

# OPERATIONAL PERMIT OPEN BURNING PERMIT APPLICATION

For Office Use Only



**PRINCE WILLIAM COUNTY  
DEPARTMENT OF FIRE AND RESCUE  
FIRE MARSHAL'S OFFICE  
5 COUNTY COMPLEX CT. SUITE 160  
PRINCE WILLIAM, VA 22192**  
(703) 792-6360 office (703) 792-6492 fax  
[WWW.PWCGOV.ORG/FIRE](http://WWW.PWCGOV.ORG/FIRE)

<b>Permit Number:</b>
<b>Date Issued:</b>
<b>Expiration Date:</b>

## I. Instructional Section

1. Please review this application thoroughly, fill out all requested information and submit with all necessary attachments to the Prince William County Fire Marshal's Office at the above address or [PWCFMOFOP@pwcgov.org](mailto:PWCFMOFOP@pwcgov.org).
2. A permit fee of \$333.43 is required at the time of application submittal. Checks can be made out to "Prince William County". Credit cards are accepted over the phone.
3. Applications for open burning shall be submitted in writing at least 72 hours before the fire is planned to be set.
4. Prince William County Burn Permits are good for 90 days from date of issuance.
5. A review of this application packet will be conducted and either approved or rejected based on the information provided. If approved, this packet will be returned to the applicant at the time of permit delivery.
6. An onsite inspection will be made after packet approval and the permit will be delivered during this inspection if found to meet all requirements.
7. You must call Prince William County Communications before and after each burn at **(703) 792-6500**.

## II. Informational Section

### **Burning Company Information**

<b>Name of Company Conducting Burn:</b>	
<b>Address of Company Conducting Burn:</b>	<b>Phone:</b>
<b>Emergency Contact Name:</b>	<b>Contact Phone Number:</b>
<b>Proposed dates that burning is to take place:</b>	<b>Applicant Email:</b>

### **Job Site Information**

<b>Job Site Name:</b>	
<b>Job Site Address:</b>	<b>GPIN:</b>
<b>Name of Onsite Burning Supervisor:</b>	<b>Phone and Email:</b>
<b>Name of Job Site Supervisor:</b>	<b>Phone and Email:</b>

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<b>Type of burn being requested:</b>	
<input type="checkbox"/>	<b>Bonfire-</b> An outdoor fire utilized for ceremonial purposes. 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. A bonfire shall not be conducted within 50ft. of a structure or combustible material.
<input type="checkbox"/>	<b>Agricultural Burning-</b> Agricultural burning is outdoor burning utilized for crop residue reduction, cereal grain stubble removal, pest or disease control, fruit tree debris removal, denaturing of seed and grain and to prevent loss from frost or freeze damage when other methods are not possible.
<input type="checkbox"/>	<b>Prescribed Burning-</b> Prescribed burning is burning for wildlife management, forest management (silvicultural) and range management (increases forage for grazing). Prescribed burning shall be conducted in accordance with the Department of Forestry’s smoke management plan. Prescribed burning shall not be less than 1,000ft. from an occupied structure unless written permission is obtained by the structure owner.
<input type="checkbox"/>	<b>Land Clearing Operations-</b> Land clearing is the removal of all woody and herbaceous plant material from a site to develop the site for other uses. Clearing of land over 2,500 square feet in size requires a land disturbance permit. Only permitted land clearing uses will be considered for a burn permit. Burning of land clearing refuse shall be conducted utilizing “special incineration devices” The burning of land clearing refuse shall not be less than 1,000ft. from an occupied structure.

**The following individuals will be involved in burning:**

Name:	DOB:	Phone #:

**The following are identified as potential hazards associated with this job site:** *(gas lines, overhead power lines, structures, roadways etc., smoke sensitive areas such as hospitals and nursing homes)*

1.	3.
2.	4.

