

Caroline County

Department of Fire – Rescue and Emergency Management

233 W. Broadus Ave., Bowling Green, VA 22427
Phone (804) 633-9831 Fax (804) 633-9832



APPLICATION FOR OPEN BURNING PERMIT

New Application Renewal (include current Permit # _____)

Application must be printed or typed - Incomplete forms will NOT be processed

Applicant / Contractor Name _____	Date _____		
Mailing address _____			
Email Address _____			
Phone: Home _____	Work _____	Cell _____	Fax _____
Name of Responsible Party/Contractor conducting burn _____			
Phone: Home _____	Work _____	Cell _____	Fax _____
Property Owners Name (if different than applicant) _____			
Mailing address _____			
Phone: Home _____	Work _____	Cell _____	Fax _____

Address or location of burn _____

Tax Map ID # _____

What type of material(s) are you going to burn:

Requested Start Date _____ Requested End Date _____ (maximum of 365 days)

On site means of extinguishment Garden hose & hand tools Heavy Equipment Other _____

Attach with this application: "Permission to Burn" forms from neighbors, if applicable, and complete site plan drawing showing burn site and required buffers.

I have read and agree to conduct this burn in accordance with the regulations described on the attached page. Further, I understand that failure to follow the regulations will result in the suspension of the permit, issuance of a summons or both.	
Signature of Responsible Party _____	_____
Print Name _____	Date _____

Name of person completing form _____ Position _____

NOTE: The expiration date of the permit is based on the date of issue NOT the date you receive the permit.

Select how you would like to receive your permit accordingly.

How would you like to receive your permit? Mail Will Pickup

do not write below this line

Date Received _____ Received by _____ Date Permit sent _____ Reviewed by _____
Site Visit yes no Inspected by _____ Permit Number _____
 Approved Denied by _____ Fire – EMS Chief Valid Through _____

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Instructions for Completing “Application for Open Burning Permit” for a Land Clearing or Property Maintenance

The application must be typed or printed in ink. The following explanations should assist *you* in completing the form.

INCOMPLETE FORMS WILL NOT BE PROCESSED

Applications Shall Be Submitted At Least 10 Days Prior To Desired Burn Date

1. **Applicant / Contractor Name** - Complete name of individual or contractor making application for permit.
2. **Mailing Address** – Complete mailing address of applicant, **including city, state and zip.**
3. **Email Address** – Complete email address
4. **Phone Numbers** – Include all phone numbers that apply or are available to contact the applicant.
5. **Name of Responsible Party / Contractor conducting the burn** – Complete name of the person to contact in the event of a complaint or emergency situation at the burn site.
6. **Phone Numbers** – Include all phone numbers that apply or are available to contact the responsible party.
7. **Address of the burn location** – Enter 911 street address if available
8. **Tax Map ID#** - Enter Tax Map ID number of property (available from www.caroline.mapsdirect.net)
9. **Type of material(s) to burn** –such as brush, limbs, etc.
10. **Requested Start and End Dates** – you may request a maximum of 365 days
11. **On site means of extinguishment** – such as hand tools or heavy equipment
12. **Attachments to be included with application:**
 - a. “Permission to Burn” forms from neighbors (if burn pile is less than 500 feet from occupied building)
 - b. Site Plan drawing showing
 - i. Proposed location of burn piles.
 - ii. Distance, in feet, from burn sites to nearest occupied dwellings.

If you have questions regarding this procedure, please call (804) 633-9831.

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OPEN BURNING REGULATIONS FOR LAND CLEARING/ PROPERTY MAINTENANCE

1. A **“written permit”** must be obtained from the Caroline County Department of Fire – Rescue and Emergency Management. Application for permit shall include a completed permit application and a site plan of the burn site. Caroline County does not charge a fee for this permit.
2. **Applications shall be submitted at least 10 days before the desired burn.**
3. Permitted open burning does not exempt or excuse a person from the consequence, damages or injuries which may result from such conduct, nor does it excuse or exempt any person from complying with all applicable laws, ordinances, regulations, and orders of the federal government, Commonwealth of Virginia and/or Caroline County.
4. Burning of the following is prohibited:
 - a. Toxic or hazardous materials, or containers for such materials
 - b. Rubber tires, asphaltic material, crankcase oil, impregnated wood, petroleum based materials, or similar materials.
 - c. Buildings and/or demolition material
5. The burning shall take place on the site from which the debris waste was generated. All reasonable effort shall be made to minimize the amount of material that is burned. The number and size (20 feet in width by 20 feet in length by 6 feet in height) of the debris piles shall be approved by Caroline County Department of Fire – Rescue and Emergency Management.
6. Permitted fires shall be constantly attended by a competent person until they are extinguished and conducted to ensure the best possible combustion with a minimum of smoke and fly ash being produced. The operator and equipment to control and/or extinguish the fire(s) shall be within 1,000 feet of the pile at all times.
7. Permits will be valid for up to 365 calendar days from the date of issue. A one-time extension may be requested prior to the expiration of the permit. Once a permit has expired, it will be necessary to submit a new application. In either case, a re-inspection of the site may be required.
8. Fires shall be at least 500 feet from any occupied building, unless the occupants have given prior permission.
9. A copy of the permit, site plan, guidelines, and all applicable conditions shall be kept at the burn site.
10. The Virginia Division of Forestry requires that any open burning, from February 15, through April 30, of each year, within 300 feet of woodland, brush land, or field containing dry grass or other combustible material leading to woodland, be done between the hours of 4:00 p.m. and 12:00 midnight.
11. Upon declaration of an alert, warning or emergency stage of an air pollution episode as described in 9 VAC 5 Chapter 70 (9 VAC 5-70) or when deemed advisable by the State Air Pollution Control Board to prevent a hazard to, or an unreasonable burden upon, public health or welfare, no owner or other person shall cause or permit open burning or use of a special incineration device; and any in process burning or use of special incineration devices shall be immediately terminated in the designated air quality control region.

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PERMISSION TO BURN

This form must be completed by all neighbors within 500 feet of burn sites.

I, _____, am applying for a burn permit from the
Applicants Name

Caroline County Department of Fire – Rescue and Emergency Management, 804-633-9831, to burn:

Land-clearing/property maintenance
(500 feet)

The ordinance, which regulates open burning in Caroline County, prohibits burning within 500 feet for land clearing/property maintenance of any occupied building, unless the occupants have given prior permission to do so.

To satisfy this requirement, I request your permission to conduct a control burn at

Burn Site Address or Location

The control burning will be attended at all times and equipment will be on site to control and/or extinguish the fire should it become necessary.

THIS SECTION TO BE COMPLETED BY ALL NEIGHBORS WITHIN 500'

Date: _____

Permission **DENIED**: _____

Permission **GRANTED**: _____

Permission granted with following conditions: _____

Signature: _____

Name: (Please Print) _____

Address: _____

Telephone: _____