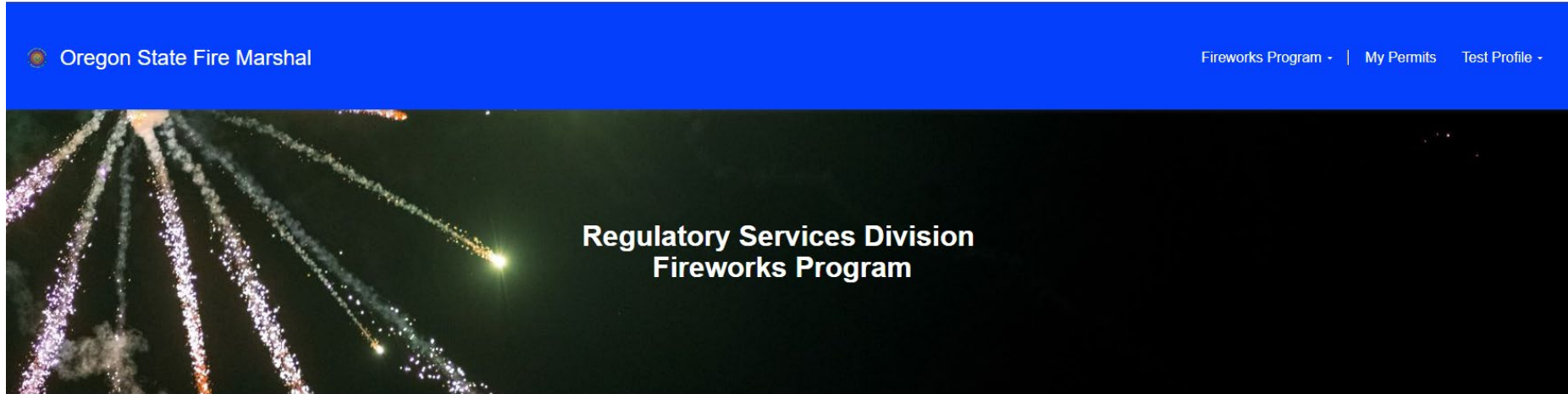


Oregon State Fire Marshal

Retail Fireworks User Guide



Welcome to the new online application for Retail Sales Permits



Fireworks

Fireworks are defined as a low explosive pyrotechnic device. In the State of Oregon, the sale and display of fireworks are regulated by the Oregon State Fire Marshal, specifically the Regulatory Services Division – Licensing and Permits Unit.

Illegal fireworks should be reported to your local law enforcement agency via their non-emergency number.

Below you will find links to the various information and services offered by our agency.

Should you have any questions, please contact us at OSFM.LP@osfm.oregon.gov

Wholesaler Application



Retail Firework Sales Permit Application



This is a comprehensive guide for Retail Sales permit acquisition. Follow this job aide to ensure a smooth and compliant permit process.



Complete the application – Fill out the application screens with complete and accurate information.



Print Application to gather Fire Authority signatures.



Final Submission is completed once all signatures have been obtained, you select a payment method and upload your package to the portal.



*Submitting a paper application is still available. Your Check and Application may be mailed to the PO box only - please contact us with questions at OSFM.LP@OSFM.Oregon.Gov

