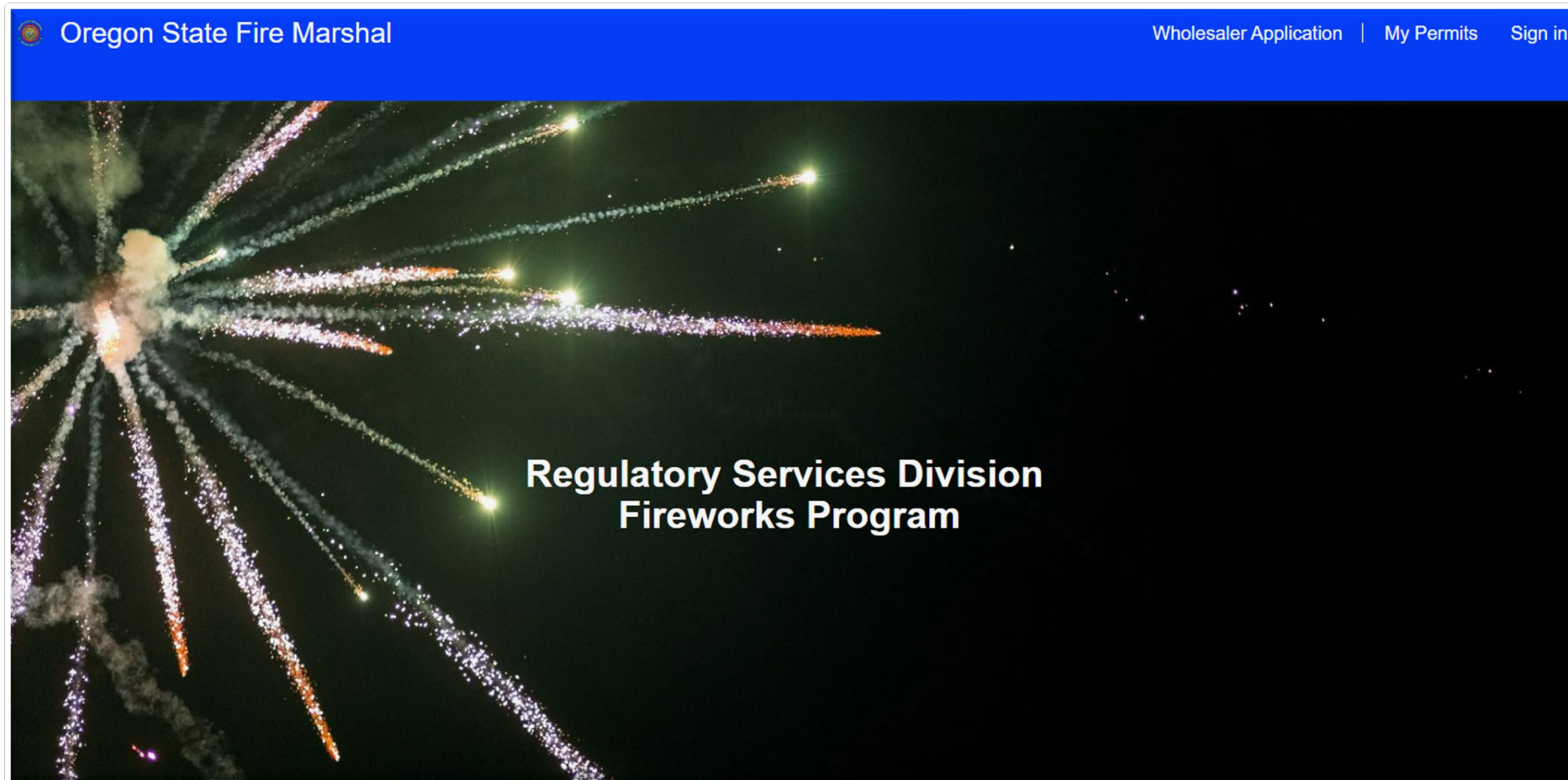


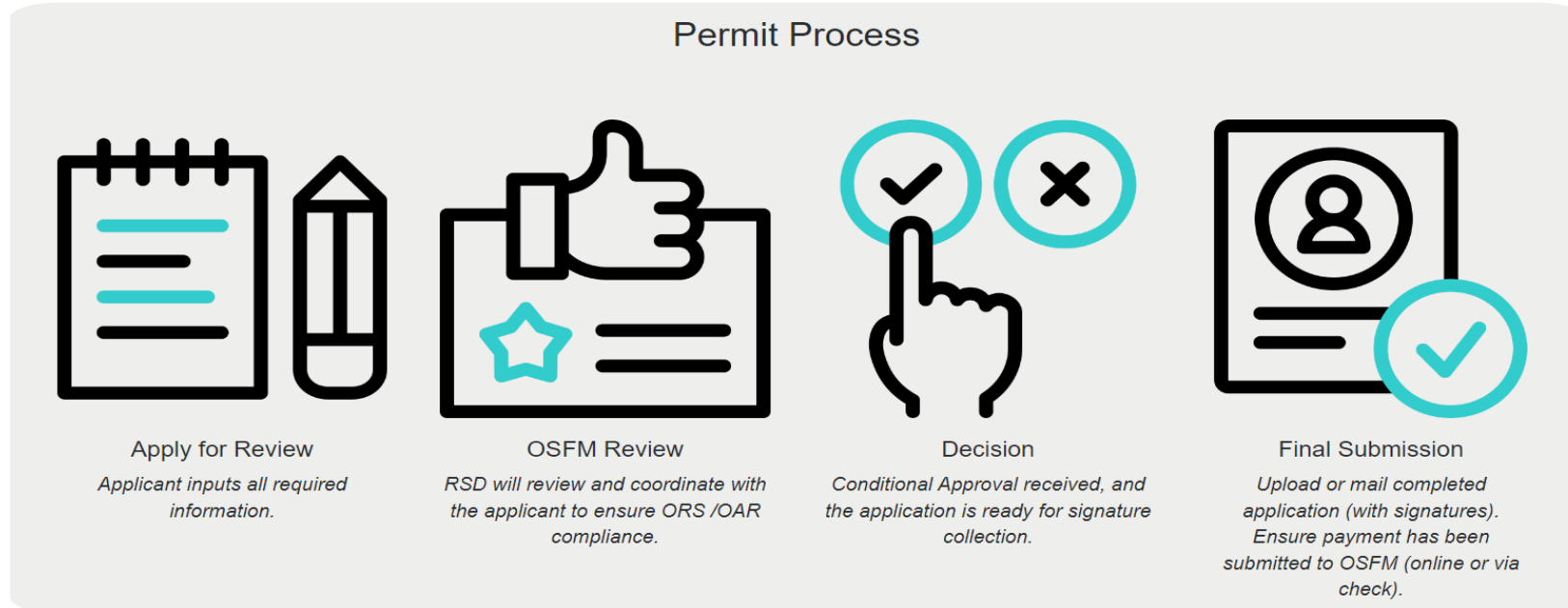
# Oregon State Fire Marshal

Wholesale Fireworks User Guide



# Welcome to the new online