

### Applicant Information

|                                        |  |
|----------------------------------------|--|
| Date:                                  |  |
| First Name:                            |  |
| Last Name:                             |  |
| Organization/Business (if applicable): |  |
| Municipal Address:                     |  |
| Phone Number (main):                   |  |
| Phone Number (other):                  |  |
| Email Address:                         |  |

**\* You must be the legal owner of a property or include written consent from the property owner with your Fire Permit application.**

### Property Owner (if different than permit applicant)

|                       |  |
|-----------------------|--|
| First Name:           |  |
| Last Name:            |  |
| Phone Number (main):  |  |
| Phone Number (other): |  |
| Email Address:        |  |

### Fire Pit Information

|                                                                                                    |                                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Type of Fire Pit                                                                                   | <input type="checkbox"/> Permanent Fire Pit <input type="checkbox"/> Portable Fire Pit <input type="checkbox"/> Fireplace<br><input type="checkbox"/> Other: _____ |  |
| Construction material(s):                                                                          |                                                                                                                                                                    |  |
| Distance to nearest property line:                                                                 | _____ m                                                                                                                                                            |  |
| Distance to nearest building, structure, fence, deck, tree, shrub, or other combustible materials: | _____ m                                                                                                                                                            |  |
| Width of opening:                                                                                  | _____ cm                                                                                                                                                           |  |
| Height of sides from ground level:                                                                 | _____ cm                                                                                                                                                           |  |
| Size of mesh screen openings:                                                                      | _____ mm                                                                                                                                                           |  |
| Width of the non-combustible area surrounding the fire pit:                                        | _____ cm                                                                                                                                                           |  |
| 1m clear of any underground/buried utility?                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                           |  |
| Clear of any overhead trees, branches, utility line or combustible materials?                      | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                           |  |
| Firefighting aids such as garden hose, buckets, fire extinguisher, etc. readily available?         | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                           |  |

*The personal information collected through this form is for the purpose of processing applications, including eligibility, review, and communication of decisions. This collection is authorized per section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact the Town of Whitecourt Administration Office at [administration@whitecourt.ca](mailto:administration@whitecourt.ca) or 780-778-2273.*

## Attachments:

Please include or email the following photographs/drawings or you may request an inspection from an authorized member of the Fire Department. Email: **firedepartment@whitecourt.ca**

| Please provide the following:                                                                                               | Office Use Only                   |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Fire Pit / Fire Place                                                                                                       | <input type="checkbox"/> Received |
| Screen Cover on Fire Pit or Chimney                                                                                         | <input type="checkbox"/> Received |
| Surrounding area showing the Fire Pit and required clearances                                                               | <input type="checkbox"/> Received |
| Drawing / site plan identifying the Fire Pit, property lines, structures, trees, decks, fences, and other combustible items | <input type="checkbox"/> Received |

## OR

**Request Inspection:** ☐ Yes ☐ No *(Additional fees apply and may delay permit approval)*

## Conditions

Burning shall be done in compliance with the Forest and Prairie Protection Act and Regulations made thereunder and Town of Whitecourt Fire Services Bylaw pursuant to the following conditions:

1. No person shall set a fire at any time unless such person/persons has obtained a valid and subsisting fire permit.
2. No person or occupant or owner of a property shall burn or allow to be burned any prohibited debris.
3. The applicant is the owner of the property or has written permission from the owner.
4. Conduct burning solely within the acceptable fire pit or fireplace as approved in this permit, ensuring it adheres to all outlined requirements and specifications.
5. Maintain sufficient distance from property lines, underground or overhead utilities, buildings, combustible materials, and other objects necessary to prevent damage, loss, or fire spread.
6. Fires are fully supervised by a responsible person until completely extinguished.
7. No fires shall be set, and any fire extinguished, when conditions are conducive to a fire spreading outside the fire receptacle.
8. Fires are maintained at a manageable size and do not create excessive smoke, sparks, or embers that may spread beyond the designated area.
9. Appropriate fire controls are established, with sufficient means readily available to extinguish and/or control the fire, including adequate water supply and necessary equipment.
10. A copy of the fire permit must be readily available on-site for inspection upon request.
11. The permit holder assumes all responsibility for the fire and must ensure adherence to any fire bans, warnings, or restrictions issued by the Fire Department, with the permit suspended during such times, and;
12. Any other condition(s) outlined on the Fire Permit issued by an authorized member of the Whitecourt Fire Department.

## Signatures

☐ I hereby acknowledge that I have read, understood the conditions, and agreed to comply with the terms outlined above as well as any conditions specified on a Fire Permit issued by the Whitecourt Fire Department. Furthermore, I recognize that the Fire Chief, or their Designate, has the authority to amend, terminate, suspend, or cancel the Fire Permit at any time. In such cases, I am responsible for immediately extinguishing any fire or ceasing any activity authorized by the Fire Permit.

☐ I acknowledge that I may be responsible for the costs of any action whatsoever in response to an incident related to any fire authorized by an approved fire permit. I understand that additional charges, fines or penalties may be imposed on me, other responsible parties, owner/occupiers of the land, and/or insurers under the Forest and Prairie Protection Act, Town of Whitecourt Fire Services Bylaw and/or Fees Rates and Charges Bylaw. I further agree to indemnify and save harmless the Town of Whitecourt, the Fire Department, the Fire Chief, and all members or representatives thereof from all liability, claims, demands, actions, or damages arising out of or in any way related to any operation authorized by this fire permit, with full responsibility resting entirely with the permit holder and/or person(s) responsible.

|                            |  |
|----------------------------|--|
| <b>Applicant Signature</b> |  |
| <b>Date</b>                |  |

## Permit Approval *(For Office Use Only)*

|                      |                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------|
| Permit Number        |                                                                                           |
| Paid                 | <input type="checkbox"/> \$25 Photos Attached<br><input type="checkbox"/> \$50 Inspection |
| Property Tax Roll    |                                                                                           |
| Application Approved | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                               |
| Approved By          |                                                                                           |
| Signature            |                                                                                           |
| Date                 |                                                                                           |

## Comments / Conditions

|  |
|--|
|  |
|--|