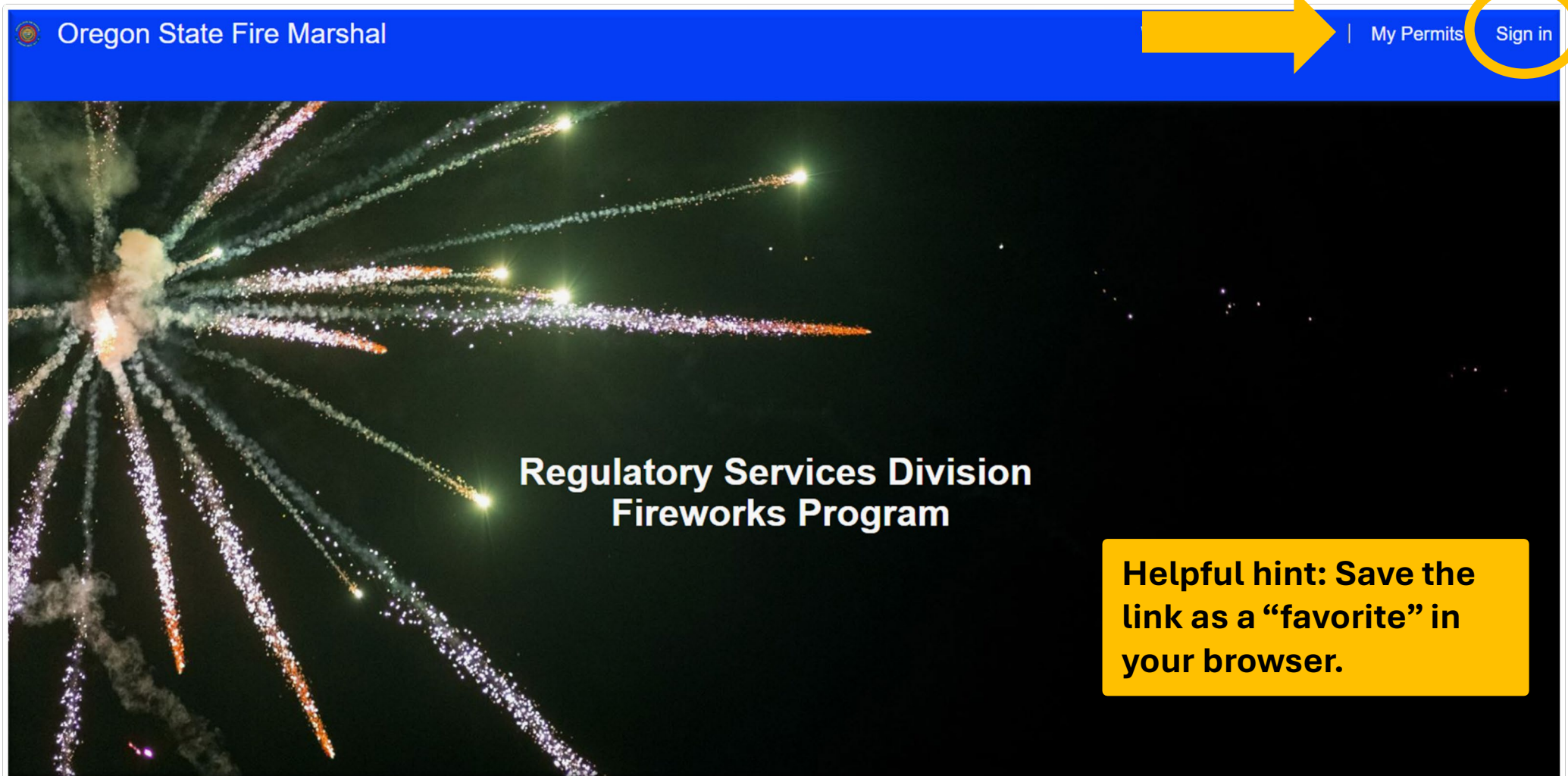
Let's Begin!

If you are new to the online portal let's start by creating an account.

If you already have an account, please log in and skip to page 8 of this guide.

Create an account - [Here](#)

1



Oregon State Fire Marshal

My Permits | **Sign in**

**Regulatory Services Division
Fireworks Program**

Helpful hint: Save the link as a "favorite" in your browser.