application for Wholesale Permits





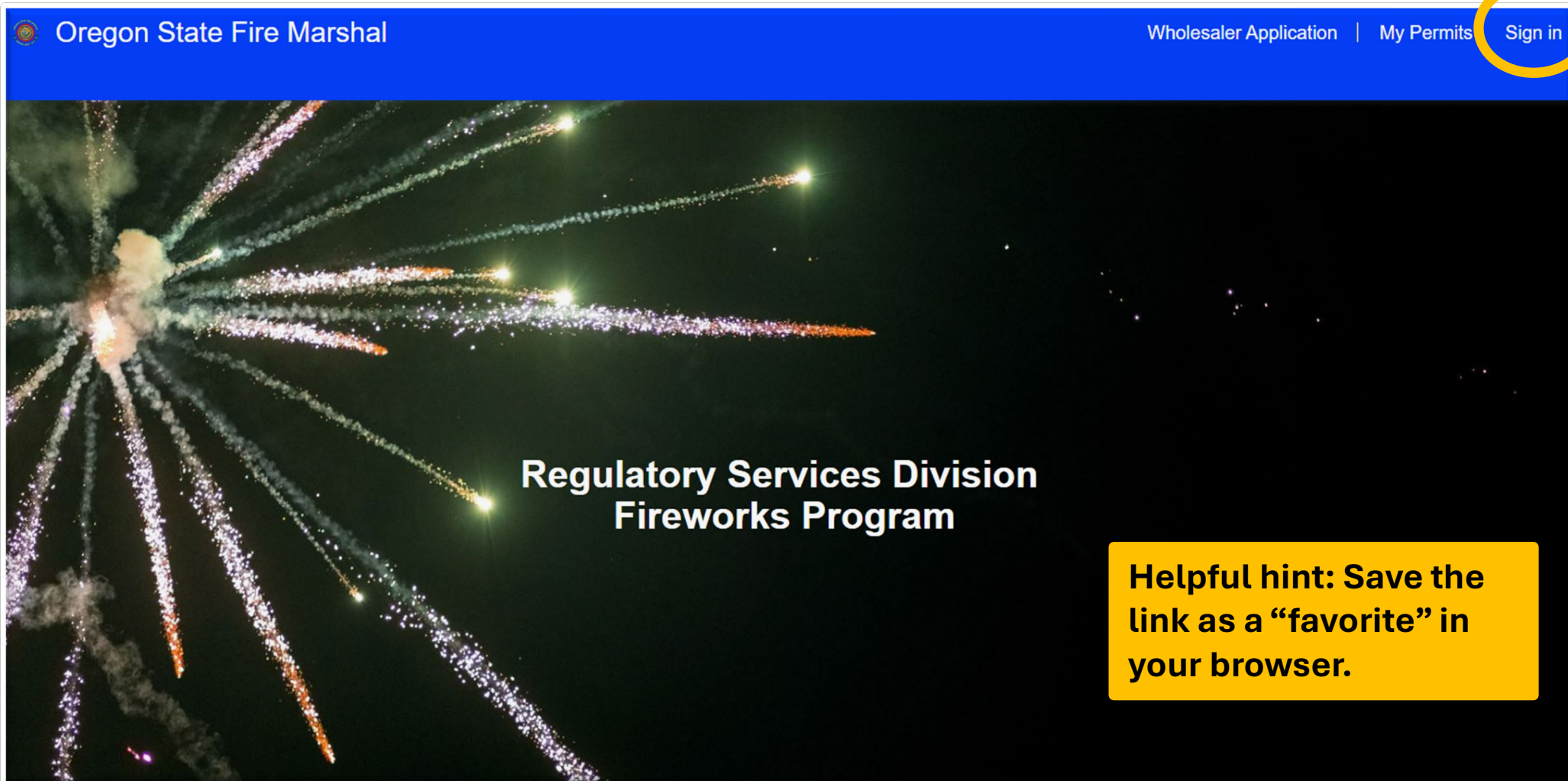
This is comprehensive guide to outline and ensure a smooth and complaint permitting process.