**The following methods of extinguishment will be available during this burn:** *(please check all that apply)*

<input type="checkbox"/>	(1) 4-A rated portable extinguisher	<input type="checkbox"/>	Water truck
<input type="checkbox"/>	(2) 2-A rated portable extinguishers	<input type="checkbox"/>	Sand
<input type="checkbox"/>	Garden hose	<input type="checkbox"/>	Dirt
<input type="checkbox"/>	Water barrel	<input type="checkbox"/>	Heavy equipment
<input type="checkbox"/>	Other (please describe below)	<input type="checkbox"/>	

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## III. Site Plans

Attach a site plan for this worksite. The following information shall be included on the site plan:

- Burn area
- Distance measurements
- Utility locations
- Structures
- Fire Department vehicle access roads (in case of emergencies)
- Fire hydrants if available

## IV. List of Required Documents

- Site Plan

**Carefully review the following:**

All burning in Prince William County is regulated by the following sources:

- Virginia Statewide Fire Prevention Code Chapter 3 (2018 edition)
- Virginia State Forestry Laws (Code of Virginia 10.1-1142)
- Department of Environmental Quality Regulations (9VAC5-130)
- Prince William County Code (Chapter 9.2 Article VI)

### Burning Rules:

- Prior to the ignition and upon completion of any burning, notification to the Prince William County Communications Center must be made at (703) 792-6500. The location and permit number must be given at this time.
- *VA Code 10.1-1142* Burning from February 15 thru April 30 may only take place between 4:00pm and 12:00 midnight if your fire is within 300 feet of the woods or combustible materials capable of spreading fire to the woods. This is due to State Forest Laws that are in effect during this time. During these times winds are usually calmer and the relative humidity is increased. Please see [www.dof.virginia.gov](http://www.dof.virginia.gov) for more information.
- *DEQ air regulations (Chapter. 130)* Some open-air burning is restricted from May thru September due to regulations set forth by the Department of Environmental Quality. The seasonal restrictions apply to the destruction of clean-burning waste and debris waste resulting from the development of roads and highways, parking areas, railroad tracks, pipelines, power and communication lines, buildings or building areas, sanitary landfills, or from any other clearing operations. Please see [www.deq.state.va.us/](http://www.deq.state.va.us/) for more information.
- *(DEQ air regulations (Chapter. 130)* There are many items that shall not be burned. These include rubber tires, asphaltic materials, crankcase oil, impregnated wood, any rubber or petroleum-based materials, construction debris, hazardous or toxic materials, commercial, industrial or residential waste, household garbage and animal carcasses.
- *VSFPC 108.4* Permits may be revoked by the Fire Official if any of the above conditions are violated.
- *VSFPC 307.1.1* Open burning shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous. Exception: Prescribed burning for the purpose of reducing the impact of wild-land fire when authorized by the fire code official.

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- *VSFPC 307.3 and Sec 9.2-32e* (PWC Code) The Fire Code Official is authorized to order the extinguishment by the permit holder, another person responsible or the Fire Department of open burning that creates or adds to a hazardous condition or objectionable situation. Burning may be suspended during unusually dry weather.
- *Sec 9.2-32c(2)* (PWC Code) The Fire Marshal may require Instruction in the methods of firefighting or for research in the control of fire, in emergency or other extraordinary circumstances for any purpose determined to be necessary by the fire marshal and as authorized by the Virginia Department of Environmental Quality.
- *Sec 9.2-32d* (PWC Code) Burning of land clearing refuse, other than agricultural, shall be conducted utilizing "special incineration devices" as defined in the State Air Pollution Control Board Regulations Concerning Emission Standards for Open Burning. A separate permit is required for each separate or new special incineration device on a site.
- *Sec 9.2-35a* (PWC Code) Any open burning shall be constantly attended until the fire is extinguished. At least one portable fire extinguisher with a minimum 4-A rating, two portable fire extinguishers with a minimum 2-A rating each, or other approved on-site fire extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.
- *Sec 9.2-35b* (PWC Code) Temporary fencing must be installed around any pit when not in use.
- *Sec 9.2-36a* (PWC Code) A bonfire shall not be more than five feet by five feet by five feet in dimension and shall not burn longer than three hours. The maximum size and duration of a bonfire shall not be increased by the fire marshal unless it is determined that safety requirements of the situation and the desirable duration of the burn warrant the increase.
- *Sec 9.2-36b* (PWC Code) Fuel for a bonfire shall consist only of seasoned dry firewood and shall be ignited with a small quantity of paper. The fire shall not be used for waste disposal purposes, and the fuel shall be chosen to minimize the generation of air contaminants.

<b>Applicant Signature:</b>	<b>Date:</b>
<b>FMO Reviewer:</b>	<b>Date:</b>