

### Open Burn Permit Application

Date of Activity \_\_\_\_\_  
\_\_\_ Approved \_\_\_ Disapproved

Approval in accordance with the requirements of the Statewide Fire Prevention Code (Sec. F-403.4.2) and written permission from the Environmental Protection Agency is required before the ignition of any open burning upon state owned property. The burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. Examples include but are not limited to: campfires, bonfires, and fire pits. The following are a list of those types of activities requiring an Open Burn Permit:

- Recognized range of wildfire management practices
- Prevention to control disease or pests
- Providing heat for outdoor workers
- Bonfires/campfires
- Indoor religious ceremonies and/or activities involving open flames and/or candles/incense.

**Application must be made in writing at least ten (10) working days prior to the request of this permit.** The following information is required:

Activity: \_\_\_\_\_

Nature and quantity of material to be burnt: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Scheduled time of activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

On-site fire-extinguishing equipment to be provided: \_\_\_\_\_

Are personnel adequately trained to use fire-extinguishing equipment? \_\_\_\_\_

If yes, describe training: \_\_\_\_\_

If required, (see second page) written permission has been obtained from the local EPA: \_\_\_\_\_

How will the waste be disposed of after the burn (especially bonfires)? \_\_\_\_\_

**Prohibited:** *Offensive or objectionable burning due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous. The Fire Official or EHS Representative reserve the right to order the extinguishments of any open burning that creates or adds to a hazardous or objectionable situation.*

Name of Sponsoring Organization: \_\_\_\_\_

Contact person (print): \_\_\_\_\_ Email and Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EHS Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Group Advisor/Staff Member Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments / Requirements: \_\_\_\_\_

\_\_\_\_\_

**Procedure** – Complete side one, then read and sign side two of this form, and submit to EHS

**Restrictions – Must be read and signed by the Responsible Party**

**Responsible Party** – A Radford University faculty/staff member or an otherwise approved group or club leader or mentor must be present at all times during the proposed open burn. This individual must supervise the fire, ensure that it is adequately extinguished, and conduct a fire watch for 30 minutes after the fire is extinguished to verify that there is no reigniting.

**Burn Ban** – Each year, an annual burn ban is in effect from February through April. During this time, as moisture levels are typically low, open burning is only allowed from 4 p.m. to midnight. **If you plan on having a fire, you must notify the NRV 911 Communication Center (540-382-4343).** If an atypical burn ban is in effect, the applicant will be notified.

**Location** – The location for any open burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure. Fires in approved containers shall be permitted, provided that such fires are less than 20 feet from any structure.

Extreme caution should be used to prevent the ignition of any nearby trees, foliage, or grassland, vehicles or equipment, or any other object adjacent, above, or below the area of the fire.

**Fire Watch** – A fire watch must be conducted by the Responsible Party to ensure that there is no reigniting.

**Materials** – Open burning shall not be utilized for waste disposal purposes, and it shall be minimized in size for the intended purpose, and the fuel shall be chosen to minimize the generation and emission of air contaminants. Fuel for a bonfire shall consist only of seasoned dry firewood and shall be ignited with a small quantity of paper. Do not use flammable or combustible liquids or gases, reactive chemicals, rubber, plastics, or other unapproved methods of ignition.

**Attendance** – Any open burning shall be constantly attended until the fire is extinguished

**Fire Suppression** – One of the following, or the equivalent, shall be immediately available and ready for use in the area of the fire:

- 1) At least one portable fire extinguisher with a minimum 4-A rating (10-lb ABC multipurpose dry chemical);
- 2) Two portable fire extinguishers with a minimum 2-A rating (5-lb ABC dry chemical or 2 ½ gal. pressurized water);
- 3) Some other approved on-site fire extinguishing equipment, such as dirt, sand, or water barrel, garden hose or water truck.

**Training** – Portable fire extinguisher training is required for those supervising the activity. Please contact your local fire department for completing this training prior to submitting this application. Also, please provide certificates of completion along with this permit application.

**Bonfire Size and Duration** – A bonfire shall not be more than 5 feet by 5 feet by 5 feet in dimension and shall not burn longer than 3 hours. The size and duration of bonfire shall not be increased. The Fire Official and EHS Representative reserve the right to reduce the size or the duration of any open burning that creates or adds to a hazardous or objectionable situation.

**I have read these restrictions. I understand them and agree to abide by them to the best of my ability.**

Responsible Party - Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_