# Fire - Application - Fireworks (Display)

Follow the instructions below for creating a **Fireworks (Display) Fire Prevention Code Permit** in PLUS. The steps below review the application process from beginning to end.

#### Sections of this document

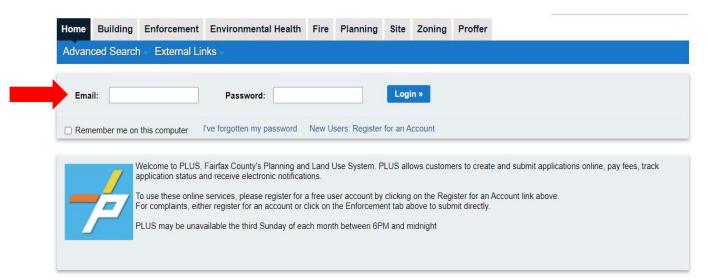
Required Information Locate Application Create Application

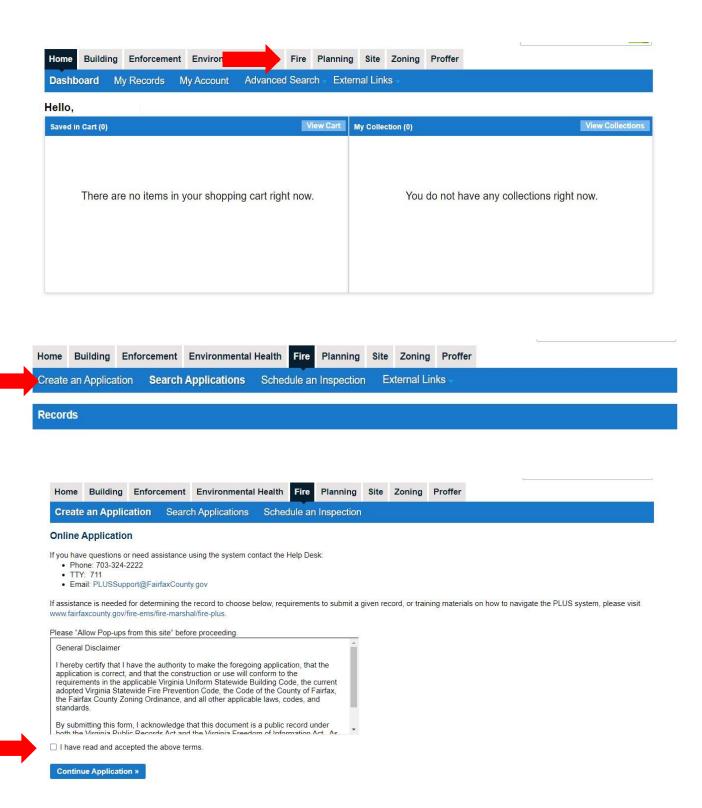
### **Required Information**

• A registered account

#### **Locate Application**

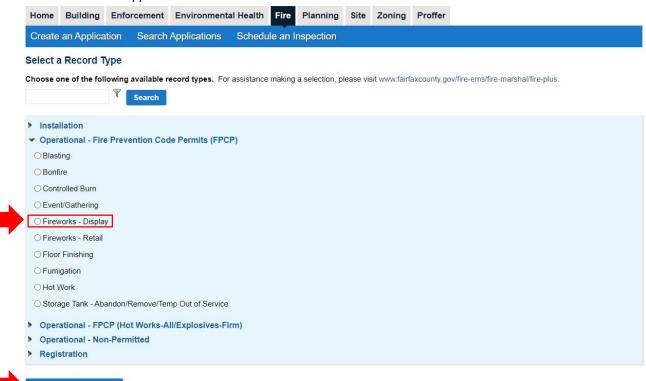
- 1. Login to PLUS using your registered email address and password
- 2. Click Fire module tab
- 3. Click Create an Application
- 4. Check the box to indicate you have read and accepted the terms





 Expand the Operational – Fire Prevention Code Permits (FPCP) dropdown menu on the Select a Record Type screen

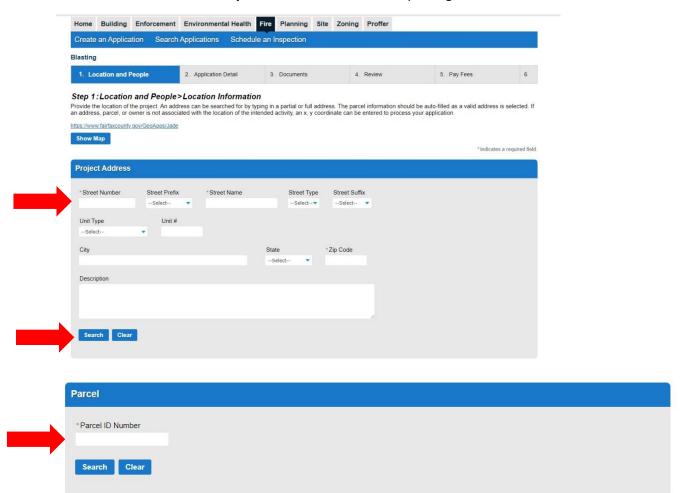
- 6. Select the option for Fireworks Display
- 7. Continue Application



