CHARLESTON FIRE DEPARTMENT

Fire Marshal Division

Open Burning Permit Application Submit plans to: Charleston Fire Marshal Division, Information Desk 75 Calhoun St – 3rd Floor Lobby, Charleston, SC 29401	Permit: #FI Requested burn date:

Please complete this application if you would like to conduct outdoor or open burning in conjunction with a special event or function. Applications must be approved and fees paid prior to a site inspection. Burning shall not commence until approved. Please indicate the type of burning you are requesting to conduct:

☐ Public Assembly Bonfire. This activity, upon approval, may be conducted by individuals or organizations that would like to hold a Bonfire as part of a public assembly gathering, such as a pep rally. Permit fee's apply and applicant must cover the costs associated with Fire Department Standy.

☐ Contained Recreation Fire at events or commercial location. This activity, upon approval, may be conducted by individuals or organizations that would like to utilize contained fire pits, contained fire places, or other devices where the products of combustion are contained and the fire pile size is limited to 3' x 3' x 3' or less. Permit fees apply.

Event Information

Name of Event:		
Event Address:		
Facility/Area Name:	Event Date(s):	Event Times:
Desired Inspection date:	Desired Inspection Time:	
Describe the purpose/reason for the burn request, activities in and around the fire area, controls or measures that will be in place to protect the public:		

Applicant Information (Person or representative completing the application)

Last Name:	First Name:		
Address:	City:	State:	Zip:
Day time phone:	Cell phone:		
Email:	Will this contact be on site for event: Y / N		

Property Owner Information (Legal owner of the property)

Last Name:	First Name:		
Address:	City:	State:	Zip:
Day time phone:	Cell phone:		
Email:	Permission granted for this activity: Y / N		

Burn Operator (Person responsible for ignition, control, and damages resulting from fire)

Last Name:	First Name:		
Address:	City:	State:	Zip:
Day time phone:	Cell phone:		
Email:	Date of birth (must be at least 21):		

Plan Submittal Checklist

1. Are there any buildings, on the same property, within 500 feet of the burn site? ___Yes ___No
2. Are there any buildings, on adjacent properties, within 500 feet of the burn site? ___Yes ___No
3. Number of attendees expected: _____
4. Requested size of bonfire (Pile dimensions: length, width, height): _____
5. Materials to be used (Pallets, dried lumber, etc): _____
6. **Attach a sketch** indicating the location of the proposed burn site and all buildings or structures located within 500 feet of the burn site. Include location and names of roadways or driveways near the site. Overhead power lines or other hazards should also be noted.

Pre-Burn Checklist

1. Contained fire pile size must be less than 3' x 3' x 3'. Pile size greater than this will require fire department standby compensated by permit holder. If pile size greater than above, or fire department standby required by fire code official, fire personnel scheduled to standby, compensated by sponsor.
2. All fires: Water extinguishers, garden hose(s), or approved suppression at burn site.
3. Site inspection scheduled.
4. Pile constructed of pallets / dried timber, no garbage, paper, trash or foreign debris in pile.
5. No flammable liquids used to ignite the pile.
6. Personnel available/assigned for crowd control.
7. Adequate clearances to structures.

Please note:

Property owner must approve of the activity. All burn activities will be approved at the discretion of the Fire Code Official, or his designee, and require a pre-ignition site visit and inspection. Contained burning piles shall be contained with spark arrester or other method to catch flying embers and debris and limited to a pile size of 3' x 3' x 3'. Any pile size exceeding this, approved to be uncontained, or in the opinion of the Fire Code Official presents a hazard, Fire Department personnel must be schedule for standby and compensated. Event sponsors are responsible for the costs associated with standby personnel.

Adverse wind conditions, unseasonably dry conditions, or location limitations may also result in suspension of burn activities at any time; prior to or after ignition of the fire. Water fire extinguishers, garden hose(s), or other approved suppression should be available at all burn sites.

No quantities of gasoline and/or other Flammable liquids shall be used to ignite, or added to, a fire. Only dried timber or pallets may be used in the construction of a bonfire. Garbage, papers, fabrics and other materials shall not be burned. Any fire piles that are found to contain any foreign materials shall not be ignited. Bonfires shall be limited to a height no greater than 15' tall and a width at the base no greater than 25'. Bonfires shall be reduced in size if adequate separation requirements cannot be met.

Request for review and permit

I understand and agree that this permit is only for this project and provides authorization for the limited scope of work identified on the permit and the permit remains the property of the City of Charleston. By signing below I certify that I am an authorized agent for the company performing the work stated above, appropriately trained and qualified for the scope of work proposed, and all information provided is true and correct. I understand that if any information provided is found to be incorrect or falsely stated that any permits granted from this application are immediately null and void. I agree to comply with the ordinances of this jurisdiction and to perform the work herein stated in accordance with the submitted plans, specifications, applicable codes and standards, and shall be responsible for any and all violations of state laws and local ordinances. I understand that any alternation or change in plans made without written approval subsequent to the issuance of the permit shall constitute grounds for revocation of such permit and that all work is subject to field inspections. Permit void if work is not started within six months of the date of issue or if work stops for a period of six months. All permits expire two years from the date of their issuance. Additional permits shall be required for any additional work not authorized under a permit issued for this application. Applicant is responsible for calling to schedule all required inspections.

Name of person making application	Signature	Date