



OPEN BURN PERMIT APPLICATION

This application must be submitted to EHS at least 10 working days prior to the event. Email the completed form to fls@okstate.edu or mail it to University Health Services, Suite 002.

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

- Wildfire management or disease/pest control practices (Burn Plan would also be required)
- Outdoor event heating
- Bonfires, indoor religious ceremonies, and any activity involving open flames, candles, or incense
- Grilling, smoking, or cooking outdoors (see Grilling Permit on the EHS website)

It is the responsibility of the OSU sponsoring organization to coordinate efforts and to obtain the necessary approval for the event. It should be noted that approval of the Open Burn Permit does not guarantee approval for the event.

EVENT DETAILS		
Contact name:		OSU sponsoring organization:
Contact email or phone number:		Date and scheduled time of activity:
Activity details:		Activity location:
		Nature and quantity of material to be burned:
On-site fire extinguishing equipment to be provided? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are personnel adequately trained to use fire extinguishing equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If required, has written permission been obtained from ODEQ? (see second page) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, describe training:
Applicant name:	Applicant signature:	Date:
Additional comments/requirements:		

Prohibited: Offensive or objectionable smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous is prohibited. The University 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, equipment, or any other object adjacent to the area of fire.

Materials – Open burning shall not be utilized for waste disposal procedures. The fuel source and size of the fire should be managed to minimize the generation and emissions 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.

Supervision – Any open burning shall be constantly supervised 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 of 4-A rating (10 lb ABC multipurpose dry chemical)
2. Two portable fire extinguishers with a minimum of 2-A rating (5 lb ABC dry chemical or 2.5 gal pressurized water)
3. Some other approved on-site fire extinguishing agent such as dirt, sand, water barrel, garden hose, or water truck

Training – Portable fire extinguisher training is required for those supervising open burn activities. EHS regularly offers portable fire extinguisher training. Please contact us to schedule. Training certificates for affected employees must be submitted along with this application.

Fire Size and Duration – A bonfire shall not be more than 5 ft by 5 ft by 5 ft in dimension and shall not burn longer than 3 hours. The size and duration of the bonfire shall not be increased. The University Fire Marshal of EHS Representative reserves 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.

Applicant name	Applicant signature	Date
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FOR OFFICE USE ONLY

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	University Fire Marshal	Date
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