



**This page is to help clarify some of the procedures and restrictions pertaining to this permit for open burning.**

1. This is **only** an application for an open burning permit and **must be submitted 7** days prior to the date of burn. Once you have returned the completed form to one of our five fire stations, a fire department representative will visit the proposed burn site. The application is then forwarded to the St. Joseph County Health Department for their approval. The total process from application to approval will take at least five (5) working days, not including mail delivery.
2. Once the application has been approved and signed by the St. Joseph County Health Department, the Health Department will mail you the permit, until then, burning is not allowed.
3. Once approved, the permit is good for the two-week period which you listed on the application.
4. All burning must take place between the hours of 9:00 am and 4:00 pm.
5. If a health-related complaint is received regarding your burning, the fire must be extinguished even though a permit has been issued.
6. All burn piles must not be any larger than (3) three feet high and (5) five feet in diameter and be at least 25 feet away from other combustibles such as bushes, wood piles, or buildings. The burning site must be attended to at all times.
7. **NO** stumps, grass clippings, leaves, paper products, finished lumber, or other construction materials are to be burned with this permit.
8. The open burning permits were designed for natural vegetation from storm clean-up, not clearing a lot for construction.

If you have any questions not answered above, please contact Clay Fire's Community Risk Reduction Division at (574) 272-2144 or the St. Joseph County Health Department at (574) 235-9721 (Environmental Division). More information can be found on the St. Joseph County website under Open Burn Procedures.

**PLEASE KEEP THIS COVER LETTER FOR YOUR REFERENCE AND RECORDS.**



# St. Joseph County Department of Health

**ST. JOSEPH COUNTY**  
DEPARTMENT OF HEALTH  
Prevent. Promote. Protect.

*“Promoting physical and mental health and facilitating the prevention of disease, injury, and disability for all St. Joseph County residents”*

## Application For Open Burning Permit

### Procedure

1. Complete this form and sign it at the bottom
2. Obtain Fire Department approval
3. Bring or send this application for open burning to the Department of Health

Name: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: Indiana Zip: \_\_\_\_\_

Address of burn site: \_\_\_\_\_ City: \_\_\_\_\_ State: Indiana Zip: \_\_\_\_\_

What do you want to burn? \_\_\_\_\_

Business or activity: \_\_\_\_\_

For which two week period do you want this permit? \_\_\_\_\_

Describe your burning procedure: \_\_\_\_\_

Fire control measures to be used: \_\_\_\_\_

Sketch the burn site

North

### Fire Department Recommendation

Name of Department: \_\_\_\_\_

Phone number: (     ) \_\_\_\_\_

Approval signature of Fire Department

\_\_\_\_\_

Denial signature of Fire Department

\_\_\_\_\_

### Conditions for burning

1. Immediately advise the Fire Department on the day burning is to begin to avoid false alarms.
2. Weather at least partially clear, low wind and in approved direction.
3. Material must be dried internally, as well as from outside moisture.
4. Burn between 9:00 A.M. and 4:00 P.M. Use smaller piles to burn out quickly.  
NOTE: In future operations, plan to bury, compost, chip up and/or trash haul as much material as possible to avoid burning.
5. Source of material must be from the premises. Agricultural materials must be natural, not man-made or fabricated materials; and do not include home grounds or lot clean up.
6. Light with natural kindling materials; do not use fuel oils, rubber tires, etc. to light or support fire.
7. Residential burning where the residence contains four (4) or fewer units: burning shall be in a noncombustible container sufficiently vented to induce adequate primary combustion air with enclosed sides, a bottom and a mesh covering with openings no larger than one-fourth (1/4) square inch. Burning is prohibited in apartment complexes and mobile home parks.

**I certify that I understand the above conditions.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only!

Investigating Environmental Health Specialist: \_\_\_\_\_ Date: \_\_\_\_\_

Permit approved: \_\_\_\_\_ Permit denied: \_\_\_\_\_