

Special Occasion Fire Permit Application Form

After completing the application form a site review shall be conducted by fire prevention before the issuance of the Special Fire Permit.



Section 1: Applicant Details

Cost: \$139.00

NOTE: If the property is not owned by the applicant a letter of consent shall be obtained from the owner and submitted by the applicant prior to approval.

1. Reason for request: _____
 2. Property Owner's Name: _____
 3. Applicant Name: _____
 4. Contact Information:
 - Phone: _____
 - Email: _____
 5. Position: _____
 6. Business/Organization Name: _____
 7. Address:
 - Street: _____
 - Postal Code: _____
 8. Alternate Person: _____
 9. Contact Information:
 - Phone: _____
 - Email: _____
-

Section 2: Fire Permit Details

1. Permit Type: ☐ Special Occasion ☐
2. Date(s) Permit is required: _____

3. Location of Fire Activity:

○ Address: _____

4. Include: An appendix that shows a Google Map aerial photograph of the property marking where the fire will be located, safety barriers, water supply and distances

5. Duration of Permit (Start and End Times): _____

6. Style/type of fire containment device: _____

○ Include pictures of the actual device as appendix B.

7. Materials to be used: dry hardwood, i.e. maple, birch.

○ Poplar and soft woods are not acceptable. Check box to confirm

Section 3: Checklist for Compliance

Item	Yes	No	N/A
1. Firefighting equipment (i.e., extinguishers, water supply) is available on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Area is clear of combustible materials within a 6-meter radius.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fire safety barriers are installed (if required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Area is inspected post-activity to ensure no residual fire hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Acknowledgement

By signing below, I confirm that I have completed the checklist and understand the terms and conditions associated with this Special Fire Permit application.

• Signature: _____ • Fire Prevention Authorization:

• Date: _____ • _____

Submit application to the Captain of Fire Prevention via email to fireinfo@northbay.ca

Smaller Open Fires

Devices

Inspection required...

Open Air Burning Device Required

- Maximum footprint 24 inches X 24 inches
- Maximum volume 9 ft³

Where can I have one?

Settlement Area or Rural Area if the device is...

- at least 20 feet from each property lines,
- at least 6.5 feet from each combustible structure or object,
 - building, fence, trees, etc
- on a non-combustible surface
 - if on wooden or composite deck it must sit on
 - a course of brick and,
 - a metal sheet that extends 2 inches from the base
- not on a balcony or rooftop, and
- not on a deck situated above the first story

Fire Safety Rules

YES

- Burning with valid permit only
- Burning times listed in approved permit
- Have method to extinguish fire (water, etc)
- Burning by competent adult only & always attended
- Report out of control fires immediately
- Be respectful of neighbors
- Burn only clean dried wood or charcoal
- If wind is less than 15 kilometers per hour

NO

- No burning during rain or fog
- No burning of grass, plastics, painted materials
- No burning if you do not have signed permission from building/property owner
- No burning during a fire ban



North Bay Fire & Emergency Services
705-474-8400
www.cityofnorthbay.ca/fire



Fire Bowl



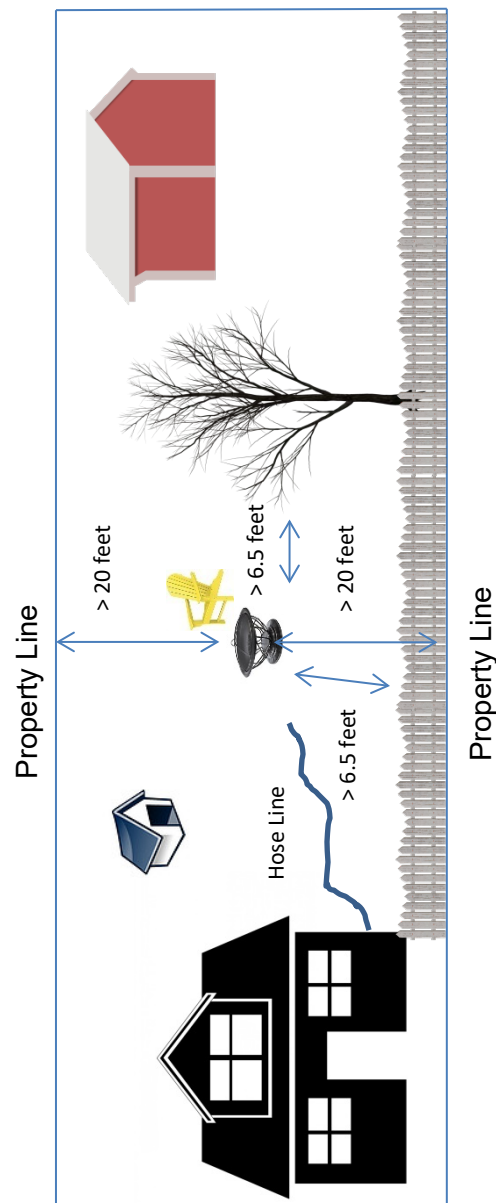
Caged Appliance



Chiminea

Location on Property (distances on front – keep combustible structures / objects away from pit)

P R O P E R T Y L I N E



If on a combustible deck (first story only) the device must sit on a course of brick with a metal plate base that extends 2 inches beyond device diameter.

Working Smoke and CO Alarms save Lives
Replace expired / malfunctioning alarms.
Replace batteries annually.

Maximum - Open Fires

Location on Property (distances on front – keep combustible structures / objects away from pit)

Inspection Required

- If it's your first permit, or you are new owners of the property or when you change location of your fire pit.

Ground Protection Required

- Burn pile 6.5 ft X 6.5 ft with maximum height of 6.5 ft.
- Noncombustible border (stone, steel, etc)
- Noncombustible base (stone, sand, etc)

Where can I have one?

Rural Area Only

- at least 65 feet from each property line,
- at least 65 feet from each building or structure
- at least 20 feet from each combustible structure or object
 - building, fence, trees, etc

Rules

YES

- Burning with valid permit only
- Burning between times listed in approved permit
- Have method to extinguish fire (water, etc)
- Burning by competent adult only & always attended
- Report out of control fires immediately
- Be respectful of neighbors
- Burn only clean dried wood or charcoal
- If wind is less than 20 kilometers per hour
- Notify Fire Dispatch at 705-472-1221 prior to burning and when fire extinguished

NO

- No burning during rain or fog
- No burning of grass, plastics, painted materials
- No burning if you do not have signed permission from building/property owner
- No burning during a fire ban



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