

## OPEN BURNING PERMIT FOR INDIVIDUAL INSTRUCTION SHEET

In the event an individual desires a permit for open (outdoor) burning of any type from the Creve Coeur Fire Protection District, the following procedures are required:

1. A permit application form may be obtained from one of the following methods:
  - a) **IN PERSON** from the Creve Coeur Fire Protection District Administrative Center located at 11221 Olive Boulevard.
  - b) Request a **FAXED** copy by calling 314-432-5570.
  - c) **DOWNLOAD** from the District's website - <http://www.ccfire.org>.

The application must be returned within a minimum of 10 days prior to the event.

2. The application must contain the following information:
  - a) Purpose of the proposed burning, nature and quantities of material to be burned.
  - b) Date range when burning will take place.
  - c) Address of the open burning site and exact location on the property.
  - d) The on-site fire extinguishing equipment must be provided.
3. After the application is returned to the Creve Coeur Fire Protection District Administrative Center, a permit in the form of a letter from the Fire Marshal or his designee will be issued to the individual or organization conducting the burning.
4. If the event is located within the City of Creve Coeur, a copy of the application and approval letter will be faxed by the Fire District to the Creve Coeur Community Development Director's Assistant and the office of the Creve Coeur Police Chief, and the Central County Fire Dispatch Center.
5. In the event of high winds or other weather or site related conditions; the Creve Coeur Fire Protection District may cancel the event.
6. The location of any open burning shall not be less than 50 feet from any structure. Fires in approved containers shall be permitted, provided that such fires are not less than 15 feet from any structure.
7. Open burning shall not be more than 5 feet by 5 feet in dimension and may not burn longer than 3 hours.
8. Any open burning **must 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 shall be available for immediate utilization.
9. It will be the responsibility of the applicant to contact the on-duty Battalion Chief at **(314) 581-2302**, and the Central County Fire Dispatching Center at **(636) 394-5442** prior to the burning and once extinguished.
10. **Fire that may be offensive or objectionable due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous, may require extinguishment by the permit holder or the Fire District.**
11. Open burning will **only** be allowed between the hours of **10:00 a.m. – 4:00 p.m.**, from September 16 – April 14 of the following year.

Modified: March 24, 2009