



POLICY – FD 03

FIRE PIT PERMITS

APPROVAL DATE:	2007-04-30	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2022-04-04	REVIEW DATE:	2026

POLICY STATEMENT

To establish the process by which fire pit permits are approved by the Village of Marwayne Fire Department.

BACKGROUND

Pursuant to Bylaw No. 449-05, the Village of Marwayne Fire chief or designate must authorize and approve fire pit permits for recreational purposes.

OBJECTIVE

To summarize the way in which fire pit permits will be approved within the boundary of the Village of Marwayne.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

- Applications to construct or operate a fire pit are available at the Village office, on the Village website or through the Fire Department.
- Applicants will be provided with a signed copy of their application and are responsible for contacting the Fire Chief for an inspection to be conducted.
- The completed applications are kept on file at the Fire Department.
- The attached form, referred to as Schedule "A" must be completed by all applicants prior to the use or construction of a fire pit within the Village of Marwayne.
- Applicants are responsible for ensuring that all rules and regulations listed within Schedule "A" are adhered to at all times. Failure to adhere to the provisions contained therein may result in the revocation of the fire pit permit.



ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant



SCHEDULE "A"

APPLICATION TO CONSTRUCT AND/OR OPERATE A FIRE PIT

Name of Applicant: _____

Civic Address: _____

Mailing Address: _____

Phone Number: _____

GENERAL PROVISIONS

No person shall construct, erect, locate or use a Fire Pit/Approved Device within the Village of Marwayne until a permit has been obtained from the Fire Chief. No person shall alter a Fire Pit/Approved Device for which a permit has been issued without the knowledge and consent of the Fire Chief. A Fire Pit application is only valid if it is requested by the owner on the registered land title of the property. Renters must have consent from the registered owner on title in order for their application to be considered.

I, _____, agree that I have the authority to enter into this agreement for the purposes of obtaining a fire permit for the above noted property from the Village of Marwayne and agree to the following conditions:

- The Fire Pit/Approved Device will only be used for recreational purposes and will not be used to burn any form of garbage, waste or debris;
- The Fire Pit/Approved Device will only burn clean dry wood or charcoal;
- The Village of Marwayne is entitled to cost recovery for any fire call and associated expenses related to the improper use of the Fire Pit/Approved Device;
- An adult over the age of eighteen (18) years will be present at all times when a fire is burning in the Fire Pit/Approved Device; and
- Failure to abide by the aforementioned rules and regulations will render this permit invalid.

DEFINITIONS

Approved Device means a device or appliance specifically made for the purpose of containing a fire which bears a proper approval label from the Underwriters Laboratory



of Canada, or such other approving agency as designated by the Fire Chief. In all cases, the device or appliance shall meet the requirements of all legislation, codes and regulations pertaining to such devices or appliances.

Fire Pit means a non-commercial appliance or device used specifically for the purpose of burning combustible materials. An acceptable fire pit must have:

- A minimum of 3 meters of clearance, measured from the nearest fire pit edge to any building, property line, deck, play structure, fence or any combustible material, as the case may be;
- Enclosed sides constructed from bricks, concrete blocks, heavy gauge metal or other non-combustible materials acceptable to the Fire Chief;
- A maximum height not to exceed twenty-four (24) inches.

Signature of Applicant: _____

Signature of Owner (if different from above): _____

Date: _____

OFFICE USE ONLY

The Fire Pit or Approved Device is acceptable to the Fire Chief or his Designated Officer in its placement and design.

Accepted

Refused

There is a means acceptable to the Fire Chief of controlling or extinguishing any fire resulting from the use of the Fire Pit/ Approved Device on the property and within reasonable distance from where the fire occurred.

Yes

No



This Fire Pit application is:

Approved for use without any additional conditions

Approved subject to the following conditions: _____

Denied subject to the following conditions: _____

Signature of Fire Chief: _____
Name of Fire Chief: Ron Miskie
Contact Number: 780-847-0002