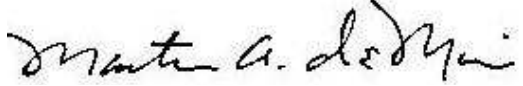


**Payson Fire Department  
Standard Operating Procedures**

<b>Section: Special Operations</b> <b>Subject: Open Burning &amp; Recreational Fires</b>	<b>SOP # 2.13.9</b> <b>Date Adopted: 09/01</b> <b>Revision Hx: 04/07, 04/13</b> 
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**PURPOSE**

The purpose of this policy is to explain the differences and requirements for open burning within the Town of Payson.

**POLICY**

Payson Fire Department (PFD) personnel shall utilize and enforce the requirements of this SOP when encountering calls for service or inspections with regard to open burning or recreational fires.

**PROCEDURE**

The Arizona Department of Environmental Quality (ADEQ) and the PFD require specific burn permits to be issued for different open flame burning operations with the exception of recreational fires. This permit procedure assists the PFD and others of smoke and flame producing events that may have the potential of spreading beyond the required control measures. Through this permit process there is information provided and inspections required that aid in maintaining the safety guidelines of the burn site while helping to prevent unnecessarily dispatching of unneeded resources to a controlled burn. This also allows the PFD to notify all applicants when weather conditions would prohibit safe burning. The PFD follows the guidelines of the International Fire Code in regards to open burning and recreational fires.

NOTE: All open burning may be required to be DISCONTINUED if smoke emissions are offensive to neighbors, a hazard is determined or wind conditions are not favorable.

**OPEN BURNING:**

Permits required:

- ADEQ Open Burning Permit
- PFD Burn Permit

Burn Hours:

- April - September: 9 A.M. to 4 P.M.
- October and March: 9 A.M. to 3 P.M.
- November - February: 10 A.M. to 2 P.M.

2006 International Fire Code:

An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to.

**Exception:** Recreational Fires

## Open Burning and Recreational Fires

A person shall not kindle, maintain or authorize anyone else to kindle or maintain any open burning unless conducted and approved in accordance with this section.

A permit shall be obtained from the PFD prior to kindling a fire for recognized silvicultural, range or fuels management practices, including bonfires. Application for such approval shall only be presented by and permits issued to the owner of the land or his/her designee.

### Extinguishment Authority

Open burning that is offensive or objectionable because of smoke or odor emissions or when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited.

### Location

The location for open burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure. All such fires shall have a clear radius of 10 feet around the fire composed of bare ground, mineral earth or other non-combustible surface.

**Exception:** The minimum required distance from a structure shall be 25 feet where the pile size is 3 feet or less in diameter and 2 feet or less in height. All such fires shall have a clear radius of 10 feet around the fire composed of bare ground, mineral earth or other non-combustible surface.

A bonfire shall not be conducted within 50 feet of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions which could cause the fire to spread within 50 feet of a structure shall be eliminated prior to ignition. All such fires shall have a clear radius of 10 feet around the fire composed of bare ground, mineral earth or other non-combustible surface.

Recreational Fires shall not be conducted within 25 feet of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition. All such fires shall have a clear radius of 10 feet around the fire composed of bare ground, mineral earth or other non-combustible surface.

**Exception:** Recreational fires in approved non-combustible containers that are not less than 15 feet from a structure. These containers shall have a clear radius of 5 feet around the container of bare ground, mineral earth or other non-combustible surface.

Open Burning, bonfires or recreational fires shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher with a minimum 4-A rating 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.

### **OUTDOOR OPEN-FLAME COOKING FIRES:**

No burn permits are required when residents are cooking in a privately purchased and/or furnished cooking appliance where there is little or no chance of fire spreading beyond the appliance and other control measures.

Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.

**Exception:**

1. One-family and two-family dwellings.
2. Where buildings, balconies and decks are protected by an automatic sprinkler system.

Note: For further information on requirements, refer to [Arizona Guidelines for Open Burning](#) issued by ADEQ.

### **OPEN BURNING PERMIT PROCESS:**

**PFD Burn Permit Instructions:**

- Ensure that State permit is intact and if not issue as needed.
- Fill out required information, no site map needed.
- Inspection required at burn site.
- Issue for 1 week durations only unless otherwise approved.
- Yellow copy to remain with the property owner, white copy filed at station #11. Permits issued by station 12 or #13 shall have their original copy forwarded to Station #11 for proper filing.
- Ensure that permit information is forwarded to the Payson Police Department Alarm Room.
- Permit & inspection not required for recreational or cooking fires.

**PFD Commercial Burn Permit Instructions:**

- Burn permit applications for commercial purposes, such as broadcast burning with a torch device or the clearing of a lot, shall be issued a PFD burn permit only after a site safety inspection has been performed and a \$25 fee has been paid. All such requests for commercial burning should first be routed to the Fire Marshal for inspection and approval. If the Fire Marshal is unavailable then the on-duty Battalion Chief or other designee shall perform the inspection, collect the fee, and issue the burn permit. Please note that fees can only be paid by personal check, money order, or credit card (Town Hall only).

**ADEQ Open Burning Permit Instructions:**

- Fill out required information.
- Have the property owner provide a map of the burn location, depicting the burn area, and the distance from nearby buildings/structures (including fuel tanks, gas lines).
- Issued for 6 months.
- Make a copy of both sides of the permit for PFD records and give original with guidelines attached back to applicant.
- If outside of Payson and contract areas, refer applicant to the proper fire authority.
- If in Payson, then issue local permit after inspection conducted.
- State permit not required for recreational or cooking fires.