The image shows a screenshot of a website. At the top is a blue navigation bar with the text 'Oregon State Fire Marshal' on the left and 'My Permits | Sign in' on the right. A yellow arrow points from the left towards the 'Sign in' link, which is circled in yellow. Above the arrow is a blue circle containing the number '1'. The main content area has a black background with a fireworks display on the left. In the center, the text 'Regulatory Services Division Fireworks Program' is displayed in white. In the bottom right corner, a yellow box contains the text 'Helpful hint: Save the link as a "favorite" in your browser.' in black.

Click “Register”

2



Oregon State Fire Marshal

→ Sign in

Register

Redeem invitation

Sign in with existing account

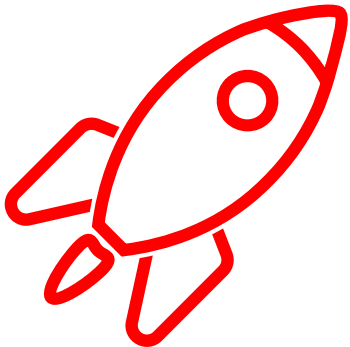
* Username

* Password

Remember me?

Sign in

Forgot your password?



Click “Sign Up” and complete the *required sections.



3

Sign in [Sign Up](#) [Redeem invitation](#)

Register for a new account

* Email

* Username

* Password

* Confirm password



Register

To complete the account creation, click “Register”

Once created and you are logging in, your name will appear in the upper right corner of the main page

Wholesaler Application

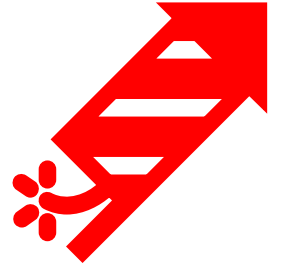


My Permits

Test Profile ▾

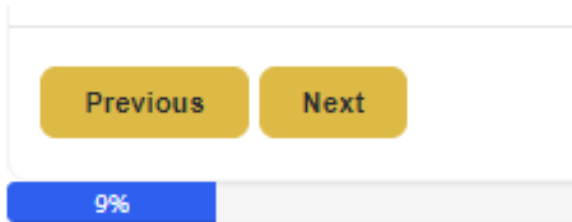


Helpful Hints before we get started



Apply for a Retail Firework Sales Permit

To Start a new application, click “Apply for a Retail Sales Permit”

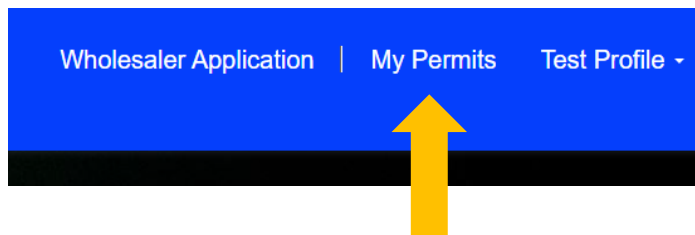


Complete each section as you would on the paper application. The status bar at the bottom will help you navigate along the way.

Helpful Hint: Use the “**Previous**” and “**Next**” buttons provided not your browsers back buttons.

First Name *

Helpful Hint: Red asterisks * indicate required items before you can move forward in the application screens. All applicable sections are required.



To check on the status, update or make changes to an application click “My Permits”

****Screen shots may appear different based on updates to the portal. The process is still the same.** Please let us know if you have any questions at OSFM.LP@OSFM.Oregon.Gov**

Let's start an Application

1. Click the "Fireworks Program" drop down.
2. Select "Retail Firework Sales Application".



Oregon State Fire Marshal

Fireworks Program ▾

My Permits

Wholesaler Application


Retail Firework Sales Application



Individual Completing the Application Section

Please make sure to complete all sections as the person completing the application.