- 1. Apply for Review** – Wholesale applicant completes the online or paper application.
- 2. OSFM Reviews** your application
- OSFM Conditionally Approves your application in the **Decision** phase. The applicant will be emailed a copy of the application for signature collection.
- Lastly **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 listed on the application.

# Create an account - [Here](#)

1



Oregon State Fire Marshal

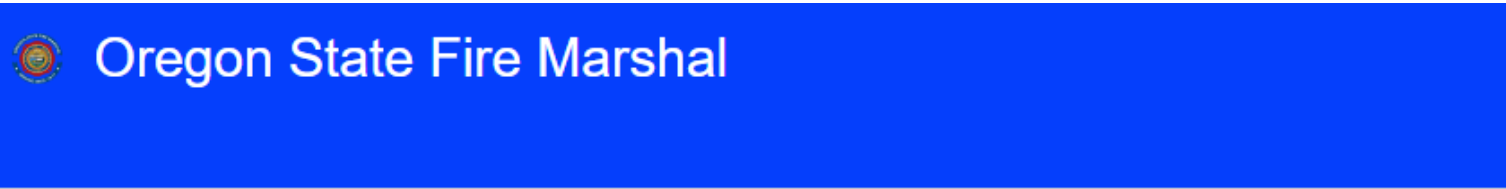
Wholesaler Application | My Permits | **Sign in**

**Regulatory Services Division  
Fireworks Program**

**Helpful hint: Save the link as a “favorite” in your browser.**

# Click “Register”

2



[➔ Sign in](#) [Register](#) [Redeem invitation](#)

**Sign in with existing account**

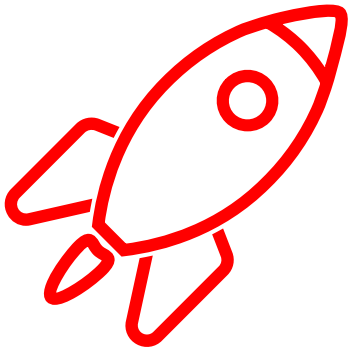
\* Username

\* 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”

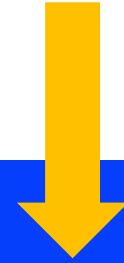
Once created, your name will appear in the upper right corner of the main page

Wholesaler Application



My Permits

Test Profile ▾

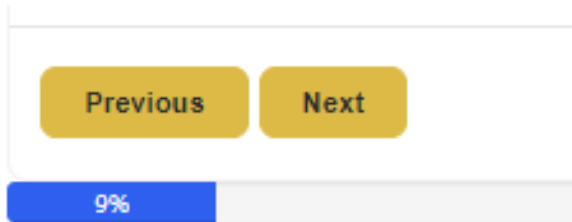


# Helpful Hints before we get started



Apply for a Wholesaler Permit

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



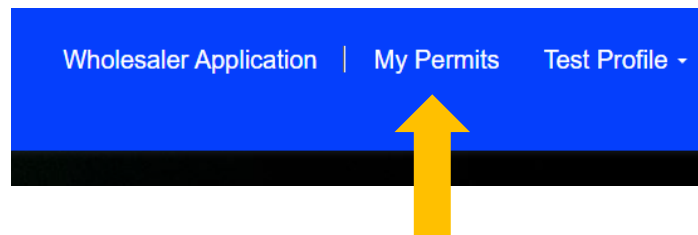
Complete each section A-H as you would on the paper application. The status bar at the bottom will help you navigate along the way.

