

USE OF PYROTECHNICS AT THE UNIVERSITY OF CINCINNATI  
SUMMARY OF REQUIREMENTS

The use of pyrotechnics (fireworks) on campus requires various permits. These permits are coordinated for the University through the Fire Prevention unit of Public Safety. The various municipalities our campuses are located within all have permitting processes. The operator of the display must also possess a valid State of Ohio Exhibitors License for pyrotechnics, in accordance with the Ohio Revised Code, section 3743.54. This is in addition to the necessary facility use and assembly event permits.

In order to obtain the necessary pyrotechnic permits from the various regulatory agencies, the following information is required at least fifteen working days prior to the event:

1. The date and time of the production.
2. The exact location of the display.
3. The name of the sponsoring person, group, or organization.
4. The name of the pyrotechnic operator, along with proof of the required Ohio license.
5. The names, ages, and number of assistants who will be present, along with a general description of their responsibilities.
6. The number and types of pyrotechnic devices and materials to be used, along with the operator's experience with those devices and effects.
7. The point of on site assembly of pyrotechnic devices.
8. A material safety data sheet (MSDS) for the pyrotechnic material(s) to be used.
9. The manner and place of storage of all pyrotechnic materials and devices prior to and during the production/display in accordance with Title 27, Code of Federal Regulations.
10. Proof that satisfactory liability insurance is carried for all employees of the applicant.
11. Proof of financial responsibility as evidenced by an insurance policy or indemnity bond in the amount of \$1,000,000 and naming both the City of Cincinnati (or other relevant municipality) and the University of Cincinnati as additionally insured. The policy must show an original signature of the agent writing the insurance policy.

12. The name and license number of the fireworks manufacturer or wholesaler who supplied all items in the fireworks exhibition.

The following additional information must be provided in writing to obtain a permit for the use of pyrotechnics before a proximate audience (indoor use):

1. A diagram of the location within the facilities where the production is to be held. This diagram shall show the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device used in the performance, and the lines behind which the audience shall be restrained.
2. Certifications that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.
3. The diagram shall also show the location of all exits, exit ways, and exit doors along with the location of all firefighting equipment including detection systems within the surrounding area where the production is to take place.

The following information must be provided in writing to obtain a permit for the use of pyrotechnics for outdoor displays:

1. A diagram of the grounds where the display is to be held, showing the point at which the pyrotechnic devices are to be discharged, the fallout radius for each pyrotechnic device used in the performance, the location of all buildings, highways, streets, railroads, and any other structures inhabited or uninhabited within one thousand feet of the discharge and the potential landing site. The diagram shall also show the lines or barriers behind which the audience shall be restrained.

The Fire Chief requires that a certified fire safety officer be present before, during, and after the exhibition. The fire safety officer must inspect the premises where the exhibition is to take place and determine whether the exhibition is in compliance with the Ohio Revised Code, Cincinnati Fire Prevention Code, and Life Safety requirements deemed necessary by the Fire Chief at the expense of the exhibitor. This is in addition to University police and fire safety personnel who will also be required.

The permit fee in Cincinnati is currently \$20.00, and a check made payable to the City of Cincinnati Treasurer must be presented at the time the application is submitted.

The University of Cincinnati Fire Prevention unit will assist in preparing the necessary applications. The permit request must be made to the Fire Prevention unit at least fifteen working days prior to the event.

University of Cincinnati  
Department of Public Safety  
Fire Prevention Unit  
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