If Representing a Fireworks Wholesale Company, click on the magnifying glass icon to select Company:



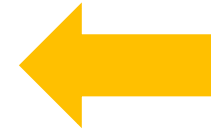
Wholesaler Information

If Representing a Fireworks Wholesale Company, click on the magnifying glass icon to select Company:

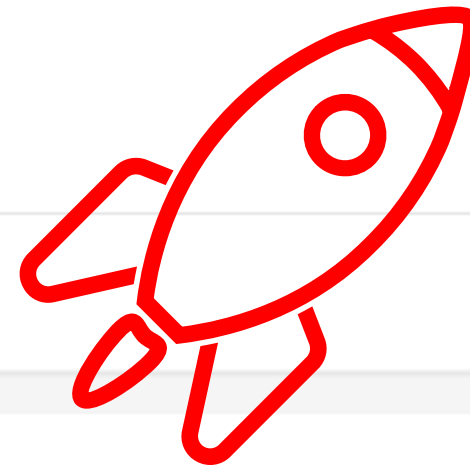


Wholesaler Information

Wholesaler
Test Company Name 3



Helpful Hint: Once you select a wholesaler it will populate with the information.



Previous

Next

9%

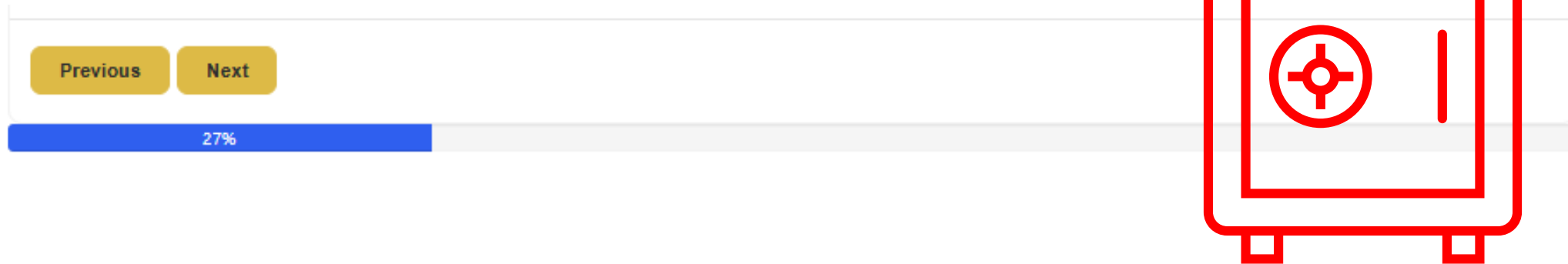
Permit Holder Information / Individual Responsible for Sales

- “Individual responsible for sales” means the individual identified on the permit application who is responsible for the operation of the retail sales outlet listed on the permit application.
- Proof of identification of the individual responsible for sales that will occur at temporary outdoor locations such as tents or stands must be provided to the local fire authority at the time the permit application is submitted to the local fire authority for review and signature. The proof of identification must be a current and recognizable photographic identification.
- The retail permit holder or the individual responsible for sales must be present at the retail sales outlet at least 50% of the outlet's business hours each day. When not present at the outlet, the individual responsible for sales must be readily available, day or night, by telephone or other reliable means of communication. The individual responsible for sales may be absent from the retail sales outlet for up to 48 consecutive hours twice during the period of time the retail permit is valid. The two 48-hour time periods may not be consecutive. The individual responsible for sales, when not at the retail site, must be available through their 24-hour contact number listed on their permit application.

Previous

Next

18%



Storage Information

Select the correct option in the drop down. This will ensure the correct section populate in the next page.

- Separate Storage location – this will bring you to complete the storage location information.
- Direct to site

Retail Sales Location



Complete Address of Sales Location

Select

- Inside
- Outside sales



This will populate the following pages with the correct corresponding sections.