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

Upload Photo ID \*

Choose File No file selected

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

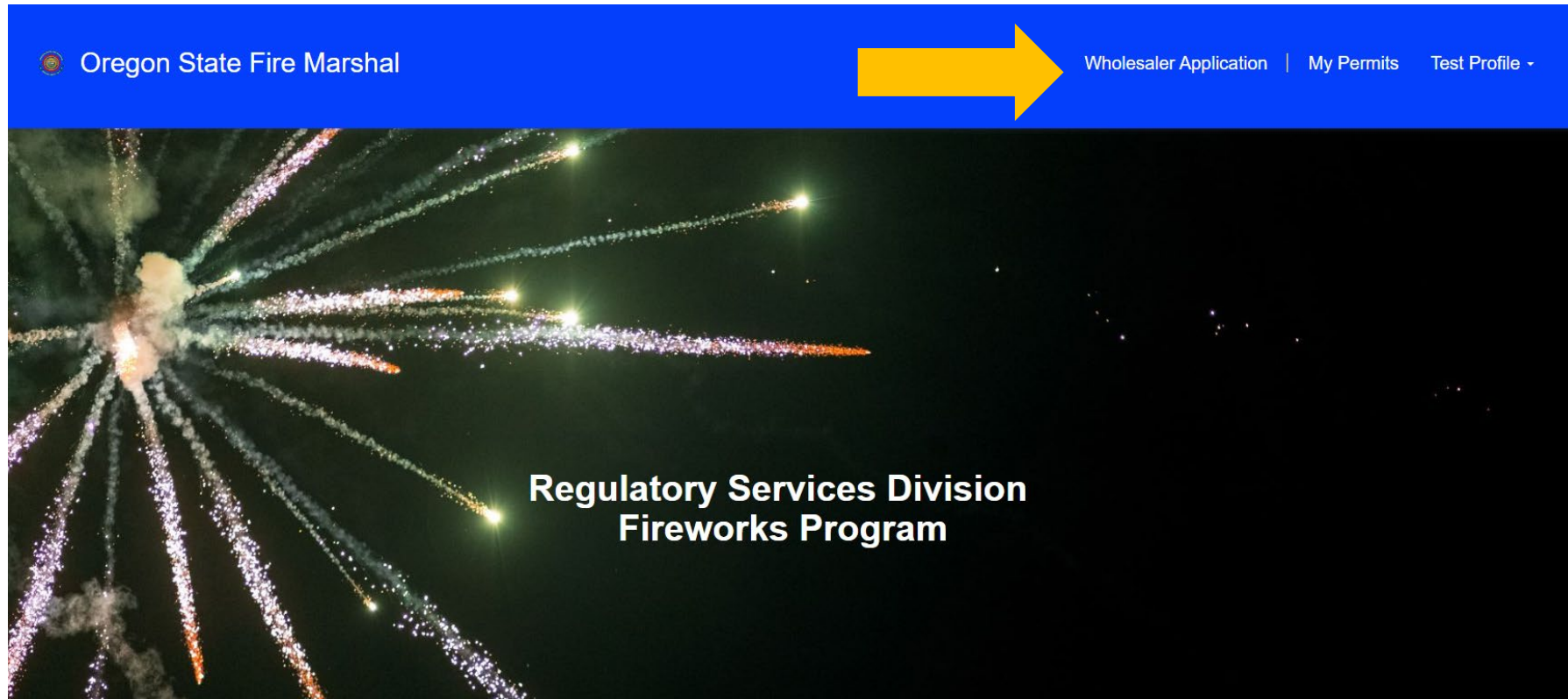


To check on the status, update or make changes to an application click “My Permits”



# Let's start an Application

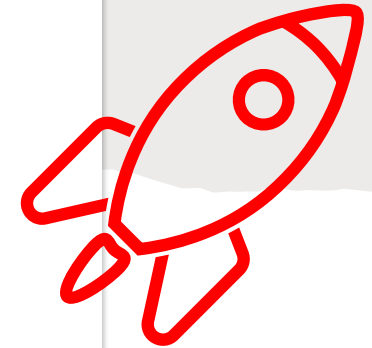
Click "Wholesaler Application" in the upper right corner



# Section A - Wholesale Fireworks Company Permit Information



1. Company Information
2. Company Mailing address
3. Company Sales Address
4. Company Storage Address



Previous

Next

9%

Previous

Next

18%

## Section A - DBA and Other Business Names

Please include all DBA's and any other business operated under this company name in this section.

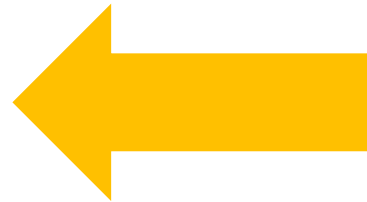
# Section B - Manager Responsible for Wholesale Operations

## Manager Information

The on-site manager must provide a current photo ID such as a driver's license or official ID card.

