

## Recreational fire application and permit

1. Prior to the permit being issued, an inspection of the fire site or fire receptacle must be completed and approved by the St. Louis Park Fire Department. Inspections will be conducted within five business days of receipt of permit application. Inspections will be typically take place Monday–Friday between 8 a.m. and 4:30 p.m. You don't need to be present unless you need to provide access to the area where the recreational fire will be located. Include a drawing on the grid on the back indicating the fire site location and distances from buildings, decks, property line, etc.
2. The fee for a recreational fire permit is \$25. The fee is non-refundable should the permit request be denied.
3. This permit will serve as a permanent permit for the current owner or renter residing at the property and is not required to be renewed annually. It may be rescinded or cancelled by the fire department at any time. Permit is non-transferable.
4. Recreational fire sites include in-ground or above ground pits, fire rings, portable fire pits, bowls, chimineas and other approved wood burning devices. Natural gas or propane devices don't require a permit. A fireplace built outdoors as defined by the Minnesota State Building Code requires a building permit prior to installation; it doesn't require a recreational fire permit.
5. Recreational fire hours: 11 a.m. – 10 p.m. on Sunday – Thursday, and 11 a.m. – midnight on Friday and Saturday.
6. Fires shall be 3 feet or less in diameter and 3 feet or less in height. Fires shall be contained within a fire ring, pit or similar device constructed for such use.
7. Minnesota State Fire Code states that fires shall not be located within 25 feet of any structure on your property **or your neighbor's property** (including house, garage, decks, sheds, etc.) and city ordinance states that fires shall not be located within 10 feet of the property line. The area within a 5-foot radius and directly above and below the fire shall be clear of combustible materials.
8. The wood to be burned shall be clean, non-treated wood at least 1 inch in diameter and produce little detectable smoke or odor. Flammable or combustible liquids, yard waste (branches, twigs, sticks, leaves or grass), garbage, recycling, plastic, furniture, construction materials or treated wood shall not be burned or used as starting materials.
9. Fire extinguishing equipment shall be readily available at all times. This may be a fire extinguisher with a minimum of a 2A rating, garden hose or other equipment designed for such use.
10. The prevailing winds shall be away from nearby residences and shall be 10 miles per hour (mph) or less.
11. The fire shall be attended at all times by at least one responsible person 18 years of age or older.
12. Recreational fires are prohibited when the Minnesota Department of Natural Resources has declared a burning ban or the Minnesota Pollution Control Agency has issued an air quality alert. ([www.dnr.state.mn.us](http://www.dnr.state.mn.us) or [www.pca.state.mn.us](http://www.pca.state.mn.us))
13. The fire chief or designee is authorized to order recreational fires immediately discontinued if the smoke emissions are offensive to occupants of surrounding properties or that the fire constitutes a hazardous condition. Please be considerate of your neighbors.
14. If the permit is revoked for any reason, a new application and associated fee will not be accepted for one full year.

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**Instructions:** Complete the information below and sign the application. Include a drawing of the fire site location and distances from buildings, decks, sheds, property line, etc. on your property, **keeping in mind that you must also be 25 feet away from structures on your neighbor's property.** Mail or drop off the application, along with a check made payable to City of St. Louis Park for \$25 (non-refundable) to the address below or at City Hall. Upon receipt of your application, we will inspect your property and issue approved permits within five business days. If you are home during our inspection, we will leave the signed permit with you, otherwise we will mail you the permit.

Please check this box if you wish to be present during the inspection and we will contact you to make an appointment.

**Are you the  owner or  renter of this property?** Property owner confirmed in LOGIS:  Yes  No  
*If you are a renter, have the property owner complete our permission letter form and include it with the application.*

**Property owner or renter name:** \_\_\_\_\_

*Person filling out this application must use their name - Please print legibly*

**Address:** \_\_\_\_\_ St. Louis Park, MN \_\_\_\_\_ (ZIP code)

**Email:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

I, the undersigned, a legal adult 18 years of age or older, understand this permit does not release me of any liability for damages that may result from a recreational fire. A person without a permit or in violation of any provision of the permit is subject to a civil penalty fine of \$100 and/or guilty of a misdemeanor under the City of St. Louis Park Ordinance Section 14-80. A misdemeanor means a crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed. Persons who do not have a permit or are in violation of the permit rules will be ineligible to obtain a permit for a period of one calendar year from date of violation.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire department representative: \_\_\_\_\_ Date: \_\_\_\_\_

