or proof of insurance of \$5 million or more in coverage
- Completed permit with signature IE: Federal application or Local Close Proximity Permit
- NOTAM if show contacts effects of 275 Feet or 84 metres from a rooftop.
- Event description

Support Documents Description and Requirements

Letters of Permission

The letter needs to have the following included:

1. Date of display.
2. Location – Street address if it exists. PO Box # can be used if there is no other option or GPS coordinates.
3. Signature
 - email signatures are acceptable, but original signatures are preferred.
4. Letters from towns, community centers, schools and businesses need to be on official letter head.
5. The type of product needs to be identified.

IE: consumer hazard, display or close proximity pyrotechnics.

An example of the wording for the letter is as follows:

“The (location) grants permission to (company or contractor’s name), to ignite a (type of show) from their property located at (address) on (date).

Site Diagrams

Site Diagrams must show the site layout for the maximum shell size to be used in the display at the specified location and must include the items below.

1. Distance to spectators
2. Total fallout zone
3. Prevailing wind direction if known
4. Crowd location

- Site diagrams can be generated on Google Earth or similar products.

Product List

Product listing must include the following:

1. Type of product
 2. Manufacturer
 3. Caliber or size
 4. ERD approval number
- Product listing can be generated from an inventory system and will always vary based on the software.
 - Products can be listed individually on the event description or in the body of the email.

Copy of the Supervisor in charge, FOC

- Copy of the valid license needs to be forwarded with the application. This can either be an image of the license or a letter provided by the Explosives Regulatory Division (ERD).



Proof of Insurance

Special fireworks display insurance should be requested with limits no less than \$5 million per incident. Proof of insurance by way of Certificate of Insurance (COI) must be provided showing the Division as an additional named insured with respect to the fireworks event.

Additional Requirements

Each jurisdiction may have additional requirements and this varies by location. The items included below may also be required as part of the permit package. Like the permit, copies of these documents can be requests prior to the display and should be available on site the night of the display.

1. NOTAM – Notice to Airmen

A NOTAM is a notice containing information essential to personnel concerned with flight operations. In the case of fireworks, they are required if they show contains a shell of 3 inch diameter shell or higher. NOTAMS are issued by Transport Canada.

2. Noise permits

Noise permits are required within city limits. Most jurisdictions outside of large centers, do not have a noise permit requirement. For the City of Winnipeg for example, a noise permit is approved by the Winnipeg Police department.



APPLICATION TO PURCHASE - DEMANDE D'ACHAT

CLASS 7.2 .2. HIGH HAZARD FIREWORKS FOR RECREATION / CLASSE 7.2.2. PIÈCES PYROTECHNIQUES COMPORTANT UN RISQUE ÉLEVÉ, POUR DIVERTISSEMENT

- 1- Applicant must be the person supervising the fireworks / L'acquéreur doit être celui qui dirige la mise à pièces pyrotechniques
- 2- Submit application to supplier with your order / Veuillez soumettre la demande d'achat au fournisseur avec votre commande
- 3- Please print / Veuillez compléter en lettres moulées.

Name of Applicant- Nom de L'acquéreur		Age- Agé
Mailing Address - Adresse		
Postal Code - Code Postal	Telephone - Téléphone Area Code / L'indicatif Régional	

I hereby make application an application to purchase 7.2.2. fireworks / Par la présente, je fais une demande pour l'achat de pièces pyrotechniques de la classe 7.2.2. au nom de

Myself / Moi-même or : / ou :

Sponsoring Organization - Nom du Commanditaire		
Address-Adresse		
Location of Display / Lieu de la Démonstration	Date	Time- Heure

I CERTIFY THAT I HAVE COMPLETED A COURSE FOR FIREWORKS SUPERVISORS, HAVE READ, UNDERSTAND AND WILL BE GUIDED BY THE PRINCIPLES AND SAFETY RULES OF THE FIREWORKS MANUAL AND THE THE SPECIFIC INSTRUCTIONS OF THE MANUFACTURER GOVERNING A PARTICULAR FIREWORK.

JE CERTIFIE AVOIR COMPLÉTÉ UN COURS D'ARTIFICIER SURVEILLANT, AVOIR LU, COMPRIS ET M'ENGAGE À RESPECTER LES PRINCIPES ET LES RÉGLES DE SÉCURITÉ DU MANUEL DE L'ARTIFICIER ET LES INSTRUCTIONS DU FABRICANT SE RAPPORTANT À CHAQUE PIÈCE PYROTECHNIQUE.