**Upload Photo ID \***

No file selected



Previous

Next

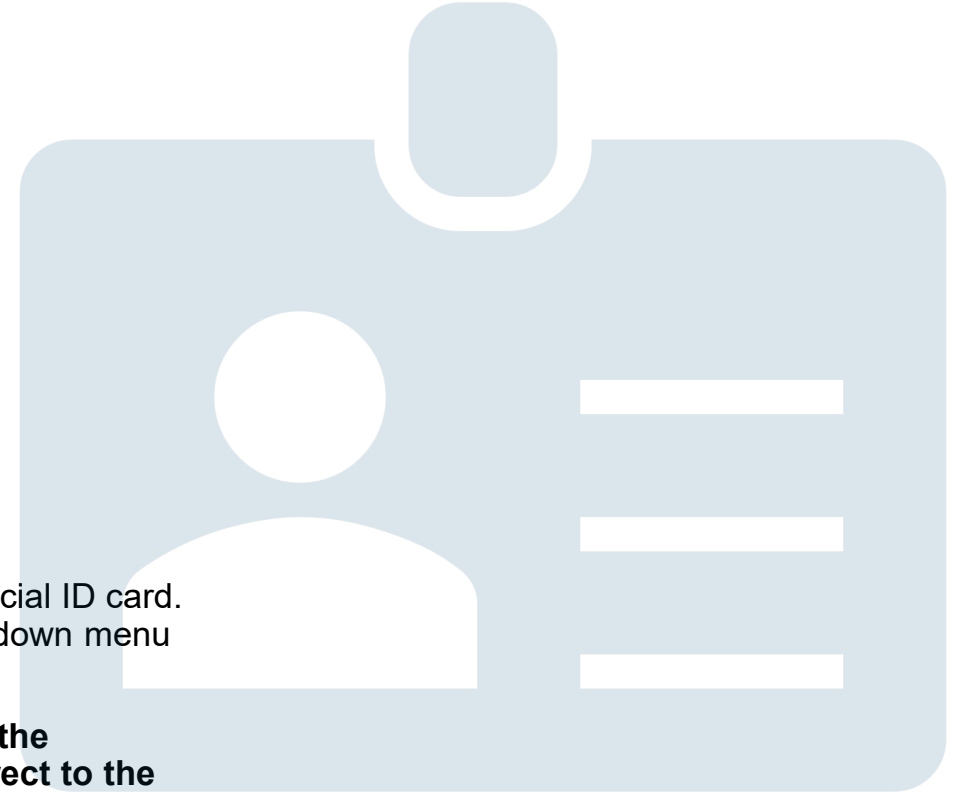
27%



## Section C - List all Authorized Sales Representatives

Include yourself as an Authorized Sales Representative.  
Must provide a current photo ID such as a driver's license or official ID card.  
After adding an Authorized Sales Representative, click the dropdown menu and select "Upload Photo ID" to upload their identification.

- **Each individual signing this application hereby certifies the information contained in this application is true and correct to the best of their knowledge and will comply at all times with all Oregon Revised Statutes, Oregon Administrative Rules, Federal and Local Regulations regarding fireworks in Oregon.**



# Section D - Source of Fireworks



- Click “Add Source of Fireworks”
  - Names, phone and addresses of all manufacturers, importers, and wholesalers from which you intend to purchase fireworks.
    - Format allows for foreign and domestic partners to be included.

Source of Fireworks

Name and Phone Number

Company Name \*

First Name

Middle Name

Last Name

Select a US or an International Phone Number

Select

Is the address within the United States or in another country?

Submit

Previous Next

45%



# Section E - Fireworks to be Sold and Quantity Stored

---

Fireworks to be Sold and Quantity Stored  
Include all that apply and quantity for each type.

General Display Fireworks (1.3G)

Close Proximity Special Effect (1.4S)

Limited Display Fireworks (1.4G)

Retail Fireworks (1.4G)

Agricultural Pest Control (1.4E)

\*This page will auto calculate the Total Product Stored\*

Previous

Next

# Section F - Required Documents to be Provided



1. A current sketch or plot plan of the wholesale site depicting distances, adjacent structures, buildings, highways, property lines and the sales and storage areas.
2. A current copy of required federal license must be attached if 1.3G fireworks are to be sold.
3. A current copy of any lease or sub-lease agreements for the wholesale storage and sales sites.
4. Current copies of all local business licenses, permits or zoning approvals required by local officials for storage and sales sites.
5. A current copy of \$1M premises liability insurance.
6. A copy of a Certificate of Occupancy for all buildings.
7. A current copy of a Hazardous Materials Certificate of Registration.

A "Notes" section has been provided for all upload areas. Please use this to describe what you are uploading and why. All Sections are required\* before you can move to the next screen.



# Section G - Local Approval and Signature

As part of the permit application process, the applicant shall obtain the approval of the local fire authority and the local building official prior to submitting the application to the Office of State Fire Marshal.

Local Fire Official having Jurisdiction over Wholesale Site

Agency Name \*

Address \*

Address

City \* State \* Zip Code \*

Phone Number \*

Provide a telephone number

Authorized Signer Printed Name \*

## EXCEPTION:

If the applicant's wholesale site address was continuous during the year preceding the year for which the wholesale permit renewal is sought, the applicant is required only to re-submit to the Office of State Fire Marshal, as part of the wholesale permit renewal application, the approval of the local fire authority.