Previous

Next

40%

Wholesale Information

1) Click “Add a Wholesaler”

Add a Wholesaler

* Indicates required field

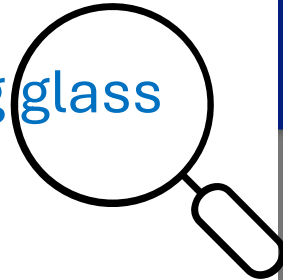
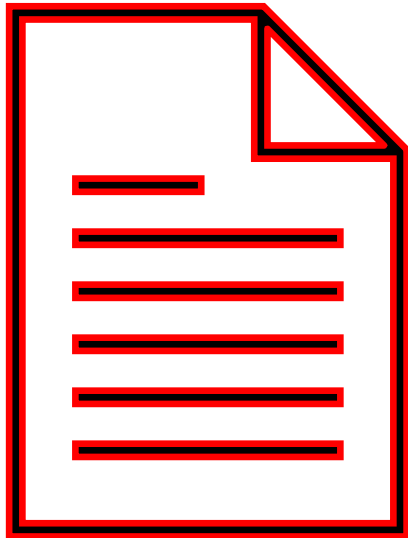
Wholesale Information

Oregon Licensed Wholesaler from whom applicant intends to purchase allowed fireworks.

Add a Wholesaler

Test Company Name 3

2) Click the magnifying glass



Create

Wholesaler

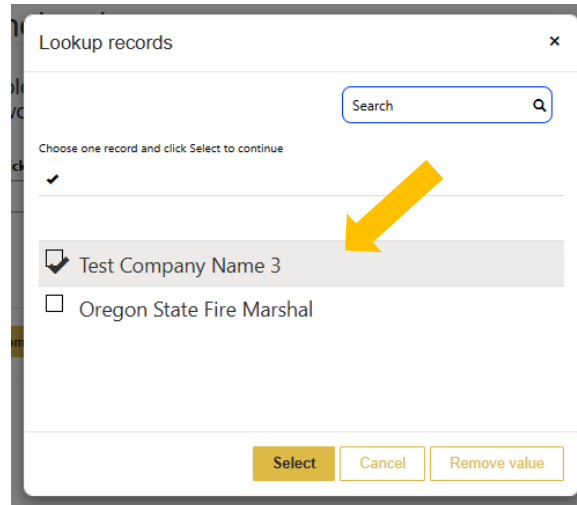
Wholesaler from whom applicant intends to purchase allowed fireworks.

Click on the magnifying glass icon to select Wholesaler:

Submit

Wholesale Information (part 2)

3) Select your desired wholesaler from the list.



Lookup records

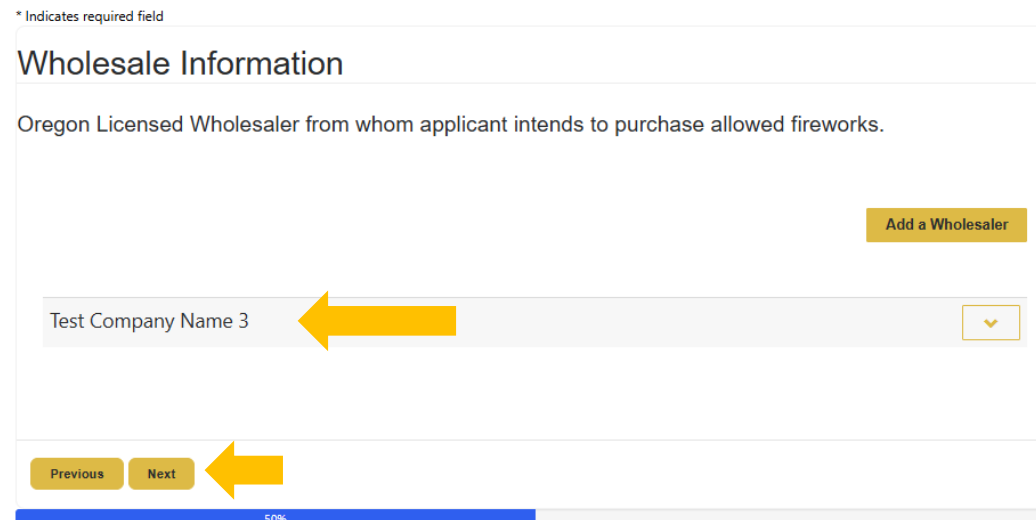
Search

Choose one record and click Select to continue

- Test Company Name 3
- Oregon State Fire Marshal

Select Cancel Remove value

4) The wholesaler will populate, back on the main page.



