



Operational Permit Application

Open Burning



www.cityofvancouver.us/departments/fire-department

Washington State Fire Code (International Fire Code as adopted by VMC 16.04)

Permitting Requirements

An **operational permit** is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. **Recreational fires** do not require permits (unless burning hazardous materials) when the total fuel area is 3 feet or less in diameter, 2 feet or less in height, and the fuel being burned is not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbecue grill, or barbecue pit. Additionally, **bonfires** that are larger than the 3 feet by 2 feet dimension and used for ceremonial purposes will be required to obtain a permit for operational purposes.

Bonfires for yard debris or trash are illegal in the City of Vancouver and subject to citations starting at \$500.00.

Application for such approval shall only be presented by the owner of the land on which the fire is to be kindled. Where required by state or local law or regulations, open burning operations shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed. See Chapter 173-425 WAC for additional information.

Project Information

Site Address		Owner Name	
Other			

Applicant Information

Company Name		Address		
Contact Name				
Office Phone		Cellular		Email

Contractor

Company Name		Address		
Contact Name				
Office Phone		Cellular		Email
Related Permits:	RES _____	CMI _____	DEF _____	MPE _____

Description of Work

Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/) system:
<https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/>



Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale and show a measurable scale on the page for measurement calibrations.

Document Orientation:

All plans must be uploaded in "Landscape" format in the horizontal position with a north indicator. All other documents can be in "Portrait" format.

Stamped:

Where documentation contains a code analysis or engineering calculations, such documents shall be stamped by the design professional.

Minimum Submittal Checklist for Upload to ePLANS

- Completed Fire Operational Permit Application – Open Burning (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Supporting documents listed below (See *Document Details* below)
- Site plans and floor plans (see *Plan Details* below)

Document Details

- Safety plan outlining precautions that will be taken to prevent the fire from spreading or causing harm to people or property
- Explanation of the type of burning event that will be taking place (bonfire, recreational, etc.) and the location
- Maintenance and cleaning plans following conduction of the burning operation
- Environmental assessment evaluating potential impact on air quality, water quality, wildlife, and vegetation
- Proof of ownership of the property and/or proof that permission was granted by owner of the land

Plan Details

The following is a list of information required on all plan submittals for review of an open burning permit. The plan shall be drawn to 1/8" = 1'-0" minimum scale. The applicant is required to submit all applicable information so an accurate and timely review may be completed:

General:

- Site plan of the burn site showing the location of the burn area and separation distance in relation to nearby structures, roads, water sources, hazardous materials, and other relevant items.
- Identification/location of portable fire extinguisher(s) or other fire-extinguishing equipment that will be present on site.

Permit Conditions

The following is a list of WSFC requirements related to open burning operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

General:

- Open burning shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous (WSFC 307.1.1).
Exception: Prescribed burning for the purpose of reducing the impact of wildland fire when authorized.
- Where open burning creates or adds to a hazardous situation, or a permit for the operation is not obtained will result in an order for extinguishment of the open burning operation (WSFC 307.3).
- Open burning, bonfires, recreational fires, and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. No fewer than one portable fire extinguisher complying with WSFC 906 with a minimum 4-A rating or other on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization (WSFC 307.5).
- For approved ceremonial bonfires, the applicant shall call 311 and notify them of the location and time of the fire in order to prevent nuisance dispatches for the fire and police departments.
- The approved permit shall be on site during the fire event.

Location:

- The location for open burning shall be not 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 (WSFC 307.4).
Exceptions:
 1. Fires in containers that are not less than 15 feet from a structure.
 2. The minimum required distance from a structure shall be 25 feet where the pile size is 3 feet or less in diameter and 2 feet or less in height.
- A bonfire shall not be conducted within 50 feet of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions that could cause a fire to spread within 50 feet of a structure shall be eliminated prior to ignition (WSFC 307.4.1).
- Recreational fires shall not be conducted within 25 feet of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition. See also 173-425 WAC (WSFC 307.4.2)
Exception: approved portable fire pits that are listed for use on combustible surfaces and are covered with ember screens.
- Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet of a structure or combustible material (WSFC 307.4.3).
Exception: Portable outdoor fireplaces used at one- and two-family dwellings equipped with ember screens and are located and use in accordance with the listing or manufacturer's instructions.
- Operators are prohibited from allowing smoke to become a public nuisance. If smoke drifts into a neighboring property, the operator is required to extinguish the fire until conditions improved.

NOTE: *This is not intended to be an all-inclusive list. The WSFC requirements listed are intended to ensure that we have adequate information to begin a review of the application. Additional information may be required.*

I understand that all applicable codes apply and that other regulatory codes may also apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Vancouver ordinances and laws of the State of Washington.

APPLICANT NAME: _____ APPLICATION DATE: _____

APPLICANT SIGNATURE: _____