Was the applicant's wholesale site address continuous during the year preceding the year for which the wholesale permit renewal is sought?

Yes

Previous

Next

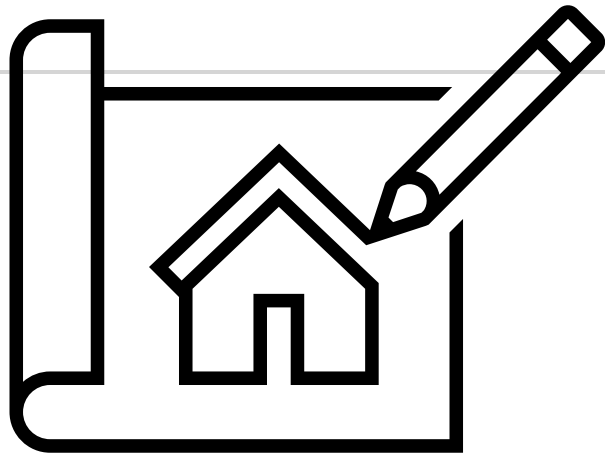
72%

# Have you moved?

Was the applicant's wholesale site address continuous during the year preceding the year for which the wholesale permit renewal is sought?

No

If the applicant's wholesale site address was not continuous during the year preceding the year for which the wholesale permit renewal is sought. Indicate "No" and complete the Building Official section.



## Building Official

Wholesale site in compliance with all requirements of the Oregon Structural Specialty Code or the code of the state where the wholesale site is located? \*

Select

Agency Name \*

Address \*

Address

City \*

State \*

Zip Code \*

Phone Number \*

Provide a telephone number

Authorized Signer Printed Name \*

Next

# Section H - Wholesale Fireworks Company Signatures

Must provide a current photo identification issued by the Department of Motor Vehicles in applicants state of residency.

Owner

Corporate  
Officers

Partnership

Previous

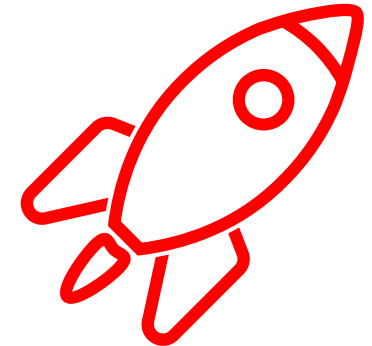
Next

81%

# ***Review and Submission***

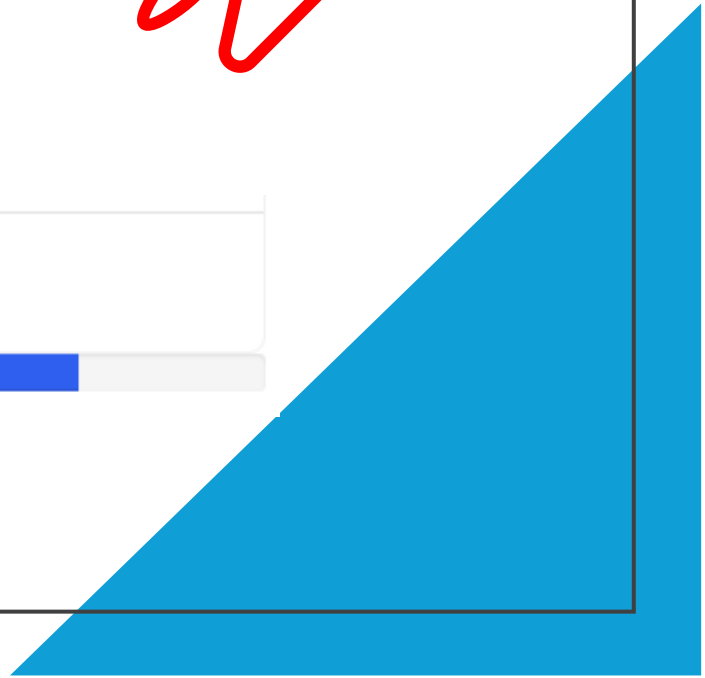
## One last check before you apply

- The review and submission page is an opportunity for you to review the application you have created, ensure accuracy and make any needed corrections or changes.
- All sections A to H are available here for editing.