* Indicates required field

Wholesale Information

Oregon Licensed Wholesaler from whom applicant intends to purchase allowed fireworks.

Add a Wholesaler

Test Company Name 3

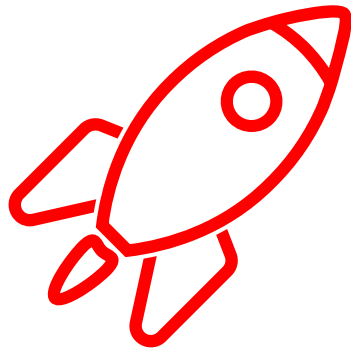
Previous Next

50%

5) Click "Next"

Fire Authority for Sales Location

- List all Fire Authority information
- Search for the Fire Department name using the magnifying glass and search feature in the pop up.



Lookup records

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Adair RFPD	00001
<input type="checkbox"/>	Adrian RFD	00003
<input type="checkbox"/>	Agness Illahe RFPD	00464
<input type="checkbox"/>	Albany FD	00004
<input type="checkbox"/>	Alfalfa Fire Dist	00570

< 1 2 3 4 5 6 7 8 ... 31 >

Select Cancel Remove value

Previous Next

60%

Diagram and Mapping Information

REQUIRED INFORMATION - INSIDE SALES DIAGRAM

The location of fireworks display inside the structure.

Location of all exits and distance (in feet) from fireworks to all exits.

Location of highly combustible materials, open flames, heating elements, or direct ignition sources within a 20-foot radius of fireworks display

REQUIRED INFORMATION OUTSIDE SALES DIAGRAM

Location of outside sales stand or tent and location of all exits

Show the distance from tent or stand to the following:

Streets/sidewalks - minimum 15 feet

Buildings/ combustible structures - minimum 10 feet

Dispensers of flammable liquids - minimum 50 feet



Upload Sales Diagram *

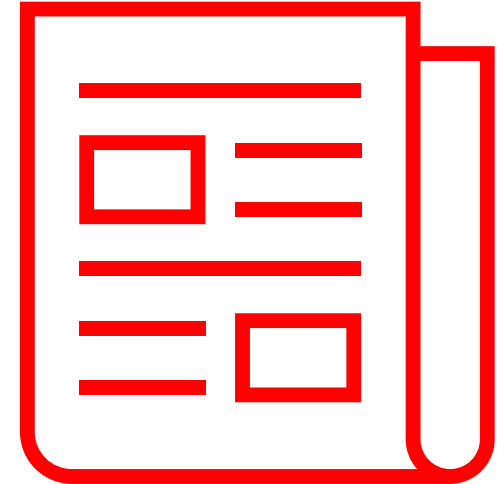
[Choose File](#) No file selected

[Previous](#) [Next](#)

70%

Final Review

After uploading your diagram, you will come to a review page. Please review the entire application and ensure it is correct, once you hit next on this screen you may not edit the application unless through a formal revision request.



Previous

Next

80%

Confirmation

By clicking Ready for Signature, you affirm that all information provided in this application is accurate and complete to the best of your knowledge. No further edits will be allowed beyond this stage. Any necessary changes must be submitted through a 'Revision Request' with the Oregon State Fire Marshal.

Previous

Ready for Signature

90%

Click “Ready for Signature” and the final screen will confirm the application has been sent to your email.

Thank you for initiating the retail permitting process. You should receive an email with the application ready for signatures or you may access it at any time via the portal under My Permits.

Application Email



The email address in the **Individual Completing the Application** section will receive a PDF copy of the application and diagram.



