



## Open Burn Permit Application

*Application must be made in writing at least ten (10) working days prior to the request of this permit. Return the completed form to EHS located in University Health Services, Suite 002 or [fls@okstate.edu](mailto:fls@okstate.edu).*

In accordance with the requirements of the International Fire Code (Sec. F-403.4.2), written permission is required before the ignition of any open burning upon state owned property. The following is a list of activities that require an Open Burn Permit:

- Recognized range of wildfire management practices or prevention to control disease or pests. (Burn Plan is also required)
- Providing heat for outdoor workers.
- Bonfires, indoor religious ceremonies and/or activities involving open flames and/or candles/incense.

***It is the responsibility of the OSU Sponsoring Organization to obtain the necessary approval(s) for the event from the University Administration and coordinate efforts with affected departments. It should also be noted that approval for the burn permit does not guarantee approval for the event.***

The following information is required:

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

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

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, has written permission been obtained from ODEQ: (see second page) \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

### **Restrictions**

**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 such fires are less than 20 feet from any structure.

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

**Materials** – Open burning shall not be utilized for waste disposal purposes. The fire 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, 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 Marshal or 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.**

Application Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only**

\_\_\_\_ Approved      \_\_\_\_ Rejected

EHS Personnel: \_\_\_\_\_

Date: \_\_\_\_\_