**INTRODUCTION**

Thank you for your interest in conducting a Marine Event or Fireworks Display within the Coast Guard Sector North Carolina Area of Responsibility. This document contains information that will help ensure compliance with applicable safety guidelines and regulations contained in the Code of Federal Regulations as well as any state or other Federal agency requirements.

Submitting a Marine Event Permit Application (CG-4423) may seem overwhelming. Instructions have been provided in the following paragraphs to assist in the completion and submission of the marine event permit application.

**HOW DO I SUBMIT AN**

**APPLICATION?**

Per the 33 Code of Federal Regulations, Marine Event Permit Applications (CG-4423) for first time events are required to be submitted to Sector North Carolina Marine Event Coordinator no less than **135 days prior** to the start of the event. Applications for recurring events must be submitted **60 days prior** to the start of the event. It is recommended that all marine event permit applications be submitted as soon as possible.

The preferred application submission method is online via the Coast Guard Homeport Webpage.

\*A link to the CG-4423 "Application for Approval of Marine Event'' can be found on the Sector North Carolina Prevention Webpage: <http://www.uscg.mil/d5/sectnorthcarolina/>

STEP 1: Go to <https://homeport/mycg/portal/ep/home.do> <Featured Homeport Links: on right side of page> <Marine Event Permit> and complete the application.

Place COTP Zone - North Carolina in BOX 25 of the application.

STEP 2: Include REQUIRED ADDITIONAL SUPPORTING DOCUMENTATION:

1. A chartlet of the area where your event will be held and intended courses (if applicable).
2. Communications Plans including VHF channels that will be monitored and/or cell phone numbers.
3. Rescue/Evacuation Plan.
4. Contact information for those assisting your event including support vessel names, persons in charge, & contact info for each.

E) Contact information for any local law enforcement or rescue agencies involved or

supporting the event.

STEP 3: Submit application for review via the “submit” button at the bottom of the page.

\* Once the permit or letter has been issued, any changes to the scheduled activities should be reported to the marine event coordinators immediately. Failure to provide sufficient information to marine event coordinators in a timely fashion will delay permit approval. Additionally, failure to provide updated marine event information or to dedicate sufficient safety/security resources to the event may result in the approved marine event permit being rescinded or the event being terminated by any on-scene Coast Guard authority.

Applications can also be submitted via:

**Mail** to:

U.S. Coast Guard Sector North Carolina

ATTN: MARINE EVENT PERMIT COORDINATOR

721 Medical Center Drive

Wilmington, NC 28401

**Email** to: [ncmarineevents@uscg.mil](mailto:ncmarineevents@uscg.mil)

**Fax** to: (910) 772-2205, ATTN: MARINE EVENT PERMIT COORDINATOR.

\* Whether a Coast Guard Marine Event Permit or No Action Letter is issued, Marine Event Sponsors **must obtain** required permits and approvals from all other Federal, state, and local agencies to ensure the event does not pose a hazard to navigation or a threat to environmental sensitive areas or species. The following agencies should be contacted during the Marine Event Application process:

* FEDERAL FISH AND WILDLIFE SERVICE: The Federal Fish and Wildlife agency has classified some waterways as sensitive areas. These areas must be identified so that the local habitat is not adversely affected by marine events.

https://www.fws.gov/raleigh/

* ARMY CORPS OF ENGINEERS, WILMINGTON DISTRICT: The Army Corps of Engineers is responsible for maintaining a navigable channel. If any type of aid to navigation is deployed into the waterway or the navigation would be modified in any manner, the Army Corps of Engineers must be notified.

<http://www.saw.usace.army.mil/Missions/Navigation/>

* LOCAL FIRE MARSHALL: The local fire marshal will be able to provide guidance and/or assistance with submitting an application for approval to conduct fireworks displays.

If you would like to follow up on the status if your application or have any questions, contact the Marine Event Coordinator at: [ncmarineevents@uscg.mil](mailto:ncmarineevents@uscg.mil) or at phone number: (910) 772-2221 or the Chief of the Waterways Management Division at (910) 772-2230.

***Thank you. We look forward to working with you.***