Take all items with Photo Identification to the local fire authority for signature.



****Note: Please check local rules and ordinances for requirements and any possible fees.****



**Do you have your
signed application
from your local fire
authority?**

Let's submit your application and complete the payment process.
Click “My Permits” on the home page.
Select “Retail Sales Application”



Fireworks

Fireworks are defined as a low explosive pyrotechnic device. In the State of Oregon, the sale and display of fireworks are regulated by the Oregon State Fire Marshal, specifically the Regulatory Services Division – Licensing and Permits Unit.

Illegal fireworks should be reported to your local law enforcement agency via their non-emergency number.
Below you will find links to the various information and services offered by our agency.
Should you have any questions, please contact us at OSFM.LP@osfm.oregon.gov

2

Retail Sales Applications
Click here to view retail applications

All applications are available to review here.

Retail Sales Applications

[Click here to view retail applications](#)

[Pay Multiple Applications](#)

Retail Sales Applications

Search by keyword




**Helpful Hint: Be sure to know the application number(s).
This will be helpful on the following pages.**

0007	[REDACTED]	Ready for Signature	11/7/2024 10:49 AM	
0009	[REDACTED]	Ready for Signature	11/7/2024 11:32 AM	
0010	[REDACTED]	Ready for Signature	11/7/2024 11:57 AM	
0021	[REDACTED]	Approved	12/12/2024 2:20 PM	
0022	[REDACTED]	Ready for Signature	12/12/2024 2:29 PM	
0024	[REDACTED]	Ready for Signature	12/12/2024 2:46 PM	
0027	[REDACTED]	Ready for Signature	12/20/2024 10:59 AM	

- [View Application](#)
- [Upload Completed Form and Payment](#)
- [Download Permit](#)

Click the drop-down arrow and click “Upload Completed Form and Payment”

Search by keyword 

2024 10:49 AM



2024 11:32 AM

2024 11:57 AM

/2024 2:20 PM



/2024 2:29 PM



- [View Application](#)
- [Upload Completed Form and Payment](#)
- [Download Permit](#)

Helpful Hint: Be sure to know the application number or numbers. This will be helpful on the following pages.

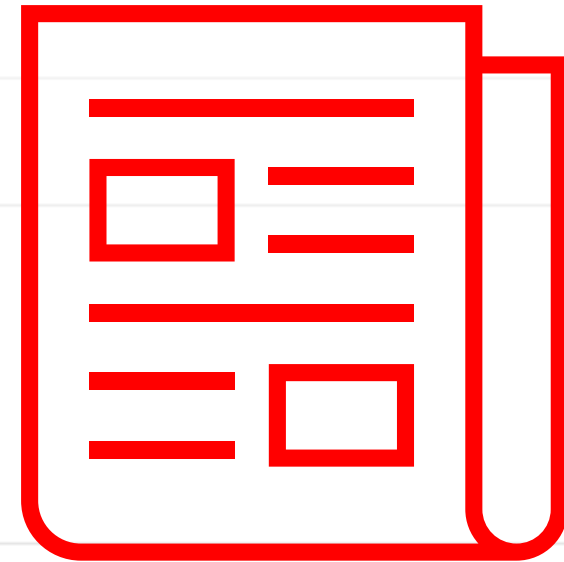


Upload your completed application and click “Next”

Completed Form Upload

Upload your completed form with signatures.

No file selected



Payment Option

Select your preferred payment option:

Previous

Next

- Select your payment option
 1. **Online Payment** ~ single application payment.
 2. **Mail in Check** ~ Mail in your check and application(s) to the PO Box.
 3. **Pay Later – Multiple Payment Option** ~ Use this to select multiple applications and pay in one transaction. All applications need to be in this portal account.
- Click “**Next**”

Online Payment

*** Required Field**

To view any items previously submitted, click on the **History link** in the above menu.