Previous    Apply for Review

90%



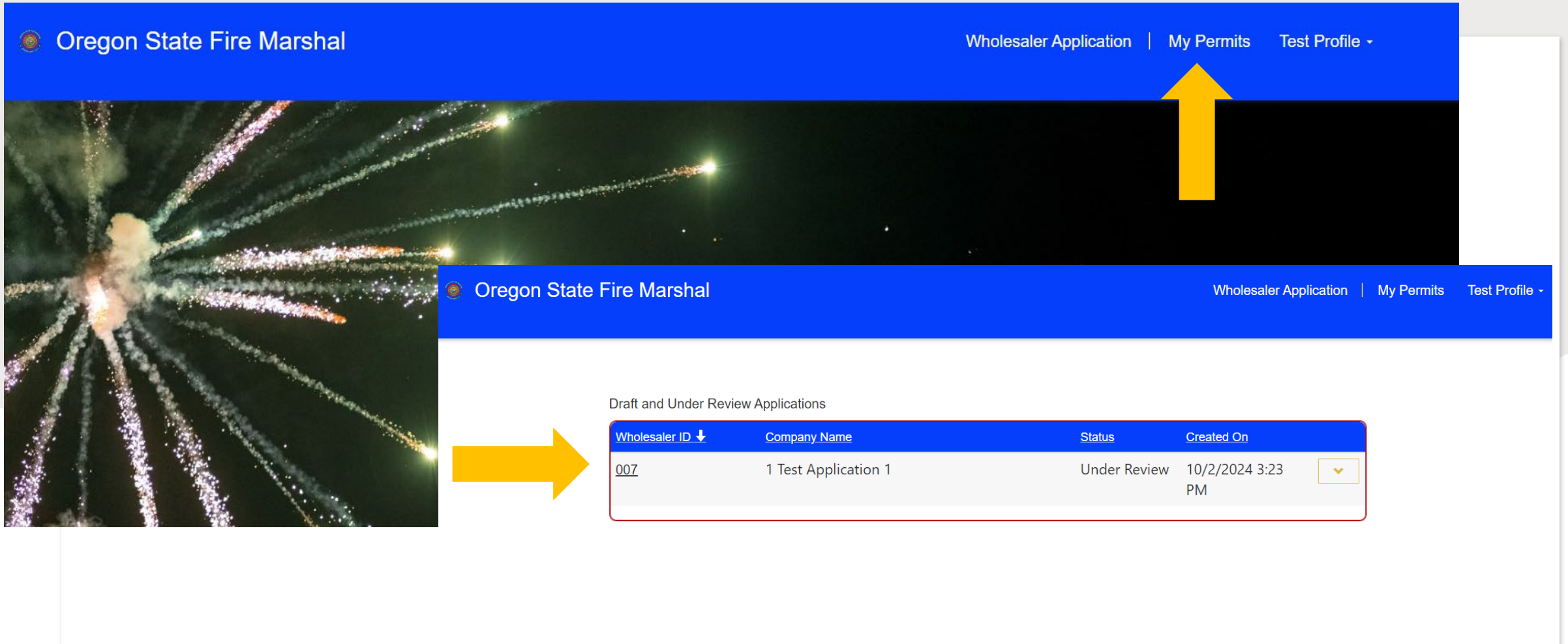
Your Application has been submitted for OSFM to review!

## WHOLESALE FIREWORKS APPLICATION

Thank you for applying for a Fireworks Wholesale permit.

# You can view the status of your application at any time

Click “My Permits” in the upper right corner of the main landing page.



The screenshot displays the Oregon State Fire Marshal website interface. The top navigation bar is blue and contains the text "Oregon State Fire Marshal" on the left and "Wholesaler Application | My Permits | Test Profile -" on the right. A yellow arrow points to the "My Permits" link. Below the navigation bar, there is a large image of fireworks. A second yellow arrow points from the fireworks image to a table titled "Draft and Under Review Applications".

Wholesaler ID ↓	Company Name	Status	Created On	
<a href="#">007</a>	1 Test Application 1	Under Review	10/2/2024 3:23 PM	▼

## Under Review Status

- The Regulatory Services Division (RSD) will review your submitted applications / attachments for compliance to the Oregon Revised Statutes and Oregon Administrative Rules.
- Should we find anything missing or needed we will reach out via email for corrections.
- If you need to make any corrections, click the down arrow next to your application on the “My Permits” page.

Draft and Under Review Applications

Wholesaler ID ↓	Company Name	Status	Created On	
007	1 Test Application 1	Under Review	10/2/2024 3:23 PM	<a href="#">View Application</a> <a href="#">Edit Application</a>



### OSFM Review

*RSD will review and coordinate with the applicant to ensure ORS /OAR compliance.*

## Conditional Approval

- This is not your permit.
- Once RSD has conditionally approved your permit application its ready for signature collection.
- The Application still needs
  - All Authorized Sales Representatives, Owners, Managers, Corporate Officers, Partnership members must sign.
  - The local fire authority and local building officials' signature to indicate approval.



Decision

*Conditional Approval received, and  
the application is ready for signature  
collection.*



# Signatures Obtained

Once everyone has reviewed/signed the application at attachments  
Next step is to upload the completed package in the “My Permits” page.

