



HOW TO APPLY FOR AN OPEN BURNING PERMIT

Permits are required for outdoor burning within the city limits excluding recreational fires in approved wood burning manufactured devices. Permits will be issued by the fire chief for special events or areas covered by a Natural Area Vegetation Management Plan. Special events include ceremonial bonfires or construction sites where wood is burned in approved appliances for the strict purpose of heating sand in inclement weather.

See Section 5.223(2) of the City of West Bend Municipal Code for further requirements on Open Air Burning.

TO APPLY FOR AN OPEN BURNING PERMIT:

STEP 1. Submit a plan to the Fire Department on the planned burn. Provide on all plans:

- Name of Property Owner.
- Contractor conducting burn (if applicable).
- Location of burn.
- Plan Date(s) (including rain dates) and time of burn.
- Type of burning to be conducted.
- All property information (ie. Property lines, compass points, area to be burned, building locations – Not done within 50 feet of any structure).
- Number of personnel for fire attack and suppression equipment.
- A copy of written approval from the Wisconsin Department of Natural Resources (DNR) authorizing the burn.

STEP 2. Complete the required application (BELOW).

STEP 3. Permit fee of \$75.00.

If the West Bend Fire Department is contracted to standby during the burn, arrangements shall be made with the Fire Chief for the hourly wage to be charged in addition to the permit fee.

**General Info 262.335.5054
Fire Chief 262.335.5052 Bn. Chief 262.335.5053
Fire Inspector 262.335.5055 Fax 262.335.5148
325 N. 8th Avenue, West Bend, WI 53095**



STEP 4. Send or drop off the complete application and Permit Fee to:

Fire Prevention Bureau
West Bend Fire Department
325 N. 8th Avenue
West Bend, WI 53095

Applications must be received a minimum of 48 hours prior to the date of the controlled burn.

STEP 5. The fire department will conduct an on-site inspection of the burn area prior to the event.

STEP 6. The controlled burn may begin after issuance of permit. Verbal notification for starting the controlled open burn by the Fire Prevention Bureau may be granted before the permit is processed. Controlled open burning prior to issuance of a permit or verbal authorization will result in **Double Fees**.

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**Permit Application for
Outdoor Burning**

Contractor:

Name _____
Address _____
City _____
State _____ Zip _____
Phone Number _____

Site Information:

Occupant _____
Address _____
Date of Burning _____ Time _____
Alternate Date of Burning _____ Time _____

Permit Fee: \$75.00

Return this form with the appropriate fee and plans to the Fire Prevention Bureau, West Bend Fire Department, 325 N. 8th Avenue, West Bend, WI 53095

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Standards for Recreational Fires in the City of West Bend

Permits Not Required: Permits are not required from the Fire Chief for the following:

1. Use of charcoal or LP gas for food preparation in portable broilers, grills, and similar appliances.
2. Use of small open flames for welding, acetylene torches, heating tar, safety flares or similar applications.
3. Wood burned in a fully enclosed manufactured device and used as recommended by the manufacturer.

Requirements for One and Two-family residences:

1. No permit is required.
2. Only non-chemically treated wood or other substances (NO GARBAGE or LEAF burning permitted) may be burned.
3. Wood can only be burned in a fully enclosed device manufactured for the purpose of wood burning (Fully enclosed means that any openings through which air or other gases may enter or escape are fully covered by spark arresting screens.).
4. Device is to be used as recommended by the manufacturer.
5. Shall be under constant supervision by a competent person with extinguishing agents available.

Requirements for Three-Family (or greater) Residential and other commercial buildings:

Per requirements found in the State of Wisconsin Fire Code, NFPA 1:

Recreational fires shall not be located within 25 ft (7.6 m) of a structure or combustible material.

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