Retail Fireworks Payment

Retail Applications Selector

Download

Select Applications for Payment

0006



0008



0009



Payment Amount *

Please calculate and enter the payment amount by taking the number of applications selected above and multiply by \$100.

Previous

Submit

Mail in Payment

Should you prefer to pay by check, money order, or cashier's check, please make it payable to: **Oregon State Fire Marshal**

PAYMENT MAILED ONLY TO:

Oregon State Fire Marshal
Regulatory Services Division – Fireworks Program
P.O. Box 4395 Unit 09
Portland, OR 97208-4395

Pro Tip: You must upload and mail in your completed application(s) with the check for them to be processed

Previous

Done

Pay Later – Multiple Payment Option

Pay Later - Multiple Payment Option

From the View Permits page, expand the Retail Sales Applications section and select Pay Multiple Applications to process a single payment covering multiple applications.

[Previous](#)

[Done](#)

Pay Later – Multiple Payment Option

From your “My Permits” screen, click the “Pay Multiple Applications” button.

Oregon State Fire Marshal

Fireworks Program - | My Permits

Wholesaler Applications
Click here to view applications

Retail Sales Applications
Click here to view retail applications

Pay Multiple Applications

Retail Sales Applications

Search by keyword

0007		Submitted for Permit	11/7/2024 10:49 AM	
------	--	----------------------	--------------------	--

Submission and Payment

Welcome to the OSFM Regulatory Payment portal where you can submit completed documents and forms and make electronic credit card payments.



Only proceed if you have communicated with OSFM regulatory staff and they have approved your submission of documents and payments through our online portal.

You will be asked to create an account or login using existing credentials on the following page to proceed.

[Proceed to login](#)

Complete
the General
Information
and click
“Next”

*** Required Field**

To view any items previously submitted, click on the **History link** in the above menu.

General Information

Company/Organization *

OSFM

Name *

1 Eleesa Markham

Payment Type *

Retail Firework Permit

Please select the item you are submitting payment for.

[Please click 'Next' to select applications for payment](#)

Next

To Pay for Multiple click “Select Applications for Payment”.
Confirm all listed numbers are correct. Enter the total payment
Amount and click “Submit”

* Required Field

To view any items previously submitted, click on the **History link** in the above menu.

Retail Fireworks Payment

Retail Applications Selector

Download

Select Applications for Payment

0006



0008



0009



Payment Amount *

Please calculate and enter the payment amount by taking the number of applications selected above and multiply by \$100.

Previous

Submit



Helpful Hint: click the drop-down menu to remove applications if desired.



Process your Payment



You will be redirected to the payment site.



Confirm your pop-up blocker is turned off to allow the payment portal to open.

Application Approval

- Once your signed application has been uploaded, paid for, and reviewed by our team; we will issue your permit.
- You will receive the final permit via email, and you can always access it in the “My Permits” screen.


Wholesaler Applications
[Click here to view applications](#)

Retail Sales Applications
[Click here to view retail applications](#)

[Pay Multiple Applications](#)

Retail Sales Applications

Search by keyword

0007	[Redacted]	Submitted for Permit	11/7/2024 10:49 AM	▼
0009	[Redacted]	Ready for Signature	11/7/2024 11:32 AM	▼
0010	[Redacted]	Ready for Signature	11/7/2024 11:57 AM	▼
0021	[Redacted]	 Approved	12/12/2024 2:20 PM	▼
0022	[Redacted]	Ready for Signature	12/12/2024 2:29 PM	▼
0024	[Redacted]	Ready for Signature	12/12/2024 2:46 PM	▼
0027	[Redacted]	Ready for Signature	12/20/2024 10:59 AM	▼

[View Application](#)
[Upload Completed Form and Payment](#)
[Download Permit](#)

[View Application](#)
[Upload Completed Form and Payment](#)
[Download Permit](#)



Congratulations you
are now a Permitted
Fireworks Retailer for
the State of Oregon!