

General Burning Permit Application



Submit Application to:

Madison Fire Department
314 W. Dayton St.
Madison, Wisconsin 53703-2506
(608) 266-4420

Make checks payable to: City of Madison Treasurer.
Permit fees are non-refundable.

For questions, or to contact a fire inspector, call Madison Fire at (608) 266-4420 for assistance with completing this application.

Complete sections A - D. It is mandatory that all applicable information be completed. See page 2 for additional submittal requirements. Inaccurate information may result in suspension or revocation of permit.

SECTION A: Address of requested burn

Street Address: _____
City, State, ZIP: _____
Site name (if applicable): _____
Owner's name: _____

SECTION B: Applicant/Contact Information (owner's local representative)

Trade name (Doing Business As): _____
Local Contact Person: _____
Local Contact Phone: _____ Local Contact E-mail: _____

SECTION C: Permit Holder Information (person or organization performing the burn)

Organization Legal Name/Sole Proprietor Name : _____
Mailing Address: _____
City, State, ZIP: _____
Organization Contact Person: _____
Organization Contact Phone: _____ Organization Contact E-mail: _____

SECTION D: Attestation and Signature

By signing this application you acknowledge and agree to comply with Madison General Ordinance 34, Wisconsin Administrative Codes and the International Fire Code.

The statements made in this application are true to the best of my knowledge.

Signature _____ Date _____

A Permit is required for any outdoor burning to include but not limited to: bonfires, ceremonial fires, prairie or natural lawn restoration. For natural lawn or prairie restoration burns, the Natural Lawn/Prairie Restoration Burn Permit Application shall be completed.

Date Range: _____ to _____
(This burn permit is only good for one burn during the time period indicated above.)

Necessity for burning: _____

Nature of material to be burned: _____

Onsite Contact:

Contact Name: _____ Phone Number: _____

Submittal

The following items shall be submitted along with the City of Madison Fire Department's General Burning Permit application and \$50.00 permit fee. **See page 3 of this application for detail of submittal requirements.**

- Proof of ownership, or written permission of property owner.
- If the burn is occurring in a City of Madison Park, approval from the City of Madison Parks Department is required and must be submitted.
- Site Plan.
- Written plan.

If this is a recurring event and the site plan and written plan have not changed, the plans on file with the Madison Fire Department are sufficient and do not need to be re-submitted.

Conditions of the Permit

The applicant is responsible for compliance with the Conditions of the Permit.

- Fires shall be limited to an area no greater than 3 feet by 3 feet.
- Fuel for fires shall consist of clean, dry wood only.
- Flammable or combustible liquids shall not be used to ignite or intensify an fire.
- Material for fires shall not include rubbish, trash, garbage or material made of or coated with rubber, plastic, leather or petroleum based materials
- High winds, wind direction, and/or other adverse weather conditions must be considered to ensure fire safety.
- Fires shall not be closer than 50 feet from any structure, combustible materials or lot lines.
- Fires shall be so located to ensure smoke, odors, and other products of combustion do not create a safety hazard or annoy/discomfort neighbors or the traveling public. **If a complaint is received, MFD will respond and extinguish the fire.**
- The perimeter of the fire shall be free of combustibles.
- Sufficient persons and equipment capable of extinguishing the fire shall be in attendance at all times.
- The applicant shall follow the site plan and written plan as provided in their submittal.

If you have any questions regarding the requirements of this application or documents to be included, please contact MFD Prevention at 608-266-4420.

**GENERAL BURNING PERMIT
INFORMATION SHEET**

This sheet is for information only and is not required to be submitted back to the City with your application

Submittal Requirements

The following items shall be submitted along with the City of Madison Fire Department's General Burning Permit application:

- Permit fee of \$50.00 payable to the City of Madison.
- Proof of ownership or written permission of property owner. *Proof of ownership could be tax bill, deed, or mortgage.*
- If burn is conducted by other than the property owner, proof of liability insurance shall be provided.
- Site Plan (*this can be hand drawn*) which must include the following:
 - Property lines
 - Buildings within 50 feet
 - Location of any right of way within 50 feet of area to be burned
- Written plan to include:
 - Fire suppression, number and type (fire extinguisher, garden hose, water cans, etc)
 - Method of starting fire
- All permit applications shall be submitted **thirty (30) days** prior to commencing the prescribed activities.
- An inspection may be required before issuance of a permit.

Application Specific Requirements

- A permit is required for any outdoor burning to include (but not limited to) bonfires, ceremonial fires, prairie or natural lawn restoration.
 - Exceptions:
 - Fires that are used exclusively for cooking
 - Campfires on developed property with camping as the sole purpose
 - Fires in listed outdoor fireplaces
- No permit will be issued for burning:
 - Leaves, brush, rubbish, trash and building construction waste
 - Salvage operations
 - Any material on the ice of any body of water such as a lake or stream
- The permit holder shall obtain permission of the property owner, with the assumption of liability. Written permission must be attached to this application.
- Fires in City parks shall be approved by the Parks Department. Written permission must be attached to this application.
- Madison Fire Department reserves the right to revoke a permit due to unfavorable weather conditions or noncompliance with the requirements

Fire Safety Requirements

- Fires shall be limited to an area no greater than 3 feet by 3 feet.
- Fuel for fires shall consist of clean, dry wood only.
- Flammable or combustible liquids shall not be used to ignite or intensify a fire.
- Material for fires shall not include rubbish, trash, garbage or material made of or coated with rubber, plastic, leather or petroleum based materials
- High winds, wind direction, and/or other adverse weather conditions must be considered to ensure fire safety.
- Fires shall not be closer than 50 feet from any structure, combustible materials or lot lines.
- Fires shall be so located to ensure smoke, odors, and other products of combustion do not create a safety hazard or annoy/discomfort neighbors or the traveling public. **If a complaint is received, MFD will respond and extinguish the fire.**
- The perimeter of the fire shall be free of combustibles.

Burning Permit Holder

- Responsible person (s) shall be in attendance until the fire is completely extinguished. A connected garden hose or other fire extinguishing equipment shall be readily available.
- The burn shall take place when the weather is favorable to assist in its control and to prevent a smoke nuisance. The permit holder is responsible for observing weather conditions and taking appropriate actions such as postponement, extinguishment, or confinement.