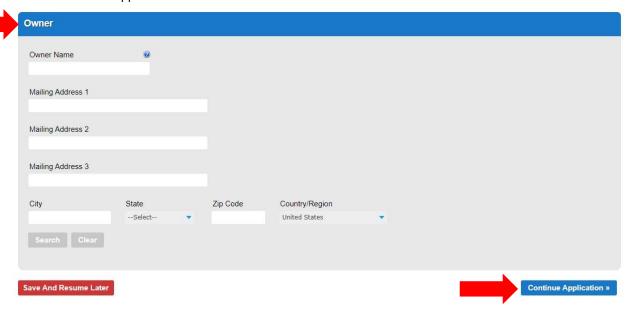
Continue Application »

### **Create Application**

- 1. Complete Step 1: Location and People
- 2. To fill in a location, use either the Project Address or Parcel information boxes:
  - a. To search for an address using Project Address, type address information into the text boxes and click **Search**. Addresses containing the corresponding information will be displayed.
  - b. To search for an address using a Parcel ID, type the Parcel ID number in the textbox and click **Search.** The Project Address information corresponding to that Parcel ID will be auto filled.



- 3. Owner information will be auto populated based on the Location provided
- 4. Continue Application



- 5. Fill in information for Applicant, Billing Contact and Sponsor
- 6. Use the Select button to search for saved contacts on the account or the Add New button to create a new contact
- 7. Continue Application



Step 1:Location and People>Contacts

\*indicates a required field.

# **Applicant**

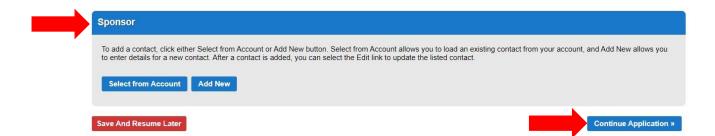
To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account Add New

## **Billing Contact**

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account Add New



- 8. Complete Step 2: Application Details
- 9. Fill out the Project Scope
- 10. Answer the questions in General Information
- 11. Continue Application

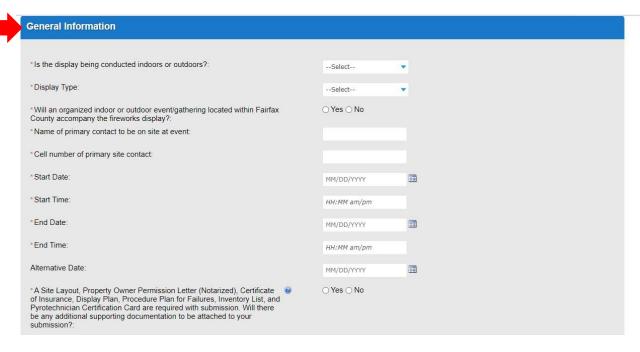
# Fireworks - Display

1 Location and People	2. Application Detail	3. Documents	4. Review	5. Record Issuance

Step 2: Application Detail > Application Information

\* indicates a required field.





- 12. Complete Step 3: Documents
- 13. Attach any documents required by PLUS
- 14. Continue Application



\*indicates a required field.

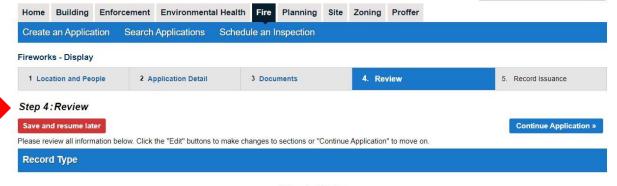
Continue Application »

Step 3: Documents > Documents

Attachments The maximum file size allowed is 1000 MB. .bat;.com;.exe;.heic;.he \* Required Documents 1. Certificate of Insurance Add 2. Display Plan Add 3. Inventory List Add 4. Procedure Plan for Failures Add 5. Property Owner Permission Letter (Notarized) Add 6. Pyrotechnician Certification Card 1 Add 7. Site Layout Add

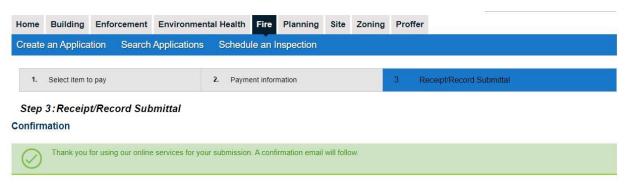
- 15. Complete Step 4: Review
- 16. Continue Application

Save And Resume Later



Fireworks - Display

17. Step 5: A confirmation screen will verify that your application was submitted and a record number is provided



18. Once you application has been reviewed & approved you will receive notice to make payment in PLUS