



# Burn Permit

Ponca City Fire Department  
500 E. Grand Ave.  
Ponca City, OK 74601

Authorization Number \_\_\_\_\_  
Dates valid \_\_\_\_\_ to \_\_\_\_\_

Location of Planned Burn \_\_\_\_\_ Type of Material \_\_\_\_\_

Reason for Burn  Agricultural Field  Land Clearing  Recreational/Ceremonial  Other (explain below)

Property Owner Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

I understand this authorization is to conduct a supervised burning operation within the city limits of the City of Ponca City pursuant to Ordinance #6080.

I understand that the Ponca City Fire Department retains authority to suspend burning operations and may extinguish the fire or require the person supervising the burn to extinguish the fire at any time.

I understand this burn permit may be suspended, cancelled or permanently revoked at the discretion of the Ponca City Fire Department.

I hereby assume full responsibility for any damages or injuries which may result from my actions of burning pursuant to this burn permit. I furthermore release the City of Ponca City Fire Department from any responsibility whatsoever for any damages or injuries which may occur through my exercising of this authorization.

Property Owner explanation/comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have received a copy of the burn permit requirements and hereafter understand and agree to all rules and regulations pursuant to this authorization as well as all applicable state and federal regulations and laws.

\_\_\_\_\_  
Property owner Date

This permit is granted based upon the information herein provided by the person requesting this burn permit.

\_\_\_\_\_  
Ponca City Fire Dept. Authorizing Officer Date

Fire Department will insert photo of burn site in this space.

Authorization Denied for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Burn Permit Information and Guidelines

All open burning shall be in accordance with these guidelines as well as DEQ Title 252 Chapter 100 -252:100-13-1.

Burn permits can only be issued to the owner or property manager where the burning will take place.

Burning must be attended at all times by a competent person of legal age.

Burning is not allowed if wind speed exceeds 15 miles per hour.

FOR FIELD TYPE FIRES – a fire break must be created around the parameter of the area to be burned by plowing or disking at least 20 feet in width.

FOR NON-FIELD TYPE FIRES – adequate clearance must be established around the materials to be burned. The burn should be at least 25 feet from the nearest structure or property line.

Burning shall not create a smoke nuisance or hazard to neighboring properties or persons. Precautions must be taken to assure that the fire is contained at all times.

Burning of heavy smoke producing material is prohibited. This includes, but is not limited to: rubber tires, plastics, roofing materials, old furniture, garbage, cloth or any petroleum base product. Burning trash is strictly prohibited.

A pre-connected hose or other fire extinguishing equipment as appropriate must be in place while burning.

Burning shall be conducted no earlier than one hour after sunrise and no later than one hour before sunset.

This permit must be kept in the possession of the person attending the fire at all times and available for immediate inspection.

The permit holder must notify the Ponca City Communication Center at 767-0370 immediately prior to the burn. The Communication Center should be provided a starting time and an ending time for when the burn will be completed.

Burning will only be permitted during range of dates specified. Permits will not be automatically re-authorized.

Persons who conduct open burning in accordance with the Ponca City Fire Department and DEQ guidelines **are not exempt or excused** from consequences, damages, or inquires that may result from such burning.

For any questions or clarification concerning the permitting process contact the Ponca City Fire Department at 767-0368.

