



# CONCORD FIRE DEPARTMENT

## *Fire Prevention Division*

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### PERMITTING REQUIREMENTS FOR BONFIRES

#### Introduction

Maintaining a safe environment from the threat of fire or injury for all occupants of the City of Concord is a primary function and goal of the Fire Prevention Division. Gatherings of large numbers of people present at a Bonfire presents a difficult problem in trying to meet the provisions of the Fire Code and maintain such a safe environment. The following provisions will be required to be met to assure the safety of all persons participating and attending a Bonfire.

#### Permit Required

A Special Use Permit shall be required to be obtained from the Fire Prevention Division for anyone wishing to conduct a Bonfire. The permit fee shall be based upon the Special Use Permit Fee Schedule. This permit shall be completed on a Special Use Permit form.

#### Permit Issuance Procedure

1. The person wishing to obtain a Special Use Permit for the Bonfire shall first contact the Fire Prevention Division. An appointment for a Fire Inspection shall be made to inspect the lot or area planned to be used for the Bonfire. The Permit Fee shall be paid at this time.
2. A copy of the permitting guidelines for the conduction of a Bonfire will be given to the applicant. The Fire Inspection should not be conducted until the requirements for the Bonfire are in place and the lot or area is ready for use.
3. The inspector upon completion of the fire inspection and satisfied that all guidelines and provisions of the Fire Code have been met shall then sign and complete the Special Use Permit and give the pink copy to the applicant, which must be kept at the facility at all times. The inspector will then return the white and yellow copies to the Fire Marshal's Office for filing.

#### Inspection and Revocation of Permit

1. At any time while the Bonfire is occurring, a fire inspection may be conducted by a Fire Official to assure compliance with all guidelines and the Fire Code.
2. In the event that the specified guidelines and/or the Fire Code regulations are not being met, then the person that obtained the Special Use Permit will be subject to a Civil Citation. If the violations are of such a severe nature as to be hazardous to the lives and/or well being of the public, then the Fire Official may revoke the Special Use Permit, which will not allow the continued "Special Assembly". If the

violations are corrected, then the Special Use Permit may be reinstated with no charge.

In the event a Special Use Permit is revoked and the occupant refuses to comply with the required regulations, a refund of the permit fee will not be allowed.

### **Bonfire Special Use Permit Requirements**

1. No person shall kindle any bonfire or outdoor fire or authorize any such fire to be kindled or maintained without a permit or other proper authorization.
2. No permit shall be issued for the burning of refuse or trash that is in violation of any federal, state or local Air Quality Open Burning Regulations.
3. All fires are to be located 50 feet from any structure.
4. Any fire contained in an approved waste burner shall be safely located at least 15 feet from a structure.
5. Provisions shall be provided to prevent any fire from spreading (fire extinguisher, garden hose, etc.)
6. All fires are to be attended by a competent person until the fire is extinguished.
7. The Fire Prevention Division Chief or designee may prohibit any and all bonfires and other outdoor fires when atmospheric conditions or local circumstances make such fires hazardous.
8. A written Emergency Plan shall be submitted at the time of application. The plan shall include the following items:
  - (a) A diagram of the area that burning will take place. The diagram shall include the location where the bonfire will take place and measurements from the nearest structure(s);
  - (b) The name and telephone number of a competent person in-charge;
  - (c) The times the bonfire will take place (beginning to end);
  - (d) The types of material to be burned;
  - (e) The procedures taken for fire protection;
  - (f) The emergency signal for notification of the attendees of an emergency;
  - (g) A working telephone shall be in the area at all times while the burning is conducted.
9. Prior to the issuance of permit, the Fire Prevention Division Chief or designee shall conduct a site inspection. Upon his/her approval the permit shall be issued. If the site does not meet his/her approval the request shall be denied.

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