Fireworks Supervisor Card No.- Numéro de Carte	Expiry Date - Date D'expiration
Date	Signature of Applicant / Signature de L'acquéreur

PERMISSION OF LOCAL AUTHORITY - PARTIE RÉSERVÉE À L'AUTORITÉ LOCALE

NOTE; TO BE COMPLETED BY THE LOCAL AUTHORITY HAVING JURISDICTION OVER FIREWORKS DISPLAYS (FIRE CHIEF) / À ÊTRE COMPLÉTÉE PAR L'AUTORITÉ LOCALE AYANT JURIDICTION SUR LES DEMONSTRATION DE PIÈCES PYROTECHNIQUES (DIRECTEUR DES INCENDIES)

The applicant has complied with local requirements and has permission to hold a fireworks display at the location and time mentioned above.

Les exigences locales ayant été remplies, l'acquéreur a l'autorisation de tenir un déploiement de feux d'artifice au lieu et à l'heure susmentionnées.

Signature of Local Authority - Signature de L'autorité Locale	Name - Nom
Title - Titre	
City Town Municipality - Ville, Village, Municipalite	

**PYROTECHNIC
EVENT APPROVAL FORM**

Applicant (Pyrotechnician)

Name (print): _____

Mailing Address: _____

Telephone/Fax/E-Mail: _____

Pyrotechnician's Certificate Number: _____

Class: _____ **Expiry Date:** _____

Company (if applicable): _____

Address: _____

Telephone/Fax/E-mail: _____

Sponsoring Organization (if applicable): _____

Address: _____

Event Location: _____

Date(s) of the events(s): _____

Insuring Agency: _____ **Amount:** _____

Telephone/Fax/E-Mail: _____

Place and Method of Pyrotechnic Storage on Site: _____

Signature of Pyrotechnician: _____ **Date:** _____

Permission of Local Authority Having Jurisdiction

Name (print): _____ **Title:** _____

Organization: _____

Address: _____

Telephone/Fax/E-Mail: _____

Pyro Effects Plan or Letter Of Intent Attached: **Yes** **No**

Approval Granted to Disconnect Smoke Sensors: **Yes** **No**

EDU Member/Consultant Present for Film Shoots: **Yes** **No**

Signature: _____ **Date:** _____

Comments: _____

THE CITY OF WINNIPEG - FIRE PARAMEDIC SERVICE

FIRE PREVENTION BRANCH

2nd Floor, 185 King St., Winnipeg, Manitoba, R3B 1J1
Tel: 204-986-8200, fax: 204-986-6198, fireinspections@winnipeg.ca



CONSUMER FIREWORKS DISPLAY PERMIT LOW HAZARD



TERMS AND CONDITIONS

The person to whom a Low Hazard Fireworks Display Permit has been issued shall implement and comply with the following conditions by:

- retaining the Permit at the site of the Low Hazard Fireworks Display and producing such Permit for examination upon request.
- allowing Fire Paramedic Service employees to enter and inspect the premises for compliance with all applicable sections to the By-law.
- setting off your display ONLY on the property for which authorization has been received.
- ensuring there are no overhead wires, branches or other obstructions within eight meters (25 feet) when setting up a display.
- making a fire base (e.g. mound of sand or earth) at least 30 meters (100 feet) away from the nearest building.
- keeping a large metal container, partly filled with water for disposal of fireworks.
- providing a pail of water or garden hose, attached to a water supply - to be made ready as a fire extinguisher.
- not allowing any person under the age of eighteen years to "set off" or participate in the actual firing.
- ensuring no fireworks are held by hand and fired. (Only sparklers are designed and manufactured to be held by hand).
- reading all manufacturers instructions on all novelties.
- burying all novelties at least halfway down into the firing base (e.g. mound of sand or earth).
- lighting fireworks at arms length, standing back and keeping your face away - it is preferable to use an "igniter stick".

In the event a firework doesn't go off, do not attempt to re-light it - do not approach it for several minutes and then douse it with water and carefully place it in a refuse container or return it to the vendor where it was purchased.

Remember, the display must be under the conduct and supervision of at least one responsible person, who must be at least eighteen years of age. No person may use, set off or allow to be used or set off any fireworks in such a place or manner as might create danger or constitute a nuisance to any person or property, or to do or cause or allow any unsafe act or omission at the time and place for the setting off of any fireworks.

No person may set off any fireworks in or into any building, doorway, automobile, or other place where such setting off might create a danger or nuisance to any person or property. The display must be conducted in a manner consistent with all safety procedures and be held and continued only while all proper precautions are being observed to keep spectators at a safe distance, to protect public and private property, and suitable fire extinguishing equipment must be at hand at all times.