The screenshot shows the Oregon State Fire Marshal website interface. At the top, there is a blue navigation bar with the text "Oregon State Fire Marshal" on the left and "Wholesaler Application | My Permits | Test Profile -" on the right. A yellow arrow points to the "My Permits" link. Below the navigation bar is a large image of fireworks exploding at night. In the bottom right corner of the image area, the text "Regulatory Services Fireworks Pro" is visible. A table with two columns, "Status" and "Created On", is overlaid on the bottom right. The table contains two rows of permit data. A yellow arrow points down from the table to a dropdown menu that is open, showing three options: "Download Application and Attachments", "Upload completed Application and Payment", and "Download Permit".

Status	Created On
Approved, Permit Issued	10/2/2024 1:36 PM
Conditionally Approved	10/2/2024 11:17 AM

- [Download Application and Attachments](#)
- [Upload completed Application and Payment](#)
- [Download Permit](#)

# Upload and Select Payment Type

## Completed Form Upload

Upload your completed form with signatures.

No file selected

## Payment Option

Select your preferred payment option:

Select



1. Upload complete package
2. Select Payment option
3. Click “Proceed to Payment”

**\* Required Field**

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

## General Information

**Company/Organization \***

OSFM

**Name \***

Test Profile

**Payment Type \***

Wholesale Firework Permit

Please select the item you are submitting payment for.

**Payment Amount \***

3000.00

Please enter full amount instructed to pay including late fees, fines and penalties or it could delay issuance of permit or processing of documents.

Next

This should auto  
populate with  
the information  
you have in your  
profile

# Confirm and Continue

---



## Oregon State Fire Marshal Payment Portal

### Order Section

Amount

3,000.00 USD

This portal is used to initiate payments to our agency.

Accepted card types are Visa, MasterCard, and Discover.

Please enter a email address if you would like to receive a payment receipt.

For security purposes, this session is only valid for 15 minutes and payment must be completed within that timeframe.

Continue




### ADA Compliance Notice





We are committed to digital accessibility (A11Y) and quality in-use for all. We have undertaken efforts to comply with the World Wide Web Consortium's "Web Content Accessibility Guidelines 2.0, Level AA" (WCAG-2.0 AA), a set of guidelines adopted by a private group designed to maximize accessibility of web content.

[Accessibility Statement](#) | [Voluntary Product Accessibility Template](#)

# Complete and Submit Payment


  
**Oregon State Fire Marshal Payment Portal**

Order Section	Billing Address
Amount: 3,000.00 USD	Company: <input type="text"/>
<b>Payment</b>	First Name*: <input type="text"/> Last Name*: <input type="text"/>
<b>PAYMENT CARD</b>	Address1*: <input type="text"/>
visa  	Address2: <input type="text"/>
Card Number*: <input type="text"/>	City: <input type="text"/> State/Province: <input type="text"/> Postal Code*: <input type="text"/>
Expiration Date(MM/YY)*: <input type="text"/>	Country: <input type="text"/>
CVV2*: <input type="text"/>	Email Address: <input type="text"/>
	Phone: <input type="text"/>
	<b>Payment Details</b>
	Select Payment Type* Regulatory Payment
	Ref ID Number(i.e. inv #): <input type="text"/>
	Payment Description* Wholesale Firework Permit

This portal is used to initiate payments to our agency.  
Accepted card types are Visa, MasterCard, and Discover.  
Please enter a email address if you would like to receive a payment receipt.  
For security purposes, this session is only valid for 10 minutes and payment must be completed within that timeframe.

**Submit Payment**

OSFM Customer Service  
Phone number: 503.378.3473  
E-mail: ask.osfm@osfm-oregon.gov  
[View Privacy Policy](#)





**PAYMENT RESULTS**

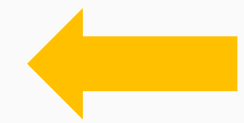
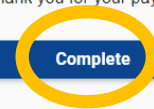
Order Section	
Amount	200.00 USD
Ref ID Number(i.e. inv #)	PAY-0087

Confirmation	
Your payment has been approved.	
Payment Type	CREDITCARD
Transaction Type	SALE
Card Type	VISA
Card Number	40*****0002
Transaction ID	07102402C-36FCB91A-530E-402F-87FA-A0919DA25A7E
Date / Time	10/07/2024 12:02:20 PM
Message	APPROVAL
Approve Code	078435
AVS Response	U
CVV2 Response	P

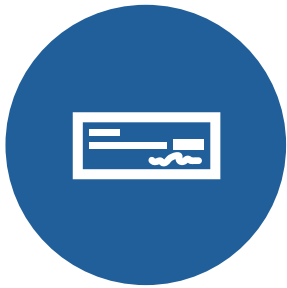
Billing Address
Oregon State Fire Marshal
Test Account
3991 Fairview Industrial Drive
Salem OR, 97302
USA
test@test.com

Thank you for your payment!



**NOTE: Very critical - press/click the complete button to finish the transaction. We will not receive the payment unless this step is completed.**

# Payment and Signed Application Received



Once RSD has received and reviewed the signed application (all pages must be uploaded with the payment), we will confirm the payment amount and issue your final permit.



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