

<b>2017-114 Burning Permits</b>	
	<b>Westbrook Fire &amp; Rescue Department</b> Standard Operating Procedure
Section: Administration	TOPIC: Burning Permits
NUMBER: 2017-114	ISSUE DATE: June 8, 2015
	REVISED DATE: November 20, 2017
POLICY REFERENCE: State of Maine	APPROVED BY:  <hr style="width: 100%;"/> Andrew R. Turcotte Chief of Department

**Purpose:**

To establish a procedure for the issuance of open burning permits by the Westbrook Fire & Rescue Department.

**Scope:**

Establishes guidance for the proper procedures related to open burning permits.

**Policy:**

**Permissible Burning without a Permit**

1. Residential use of outdoor grills and fireplaces for preparing food as long as no nuisance is created. Commercially available fire pits are not exempt from a permit unless used for cooking.

**Permissible Burning with Permit**

1. Burning of vegetative growth for hazard abatement, such as grass and pastures.
2. Open burning of leaves, brush, deadwood and tree cuttings accrued from normal property maintenance by the individual property owner.
3. Construction debris allowed by rule, to the property owner.

**Non-Permissible Burning**

1. Open burning not allowed under State Rule,
2. Burning on-site for the disposal of wood waste (slash) from the clearing of lots and/ or right of ways at construction sites,
3. Burning not specifically allowed herein.

**Complaints/Investigations**

1. Permitted open burning shall be ordered discontinued if a nuisance is created or if conditions create a hazard. A nuisance condition is one created by smoke that prevents enjoyment of one's property.

2. If upon investigation a person is found to be burning without a permit and a permit is required, the fire shall be extinguished and a warning shall be issued. The warning may be written or verbal but shall be noted in the incident report. The OIC may ask the PD to issue a summons if the situation warrants [M.S.R.A. Title 12§9324(5) or (M.S.R.A. Title 12§9324(6)], or the Fire Inspector may issue a civil summons.

**Permit – use MFS/DOC Open Burning Permit (FCP001)**

- a. Telephone – Number where the permittee can be reached.
  - b. Permittee – Actual name of person obtaining permit.
  - c. Address – Mailing address of permittee. Include the location of Burn
  - d. To kindle – Identify material to be burned.
  - e. Date of burn – Actual date of burn, must be same as date of issue.
  - f. Hours of burn – Actual start/end of burn which may not exceed midnight.
  - g. Safety requirements – At least 1 adult, a supply of water and a hand tool.
  - h. Countersigned by – Signature or stamp of Fire Warden required.
  - i. Signature of Permittee – Signature of person obtaining permit.
  - j. Signature of Issuer – Signature of person issuing permit.
1. The white (top) copy will be left with the Shift Captain at the PSB or on the watch desk at Station 3 for the duration of the burn. Expired permits shall be forwarded to the Administrative Office as soon as possible for filing.
  2. The canary copy shall be retained by the permittee and must be on-hand for the duration of the burn.
  3. Location of the burn, duration of burn and contact phone number shall be verbally relayed to the on-duty dispatcher as soon as possible after issuing the permit.
  4. Open burning permits shall be issued between the hours of 0845 hours to 2100 hours when conditions allow. Permits should not be issued when the Class Day is 3 or higher and/or when winds gusts are at or above 15 mph.
  5. Once the paper copy has been issued, information will then need to be entered in to the Departments on-line program.

**Online Burning Permits**

1. Burning permits may also be obtained on-line through a department approved program Wardens Report.
2. On-line burning permits will be offered to the residences at no charge
3. Email notification will be automatically made to the dispatch email group and will be entered into the dispatch CAD program.
4. The on-duty officer will be responsible for shutting off the on-line program if conditions for the day will not be conducive to open burning.
5. Once it is acceptable to burn again, the duty officer will need to reactivate the online system to allow permits to be issued.

**Open Burning Safety/Hazard Clearance**

1. Keep piles to less than 10 ft X 10 ft X 10 Ft.
2. Keep burns at least 50 feet from structures/combustibles.
3. Use no flammable/combustible liquids.

