



## Outline of Paperwork Required by the FDNY Explosives Unit Requesting a Pyrotechnic or Flame Special Effects Permit for NYC

8/17/2006

1. A respectful letter of intent on company letterhead addressed to the Chief of the FDNY Explosives Unit that includes the following: (*see attached sample*)
  - The time and place of your event(s) and any rehearsals that include permitted effects.
  - The name and certificate number of the FDNY Certificate of Fitness Holder (COF) scheduled to operate the effect. (*Ask J&M who the COF holder will be for your event*)
  - A Description of the effect. (*Ask J&M to provide this to you*)
  - A timely request for an inspection prior to the event.
  
2. A letter of consent from the property owner where the effects will be fired. (*This letter must make clear the property owner is consenting to the use of pyrotechnic effects on their property on the given date. Property ownership can be convoluted in NYC. Make sure that the specific location where the pyrotechnics or flame effects will be used is definitely owned by the party you are obtaining the letter from.*)
  
3. A copy of the permit from the Mayor's Office of Film, Theatre & Broadcasting, *or* the Mayor's office of Community Assistance Unit – Street Activity Permit Office that includes a line item for "Special Effects".
  
4. Certificates of insurance:
  - A copy of your current liability insurance certificate naming the City of New York as additionally insured.
  - Proof of worker's compensation insurance. (*J&M carries worker's compensation for J&M employees only and can provide a copy to you for the application process*)
  
5. Other permit information as required by the Authorities Having Jurisdiction
  - Flame proofing certificate(s) for all scenery and soft goods and for any clothing or costuming in proximity to the effect.
  - Other requirements per additional Authorities Having Jurisdiction (e.g. FDNY, NYPD, Mayor's Office, U.S. Coast Guard, FAA, etc.) (*J&M is happy to assist you in determining which of these may be applicable to your event*)

Please contact J&M (718-875-0140) or FDNY Fire Prevention - Explosives Unit (718-999-1595) if you have any questions regarding this paperwork.

This document is intended only to assist in the permit request process and is by no means definitive on the subject. Assembly and submittal of appropriate paperwork does not assure approval of permit request. All of the requirements are subject to modification, revision, and change by the Authority Having Jurisdiction.