

# 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.



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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:
    - o Phone: \_\_\_\_\_
    - o Email: \_\_\_\_\_
  5. Position: \_\_\_\_\_
  6. Business/Organization Name: \_\_\_\_\_
  7. Address:
    - o Street: \_\_\_\_\_
    - o Postal Code: \_\_\_\_\_
  8. Alternate Person: \_\_\_\_\_
  9. Contact Information:
    - o Phone: \_\_\_\_\_
    - o Email: \_\_\_\_\_
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Section 2: Fire Permit Details

1. Permit Type: Recreational  Non-Recreational
2. Date(s) Permit is required: \_\_\_\_\_

3. Location of Fire Activity:
  - o Address: \_\_\_\_\_
4. Include: An appendix that shows a Google Map aerial photograph of the property marking where the fire will be located, safety barriers and water supply
5. Duration of Permit (Start and End Times): \_\_\_\_\_
6. Style/type of fire containment device: \_\_\_\_\_
  - o Include pictures of the actual device as appendix B.
7. Materials to be used: dry hardwood, i.e. maple, birch.
  - o Poplar and soft woods are not acceptable.

Section 3: Checklist for Compliance

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

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

Submit application to the Captain of Fire Prevention via email to [fireinfo@northbay.ca](mailto:fireinfo@northbay.ca)

# Recreational Open Fires

No inspection required...

## Open Air Burning Device Required

- Maximum footprint 24 inches X 24 inches
- Maximum volume 9 ft<sup>3</sup>

## 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 between 7:30 pm and 1:00 am
- 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

## Devices



Fire Bowl

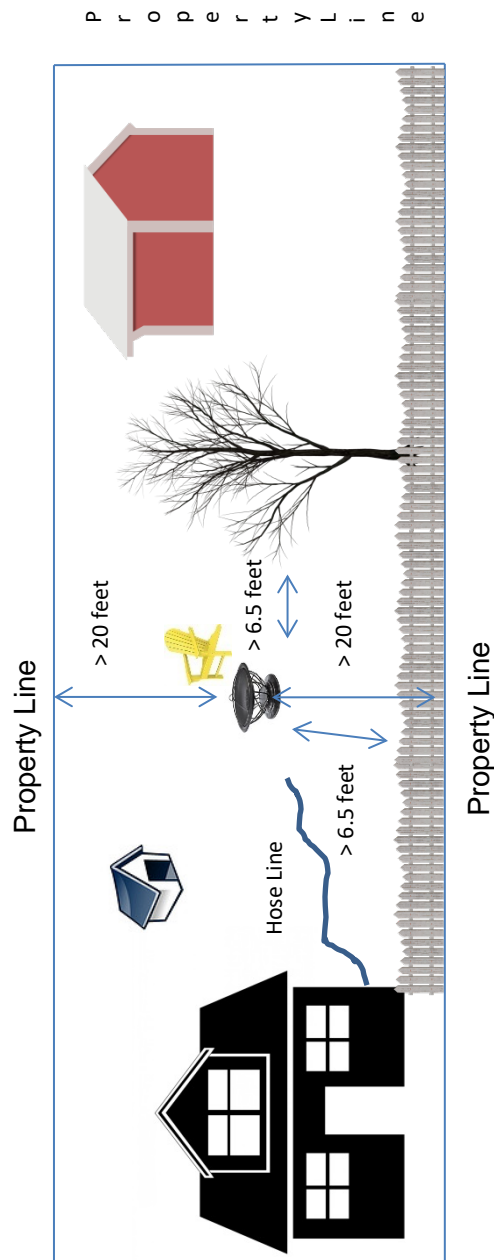


Caged Appliance



Chiminea

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



North Bay Fire & Emergency Services  
705-474-8400  
[www.cityofnorthbay.ca/fire](http://www.cityofnorthbay.ca/fire)

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

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.

# Non-Recreational 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 7:30 pm and 1:00 am
- 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

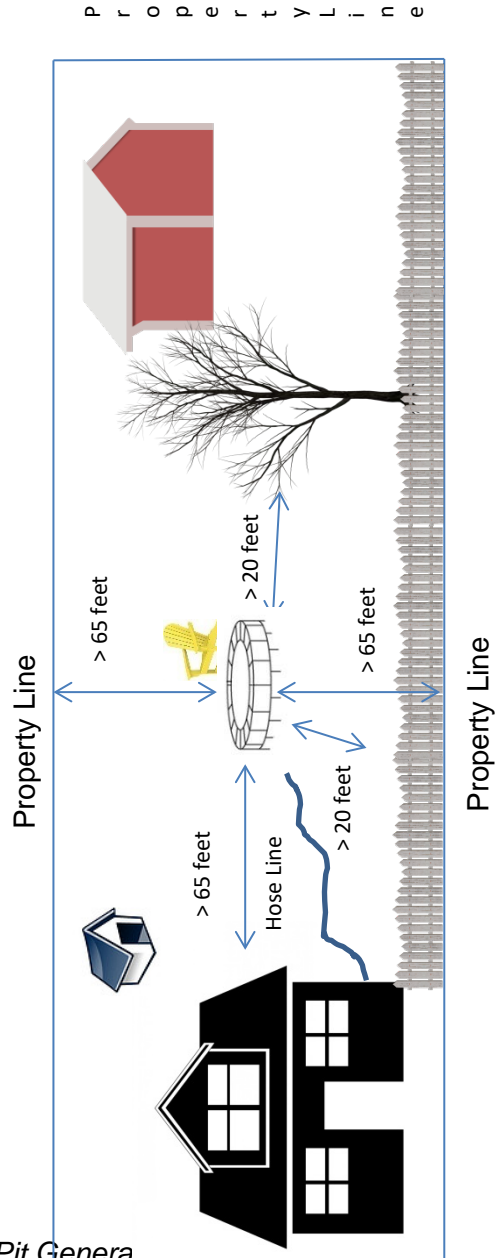
### NO

- 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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Non Combustible base inside ring. (Sand, stone, etc)

