



RESIDENTIAL FIRE PIT APPLICATION
PACKAGE
2017



Fire & Emergency Services

Backyard fire pits and fireplaces are a great way to enjoy the outdoors, but they can be dangerous and the smoke and noise can disturb your neighbors.

Fire pits are regulated under the Fire Prevention Bylaw (2015-07). Residents who wish to have a Residential Fire Pits on their property require a Fire Pit Permit. **Burning without a valid Permit is illegal and you may be subject to a fine and/or service fee.**

Below is some information to help you be compliant with the requirements of the Fire Prevention Bylaw. It is not an all-inclusive document, therefore you are encouraged to contact the Town for clarification

GENERAL REQUIREMENTS FOR FIRE PITS AND FIRE PLACES - BYLAW 2015-07

An Acceptable Fire Pit or Fireplace means an outdoor receptacle which is only used for Recreational Fires and which meets the following specifications:

1. is not located on top of buried utility lines, or directly underneath overhead utility lines;
2. is situated at least 3 meters from property lines, buildings, similar structures or other combustible material, measured from the part of the receptacle which is closest to the structure or combustible material.
3. has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible material acceptable to the Fire Chief;
4. has a Regulation Screen with opening no larger than 1.25 cm, covering the opening in a manner sufficient to contain and reduce the hazards of airborne sparks;
5. is situated on non-combustible base material or soil at least 0.5 meters in width immediately surrounding the pit or fireplace.
6. in the case of a fire pit:
 - a. a height not exceeding 0.6 meter when measured from the lowest point of the surrounding grade to the top of the pit opening;
 - b. an opening with a width, length or diameter not exceeding 1 meter when measured at the widest part; and



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7. in the case of a Fireplace:
 - a. a chimney not less than 2.5 meters in height when measured from the lowest point of the base of the Fire burning area;
 - b. a base of the Fire burning area not less than 0.3 meters above the lowest point of the surrounding grade;
 - c. a Fire chamber not exceeding 1.25 meters in width measured at the widest point; and
 - d. a Fire chamber not less than 0.4 meters and not more than 0.6 meters in depth measured at the deepest point.
 - e. is situated at least 3 meters from property lines, buildings, similar structures or other combustible material, measured from the part of the receptacle which is closest to the structure or combustible material.
8. in the case that the Fire Pit or Fire Place is situated on a wooden deck or patio:
 - a. non-combustible material such as brick or stone with a minimum thickness of 50 mm (2 inches) shall be placed between the Fire Pit or Fireplace and the wooden deck or patio; and
 - b. is situated at least 3 meters from property lines, building similar structure or other combustible material, measured from the part of the receptacle which is closest to the structure or combustible material.

Responsibility of the Permit Holder:

1. Every Person who builds, ignites, kindles, or allows a Permitted Fire in an Acceptable Fire Pit or Fireplace, Outdoor Fire or Smudge Fire must ensure that:
 - a. a means of extinguishing the Fire is kept on hand at all times while the Fire is burning;
 - b. in the case of an Acceptable Fire Pit or Fireplace, the flames of the Fire do not exceed 90 cm in height at any time;
 - c. it is supervised at all times by a responsible Person, who is at least 18 years of age, until such time that it has been extinguished. A Fire shall be deemed to include hot ashes and smoldering embers resulting from the Fire ; and





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- d. The Fire is extinguished completely, leaving only cold ashes, prior to leaving the Fire.
2. No other Bylaw in the Town is contravened.
3. A Person having care and control of a permitted Recreational or Outdoor Fire must produce a copy of the permit on demand of a Peace Officer or Firefighter.

RESIDENTIAL FIRE PIT GUIDELINES

Materials

Fire pits are to be constructed of non-combustible material. Firebricks or blocks are recommended to form an enclosed burning area, and set on patio bricks, sidewalk blocks or similar non-combustible material. Commercial type burning appliance or fireplaces such as Chimneas are acceptable as long as they meet the guidelines set out in this brochure.