Read and follow all instructions on the fireworks. Plan the firing order before you begin. Light all fireworks carefully, and always light the fuse at its tip. Do not fire in windy conditions, and store fireworks in a cool, dry, ventilated place in a locked container, away from children.

NOTE: A PERMIT IS NOT REQUIRED FOR THE USE OF HAND-HELD SPARKLERS OR CAPS FOR TOY GUNS.

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HIGH HAZARD DISPLAY FIREWORKS EVENT APPROVAL

NOTE:

1. Applicant must be the person supervising the firing of fireworks.
2. See reverse side of form for conditions and requirements.

Application approval is subject to the conditions listed on the reverse side of this form.

APPLICATION FOR PERMIT

Name of Applicant: (Last name)	_____	(First name)	_____	(Middle Initial)	_____
Business Name:	_____				
Business Address:	_____			Postal Code:	_____
Business Telephone:	_____			Email:	_____
Supervisor's Certificate #	_____	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	Expiry Date:	_____
Endorsements:	<input type="checkbox"/> Rooftop, Bridge, Flatdeck	<input type="checkbox"/> Barge	<input type="checkbox"/> Flying Saucers	<input type="checkbox"/> Nautical Shells	<input type="checkbox"/> Large Shells (+6 in.)
Sponsoring Organization	_____				
Mailing Address:	_____				
Contact Person:	_____	Telephone:	_____		
Location of Display:	_____				
Date/hour of Display: (YYYY/MM/DD)	_____	(HH:MM)	_____	Rain Date:	_____
<input type="checkbox"/> Detailed Site Plan Attached	<input type="checkbox"/> Proof of Insurance	<input type="checkbox"/> Letter of Permission	<input type="checkbox"/> Event Description		
Storage Location:	_____				

I, _____, CERTIFY THAT I HAVE COMPLETED A COURSE FOR FIREWORKS SUPERVISORS, HAVE READ, UNDERSTAND AND WILL BE GUIDED BY THE PRINCIPLES AND SAFETY RULES OF THE FIREWORKS MANUAL.

Signature of Applicant: _____ Date: _____

ISSUANCE OF PERMIT NO.

The applicant has permission to conduct a Fireworks Display at the above noted location and on the date indicated above.

Designated Officer (Please Print) _____ Signature _____ Date _____

Reg. # _____

Comments:

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HIGH HAZARD DISPLAY FIREWORKS EVENT APPROVAL

CONDITIONS AND REQUIREMENTS

A High Hazard Display Fireworks Permit Application requires; and no Permit may be issued without; the following items:

1. Proof of possession of a Natural Resources Canada Fireworks Supervisor Level 1 or Level 2 Card appropriate for the fireworks to be used in the display for each individual who will purchase, handle, discharge, fire or set off any fireworks materials and/or devices.
2. A demonstrated knowledge and experience in applying the standards and requirements specified in the Natural Resources Canada Display Fireworks Manual on the part of each individual who will purchase, handle or discharge, fire or set off any fireworks materials and/or devices.
3. Written permission to conduct a fireworks display from the property owner or agent of the land AND the owner or agent of neighboring land on which fireworks debris might reasonably be expected to fall.
4. A Certificate of Liability Insurance (minimum \$5,000,000).
5. A site plan that includes separation distances to the public, location of ramps and mortars, fallout zone, direction of firing and significant ground features (e.g. roadways, buildings or other structures, overhead obstructions, parking areas, spectator viewing areas), and location of security personnel and public restraints.
6. An event description that includes the time that fireworks will be on site, time of site lock down, time of set-up completion, a list of devices and effects to be used, firing procedures, emergency procedures, description of site security and site clean-up.
7. A list of attending crew members and crew members qualified in first-aid.

NOTE: An inspection of the proposed site and a demonstration of the display fireworks may be required prior to issuing the permit. If an inspection is required after 16:30 hours Monday - Friday or on weekends, an inspection fee will be charged. The demonstration for inspection purposes must be scheduled with sufficient time allowed for resetting or reloading the high hazard display fireworks before the arrival of the spectators. Additional precautions may be required after an assessment by the Fire Inspector prior to issuing the High Hazard Display Fireworks Permit.

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PYROTECHNIC SPECIAL EFFECTS EVENT APPROVAL

NOTE:

1. Applicant must be the person supervising the Pyrotechnic Special Effects.
2. See reverse side of form for conditions and requirements.

Application approval is subject to the conditions listed on the reverse side of this form.

