

## **OPEN BURNING PERMIT APPLICATION**

Approval in accordance with the requirements of the [Statewide Fire Prevention Code \(Sec.307.2.1\)](#), and the [City of Lynchburg Virginia Burning Guidelines \(Permit Needed\)](#) and written permission from the Environmental Protection Agency (if required) before the ignition of any opening burning upon Liberty University property.

Note that open burning on LU properties within Campbell County may not require a permit but does require notification to the county fire marshal as well as notification to the emergency communications center for the city of Lynchburg. This notification is done by the LU Environmental Health & Safety Department. The following are a list of those types of activities requiring an Open Burn Permit:

- Recognized range or wildlife management practices
- Prevention to control disease or pests
- Providing heat for outdoor workers
- Bonfires
- Indoor ceremonies and/or activities involving open flames and/or candles/incense. etc.

The following Information is required:

### **Section A: Contact Information**

Applicant (permit requestor): \_\_\_\_\_

Applicant Title: \_\_\_\_\_

Applicant Department or Organization: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Event Services Coordinator (if applicable): \_\_\_\_\_

Event Services Coordinator Phone Number: \_\_\_\_\_

Event Services Coordinator Email: \_\_\_\_\_

Fire Control (Grounds) Point of Contact (if applicable): \_\_\_\_\_

Fire Control Contact Mobile Number: \_\_\_\_\_

Prohibited: Offensive or objectionable burning due to smoke or odor emissions when atmospheric conditions or local circumstances make such fire hazardous. The Fire Official reserves the right to order the extinguishments of any open burning that creates or adds to a hazardous or objectionable situation.

## **Section B: Permit Information**

Permit Start Date/Time:		Permit End Date/Time:	
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### **Type of Permit Requested:**

- Bonfire                      Campfire                      Candles                      Temporary Fire Pit
- Torches                      Other....

**Event Name:** \_\_\_\_\_

**Event Location (Building & Room if applicable):** \_\_\_\_\_

Nature and quantity of material to be burned? \_\_\_\_\_

## **Section C: Additional Information**

**Include any additional details not captured in the above application (map, number of attendees, etc.):**

Applicant: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Section D: Fire Safety Preparedness (to be completed by EHS)**

Is on-site fire-extinguishing equipment provided?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What type of fire-extinguishing equipment?	
Are personnel trained on fire-extinguishing equipment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many fire control personnel will be required for activity?	
Has arrangements been made for fire control personnel?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will activity require monitoring by EHS Staff? If yes, how many staff?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will barricades be needed:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has arrangements been made for barricades?	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>EHS Department Only:</b>	
EHS Fire Safety Representative:	_____ (Signature) _____ (Date)
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
If disapproved give reason:	