Size

Fire Pits / Fireplaces must have a 3 meter clearance from buildings, property lines and combustible materials and may not be located over any underground utilities or under any above ground wires. The fire pit opening should not exceed 1 meter (3 feet) in width or in diameter when measured between the widest points of the inside edges (diameter); the structure shall not exceed .6 meters (2 feet) in height measuring from ground level to the top of the screen.

Placement

- Fire Pits or Appliances must be at least 3 meters from any property lines, fences, or structures.
- Consider how close you install fire pits to trees—trees may be damaged by heat or become a fire hazard.
- Fire Pits shall not be located under, or over top of utilities.
- The base of the Fire Pit shall be made of non-combustible material or soil, which extends out to 0.5 meters from the outside edge of the pit.

Fuel

- Use clean burning combustible material only (wood)
- Any household waste material is prohibited. Flame height **shall not exceed 90 cm (2.5 feet) in height at any time.**

Screen

Use a 1.25 cm metal mesh screen to cover the top opening of the fire pit. Commercial fireplaces or appliances with a chimney must have a spark arrestor mesh of 1.25 cm or less to contain sparks.



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Weather Conditions

Consider weather conditions when burning. Smoke and ash may affect other properties; please be considerate of your neighbors when burning.

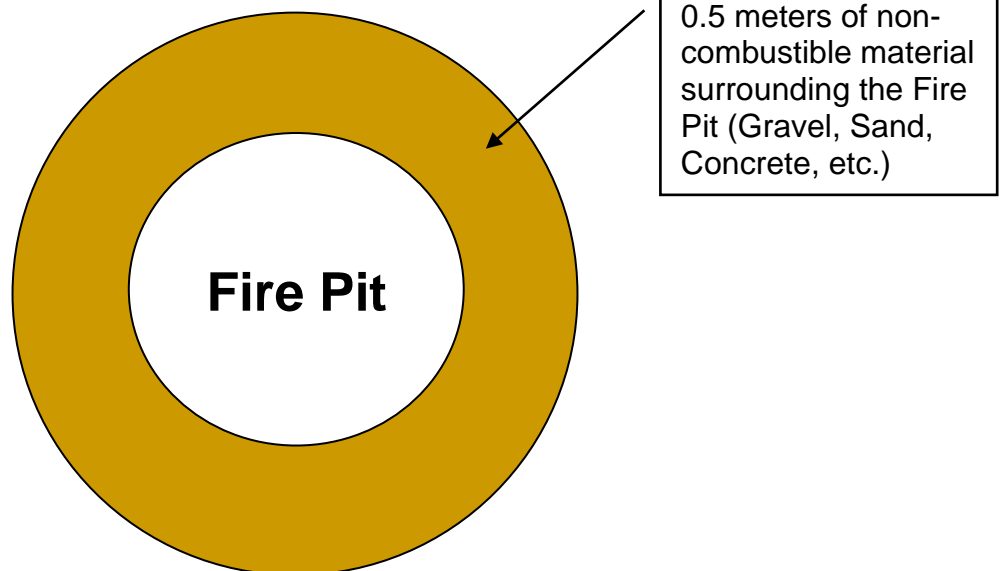
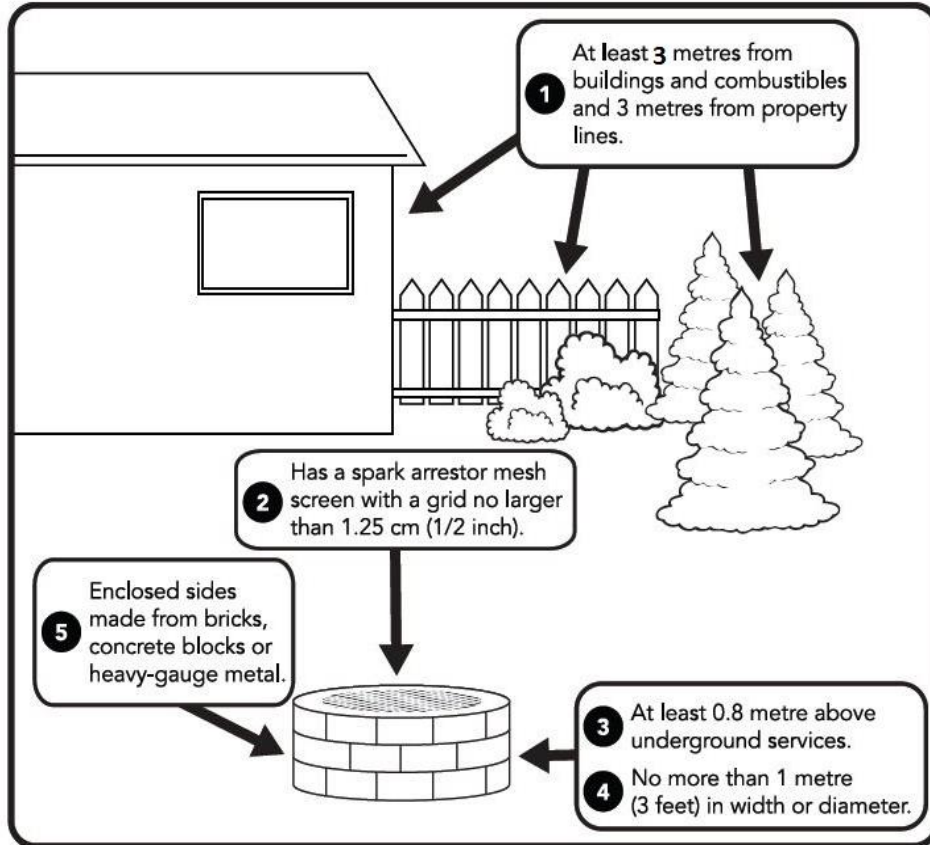
FIRE PIT PERMIT APPLICATION PROCESS:

1. Obtain a Fire Pit information package from the Town of Westlock or at www.westlock.ca.
2. Install your fire pit ensuring that you follow all requirements identified in this package.
3. Complete the Fire Pit Permit application included in the package, including all measurements as requested.
4. Submit to the Town of Westlock Administration Office with a one-time fee of \$25.00 (non-transferable)
5. A member of the Fire Department will make arrangements to inspect your pit and issue a permit.

If you require clarification or advice on what is required, please contact the Fire Chief at 780-349-4444.



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APPROVAL REQUEST FOR AN ACCEPTABLE FIRE PIT OR FIREPLACE *(May take up to 10 Business days to process)*

The Town of Westlock reserves the right to regulate and control the design, construction materials and safety precautions of all fire pits, fireplaces or stoves within the corporate limits of the Town of Westlock.

NAME: _____

ADDRESS: _____

CITY / PROVINCE: _____

POSTAL CODE: _____

PHONE NUMBER _____

CELL NUMBER: _____

E-MAIL ADDRESS: _____

Type of Outdoor Fire Pit Installation:

- Fire Pit
 Outdoor Fireplace

Type of Construction:

- Brick or Concrete Block
 Heavy Gauge Metal
 Commercial (Purchased from Store)
 Other: _____

Note: You must contact Alberta One Call if you intend on excavating over 12 inches into the ground to build your fire pit.



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Please provide a sketch of the area of the yard where the fore pit/appliance is located **including measurements** to buildings, trees, play structures, property lines, etc.

A large, empty grid area provided for the user to draw a sketch of the yard area. The grid consists of small, light gray squares on a white background.



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I hereby certify that I have read and understand the design guidelines, use and safety considerations of Bylaw # 2015-07 and warrant my fire pit or fireplace installation is in compliance with the guidelines. I further accept any and all responsibility and liability for damages that may occur from the use of my fire pit or fireplace installation.

APPLICANT'S SIGNATURE (if applicable)

DATE

Owner Authorization for Fire Pit Permit

As the registered property owner, I hereby grant approval for the above tenant to obtain a Fire Pit Permit for use at the property listed above. I also understand that I may be liable for any and all damages arising out of the operations of a fire pit installed at the property.

Name: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____