CONTROL BURN APPLICATION FORM

City of Sapulpa, Oklahoma
425 East Dewey Avenue
Sapulpa, OK 74066
(918) 224-3359

1. Permit Holder's Name:_____ Telephone No.:_____

2. Mailing Address:_____
Street/P.O. Box City State Zip Code

3. Property Owner's Name_____ Telephone No.:_____

4. Mailing Address:_____
Street/P.O. Box City State Zip Code

6. Location for proposed burn:_____
Street Address

7. Description of material to be burned:_____

8. Date of proposed burning (72 hour period):_____

9. **Proof of property ownership and available insurance must be attached, a deed and homeowners/commercial insurance policy listing the property and individual as a covered insured.**

10. Check one: ☐ Non-Commercial Residential Burn Permit **($20.00 Non-Refundable Fee)**

☐ Commercial Pit Burn Permit **($200.00 Non-Refundable Fee)**

The permit holder and property owner affirm, being of lawful age, the information contained herein is correct and agree to abide by all the rules and regulations adopted by the City of Sapulpa for open burning. The permit holder and property owner hereby release and discharge the City of Sapulpa, its officers and employees from all liability responsibility, detriment and damage of every kind resulting from or which may arise by reason of the burning or destruction of said structure, building, or rubbish upon the above described premises. **Permit holder and property owner shall be responsible for contacting the Sapulpa Fire Department at (918) 224-3359 prior to the ignition of a controlled burn fire.**

_____ _____
Permit Holder's Signature Date

_____ _____
Property Owner's Signature Date

Fire Marshal's Recommendation: Approve ☐ Deny ☐

If approved, dates for approved control burn:_____

If denied, state reason:_____

_____ _____
Fire Marshal's Signature, or designee Date

Revised Form 01/22/2010

Rules and Regulations for Control Burn Applications

All permits will be issued thru the City of Sapulpa Fire Department. Applications will be accepted Monday thru Friday 8:00am-12:00pm and 1:00pm-4:00pm. All applicants must present proof of Ownership of Property and Proof of Insurance. **There will be no exceptions.**

No permits will be issued after 4:00PM

Applicant will fill out the Control Burn Application; the Fire Department will fax it to City Hall at 918 224-6660. The Fire Department will then call City Hall to advise permit is there so someone can take it to the Cashier Department. Applicant will then go to City Hall pay the Cashier and return to the Fire Department with a Receipt.

The Battalion Chief that is on Duty that day will call the Applicant to confirm time to meet and evaluate the burn area. If it is approved the Battalion Chief will sign and date the Application and give a copy to the Applicant.

Listed below are the burn permit requirements. If you have any questions regarding permit requirements or the status of your permit, contact the Fire Marshal at **(918) 224-3359**.

PERMIT REQUIREMENTS:

An adult person within the city limits may burn permissible materials only from **sunrise to sunset** provided the following conditions are met:

A. Any burning must occur **during daylight hours** on a lot of at least 100 feet by 50 feet in dimension and must occur on **non-combustible surface** or in a **non-combustible container** which is no closer than 50 feet to any structure other than a structure owned by the permit holder burning said materials. The amount of permissible materials to burn shall not exceed in size a 5 foot by 5 foot by 5 foot dimension and no burning shall be allowed during a time when wind conditions exceed 10 miles per hour. In addition, commercial pit burning shall be allowed only under the following conditions: (i) any such burning must occur on a lot of at least 1 acre or more in a fire pit located no closer than 300 feet to any structure other than a structure owned by the permit holder burning said materials, (ii) blowers must be used to accelerate the rate of combustion; and (iii) compliance with the following provisions.

B. The person shall obtain a permit from the city at a cost set forth in the Master Fee Schedule, said permit identifying the adult in charge of this use by name and address, and also identifying the proposed location on the permit holder's property. No application shall be approved unless applicant produces documentation of ownership of the site location. All applications for said permits shall be made available during normal business hours from the City Clerk's office and are valid only for 72 hours following approval from the Fire Marshal's office.

C. The adult permit holder in charge of the use must be physically present during the controlled burn and have the permit available for examination by any law enforcement officer or fire department personnel. Adequate fire extinguishing equipment shall be on-site and available for immediate use by the person at all times during the controlled burn.

D. Notwithstanding the issuance and approval of any permit, the Fire Marshal retains the authority to prohibit, delay or cancel any open burning if atmospheric conditions or local circumstance make such burning hazardous, offensive or objectionable.

E. No offsite materials shall be burned on any site for commercial purposes unless the site has been approved as a commercial pit burn.

F. No more than 4 residential burn permits may be issued for any one site during a calendar year period and at least thirty (30) days must exist between expiration and issuance of any permits.

G. Permit holder and property owner are responsible for contacting the Sapulpa Fire Department at (918) 224-3359 prior to the ignition of a controlled burn fire.

(This page is to be retained by burn permit holder.)