APPLICATION FOR PERMIT

Name of Applicant: (Last name)	_____	(First name)	_____	(Middle Initial(s))	_____
Business Name:	_____				
Business Address:	_____			Postal Code:	_____
Business Telephone:	_____			Email:	_____
Pyrotechnics Certificate # :	_____	Expiry Date:	_____		
Sponsoring Organization:	_____				
Mailing Address:	_____				
Contact Person:	_____	Telephone:	_____		
Location of Display:	_____				
Date/hour of Display: (YYYY/MM/DD)	_____	(HH:MM)	_____		
<input type="checkbox"/> Detailed Site Plan Attached	<input type="checkbox"/> Proof of Insurance	<input type="checkbox"/> Letter of Permission	<input type="checkbox"/> Event Description		
Storage Location:	_____				

I, _____, CERTIFY THAT I HAVE COMPLETED A COURSE FOR PYROTECHNIC SPECIAL EFFECT TECHNICIANS, HAVE READ, UNDERSTAND AND WILL BE GUIDED BY THE PRINCIPLES AND SAFETY RULES OF THE PYROTECHNIC SPECIAL EFFECTS MANUAL.

Signature of Applicant: _____ Date: _____

ISSUANCE OF PERMIT NO.

The applicant has permission to conduct a Pyrotechnic Special Effects Display at the above noted location and on the date indicated above.

Designated Officer: _____ Signature: _____ Date: _____

Reg. # _____

Comments:

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PYROTECHNIC SPECIAL EFFECTS EVENT APPROVAL

CONDITIONS AND REQUIREMENTS

Applicant must ensure the Pyrotechnic Special Effects application is submitted 7 days prior to the event. A Pyrotechnic Special Effects Permit Application requires; and no Permit may be issued without; the following items:

1. Possess a Natural Resources Canada Pyrotechnic card appropriate to the pyrotechnic effects to be used in the display. No person shall purchase, handle, discharge, fire or set off pyrotechnic materials and/or devices until and unless they hold proper authorization for that purpose.
2. Demonstrate knowledge and experience applying the standards presented in the Pyrotechnic Special Effects Manual on the part of each individual who will purchase, handle or discharge, fire or set off any Pyrotechnic Special Effects materials and/or devices.
3. Provide written permission from the property owner or agent to use pyrotechnic special effects in a venue or a location.
4. Present a Certificate of Liability insurance document for the pyrotechnic event in the amount of \$5,000,000.00 or greater.
5. Make available on a site plan, a complete event description including time frames, devices and effects, location of effects and minimum distances to spectators.
6. Indicate the area of "on site assembly" of devices and/or storage of devices and materials.
7. Afford proof that the set, scenery and rigging materials are inherently flame-retardant or have been recently treated to achieve flame retardancy.
8. Specify if the discharge of the devices during the performance will generate substantial amounts of smoke. If so, what measures will be implemented to alleviate excessive smoke conditions?

NOTE: For all events involving pyrotechnic special effects, the permit holder must:

- be knowledgeable of the Fire Safety Plan including the Emergency Procedures contained therein for the evacuation of the audience if necessary.
- ensure that staff members are aware of and understand the Emergency Procedures including the location of available exits.
- formulate an Emergency Contingency Plan including evacuation procedures and location of exits for occupancies that have no Fire Safety Plan.

An inspection of the proposed site and a demonstration of the Pyrotechnic Special Effects and related devices may be required prior to issuing the permit. If an inspection is required after 16:30 hours Monday - Friday or on weekends, an inspection fee will be charged. The demonstration for inspection purposes must be scheduled with sufficient time allowed to reset/reload the pyrotechnic special effects before the arrival of the audience. Additional precautions may be required after an assessment by the Fire Inspector prior to issuing the Pyrotechnic Special Effects Permit.

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PYROTECHNIC SPECIAL EFFECTS EVENT APPROVAL



ADDENDUM TO ALL:

High Hazard Display Fireworks Event Approvals

and

Pyrotechnic Special Effects Event Approvals

DISCLAIMER:

This permit is issued solely for the use of High Hazard Fireworks including Pyrotechnic Special Effects as defined in the Winnipeg Fire Prevention By-Law No. 150/2004. This permit does not grant approval for the design of propane equipment and devices used in conjunction with fireworks or pyrotechnics. Furthermore, any electrical requirements that pertain to electrical firing for fireworks or that are associated with the generation of flames by means of propane or other sources must comply with the Canadian Electrical Code. Additional approvals may therefore be required by other City and/or Provincial jurisdictions.

I have read and understand these requirements.

Date

Applicant's Signature

