

A Use of University Property form must be completed and attached to this permit. Permit & UUP must be on site during event.

Sponsoring Organization/Department _____

Date of event _____ Starting time _____ Ending Time _____

Location/Address of event _____

Purpose of fire _____

Size of fire: (check one)

Fire bowls # _____ 2 ft. x 2 ft. 3 ft. x 3 ft. Larger than 3 ft. x 3 ft.

Materials being burned:

(check all that apply)

Small logs (less than 16 in. long) Finished Lumber
 Large logs (more than 16 in. long) Slabwood/Rough lumber
 Other: _____

Expected attendance:

Distance from closest building, structure or other exposure? _____ feet (50 foot minimum required)

Are there any overhead obstructions (trees, wires, etc.)? No Yes _____

What fire extinguishing equipment will be on site? (check all that apply)

_____ Pressurized water extinguishers. Number of extinguishers on site _____
_____ Garden hose that will reach all areas of fire site
_____ Environmental Health & Safety standby
_____ Fire Department standby
_____ Other: _____

Name & position of person responsible for event (Must be on site during event.) _____

Address of person responsible for event _____

Phone number _____ CU ID number _____

As the individual responsible for this event, I have read the attached Regulations for Open Burning. The sponsoring organization assumes responsibility for all damage to Cornell University property and for cleanup. The organization agrees to pay for any special services provided by Cornell University Departments or others including, but not limited to, repairs, cleanup, on site standby and lost or damaged fire extinguishers.

Signature person responsible for event _____ Application Date _____

*Fire Department approval is required for all open burning in the City of Ithaca. Some open burning may require DEC or fire department permits. **Obtain EH&S approval first and EH&S will indicate any other needed approvals. Call 255-8200***

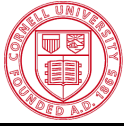
Department	Approver Name	Approver Signature	Date
UUP Filed Online	_____	_____	_____
Environmental Health & Safety	_____	_____	_____
Cornell Police	_____	_____	_____
Fire Dept.	_____	_____	_____
Other	_____	_____	_____
SAO (Final)	_____	_____	_____

High winds and/or dry weather conditions may result in cancellation of this permit.

Fire may not be lit until site passes EH&S inspection.

Site inspection on ___/___/___ at ___:___ hours by _____

PASS
 FAIL



PLANNING CHECKLIST

Open burning permit is **NOT** required for charcoal or propane gas fueled grills or cooking equipment.

Use of University Property Form (UUP)

- File UUP for event
- Make sure you obtain all UUP approvals & UUP has final SAO approval
- Print copy of approved UUP & approval page and attach to completed burn permit

Burn Permit

Complete burn permit & e-mail ehs_uup@cornell.edu or call 255-8200 to schedule time to start permit approval process. EH&S staff will meet with you to review permit and discuss needed approvals.

- If located in the City of Ithaca you will need to obtain an open burn permit from Ithaca Fire Dept.
310 West Green St, Ithaca, NY 14850, Phone: 607-272-1234
- DEC or other fire department permits may be required.

Location, Setup & Materials to be Burned

- Fire location greater than 50 feet from buildings, structures, vehicles, & exposures.
- Fire location at least 6 feet from sidewalks and walkways.
- No overhead obstructions (wires, trees, building overhangs, etc.)
- Fire on grass, gravel, dirt, sand, etc. & NOT on parking lots, walks, drives, etc.
- Smoke will not enter buildings through windows, doors, or air intakes.

- 3 water extinguishers OR 2 water extinguishers & one garden hose on site
- Adequate additional water on site to extinguish fire when event is over
- Plan for cleanup & disposal of materials after event
 - Fire coals must be completely extinguished & COLD before disposal
- Only natural materials to be burned – untreated wood, hay, straw**
 - **NO** treated wood, plastics, garbage, tires, furniture, chemicals, etc.
- Small amount of dry grass, twigs, hay or straw may be used to start fire
 - **NO** flammable/combustible liquids, gasoline, lighter fluid, alcohol, etc.

Prior to Lighting fire

- EH&S must inspect site before fire is lit
 - Call Cornell Police at 255-1111 to contact EH&S personnel if:
 - EH&S does not arrive to inspect site
 - You need to cancel the event

During Event

- Strong winds & dry conditions not present
- No running through or jumping over fire
- Fire attended at all times & not allowed to spread to surrounding grass/brush
- Call 911 if fire spreads or you lose control of the fire