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## **Open Burning Operation Permit**

This guide is an outline of the steps necessary to obtain an open burn permit. (F182)

### **WHEN IS A PERMIT REQUIRED?**

When open burning is conducted to clear ditches and fence rows (good for one year), clear tumbleweeds, pest prevention or land clearance for farming a Fire Department permit must be obtained to conduct an open burn. An open burn shall be 50 feet or more from any structure, and provisions shall be made to prevent the fire from spreading. Burning of trash, yard waste, tree trimmings, and household waste is prohibited by Maricopa County.

### **PERMIT PROCESS**

**Step 1:** Obtain Maricopa County Burn Permit. See [Maricopa County Web Site](http://www.maricopa.gov/daq/divisions/compliance/dust/Burning_Activities/Default.aspx) ([http://www.maricopa.gov/daq/divisions/compliance/dust/Burning\\_Activities/Default.aspx](http://www.maricopa.gov/daq/divisions/compliance/dust/Burning_Activities/Default.aspx) for more information). Complete the Fire Prevention Open Burn Permit Application and attach a site map. On the site map include burn area, location of fencing/barrier, location to buildings, water access and any fire access lanes/roads.

**Step 2:** Submit the following:

- Application
- Maricopa County Burn Permit
- Site Plan
- Permit Fee

Submittal may be mailed, faxed or delivered in person, Phoenix Fire Department – Fire Prevention Division, 150 South 12th Street, Phoenix, Arizona 85034-2301 Fax 602-495-7429. Office Hours; 8:00 AM to 4:00 PM Monday – Friday.

The application shall be submitted 10 days in advance of the event date or be subject to a \$25 per day late fee.

Note: Payment due upon acceptance of your application.

**Step 3:** Your application will be reviewed by a Fire Prevention Staff for approval. You will be contacted if any addition information is required.

Review time will not exceed 90 days.

**Step 4:** The Inspector will contact you and schedule an inspection. Permit will be issued when the inspection is completed and in compliance with the Fire Code.

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An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Fire Prevention.

# Phoenix Fire Department

## Fire Prevention



### Controlled Burn or Bonfire

Permit Fee: **\$150**

\*Must be submitted 10 business days prior to start date

Controlled Burn F182

Bonfire F183

Base Price:	=	<b>\$150</b>
Expedited Inspection Fee:+ \$150	=	
Total Cost of Permit:	=	

Business Information			
Name of Event:			
Complete Event Address:			
Name of Venue:			
Date(s)/Time of Operation:	Date:	Time:	Desired Inspection Date/Time:
Site Contact:	Name:	Cell Phone:	
Site Contact Email:			
Responsible Party:	Name:	Phone:	
Responsible Party Email:			
Payment is due at the time of application submittal. All fees are non-refundable. Inspection will not be scheduled until payment has been processed.			

Permit applications may be faxed to 602-495-7429, submitted in person weekdays  
8:00 am to 4:30 pm, or mailed.

For permit questions or to speak to a Fire Inspector call: 602-262-6771.

[www.phoenix.gov/fire/prevention](http://www.phoenix.gov/fire/prevention)

# Phoenix Fire Department

## Fire Prevention



### Credit Card Payment Form\*

This form is provided for convenience only. Checks and cash are also accepted.

\* Credit card payments can only be accepted via fax, postal mail or in person.

This form does NOT qualify as the permit application, a separate permit application must be submitted.

Use for Records Requests	
Address Researched:	
Company Requesting Research:	
What are you paying for?: Records, Job Name, Event, or Permit Number:	
Business, Event, or Job Address:	
Name of Event (if applicable):	
Credit Card Number:	Expiration Date:
Cardholder Name:	Amount to be Charged:
Credit Card Billing Address:	Billing Zip:
Contact Name:	Phone Number:
Other Instructions (i.e. fax/email receipt):	
Payment is due at the time of application submittal. All fees are non-refundable.	
<p><b>Credit card payments will not be accepted by email or by phone.</b> Credit card payments may be faxed to 602-495-7429, submitted in person weekdays 8:00 am to 4:30 pm, or mailed. For permit questions or to speak to a Fire Inspector call: 602-262-6771.</p> <p>For more information see <a href="http://www.phoenix.gov/fire/prevention">www.phoenix.gov/fire/prevention</a></p>	