



City of Victoria Fire Department  
Fire Prevention Division  
1025 Johnson Street  
Victoria, BC V8V 0G7

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[www.victoria.ca](http://www.victoria.ca)

# Fireworks Permit Application

**Application Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **Duration:** \_\_\_\_\_

**Authorized Supervising Technician:** \_\_\_\_\_

**Contact number (if different from above):** \_\_\_\_\_

## Application Document Submission Checklist:

	1) Proof of Insurance
	2) Letter of Authorization from Property Owner
	3) Proof of valid Fireworks Supervisor Certificate
	4) Product List
	5) Site plan with location details
	6) Event plan including description of safety measures and procedure

Permit applications must be submitted to the Fire Chief at least 14 days before the date of the event for which the permit is required.

By signing below the applicant verifies that the information provided above is accurate and they have reviewed and understand the requirements identified in the City of Victoria Fireworks Bylaw 07-070.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

Submit this form by email to [vfd@victoria.ca](mailto:vfd@victoria.ca), or in person Victoria Fire Department at 1025 Johnson Street, along with the fee of \$100.

Payment Options:  
Victoria Fire Department – Cash, Cheque, Debit, Credit Card  
Please make cheques payable to “City of Victoria”

## Document Submission Information for Fireworks Permit

- 1) Per sentence 2(b) in the City of Victoria Fireworks Bylaw 07-070
- 2) Written letter or email from property owner acknowledging the use of the property on the indicated date for the fireworks even.
- 3) A photo or scanned copy of the supervisors' certificate (front and back) as well as the certifications of any ground crew handling the fireworks.
- 4) Full list of all products being used including category and size.
- 5) Site plan must show the entire site and the following in meters:
  - a. minimum separation distances
  - b. loading zone
  - c. fallout zone
- 6) Event plan must include:
  - a. name of display supervisor in charge
  - b. location of any storage unit to be used before or after the event
  - c. description of the display site, including the distance in meters from the firing site to the nearest spectators, buildings, structures, and vulnerable sites
  - d. the type of fireworks to be used
  - e. the diameter in millimetres of the largest aerial shell to be used or, if no aerial shells are to be used, the maximum height the fireworks will reach during the display
  - f. the quantity of fireworks
  - g. a description of how the fireworks will be positioned within the firing site and how they will be fired
  - h. a description of the crowd-control measures that will be taken
  - i. safety measures and procedures for staff