



**ITHACA COLLEGE  
PUBLIC SAFETY AND EMERGENCY  
MANAGEMENT  
RECREATIONAL FIRE APPLICATION  
INSTRUCTIONS**

Submission of this form **DOES NOT GUARANTEE** permit approval. Please wait for confirmation from the Environmental Health, Safety & Emergency Management Office

In accordance with the New York State Fire Code, section 307, open burning (bon fires) shall only be permitted with prior approval, and must comply with the following requirements;

- The location of the bon fire shall be a minimum of 50 feet from any structure or combustible material.
- Open burning or bon fires shall be constantly attended until the fire is extinguished
- A minimum of 2 fire extinguishers with a minimum rating of 4-a shall be provided

In addition to these State requirements, the Ithaca College Public Safety Office of Environmental Health & Safety (EH&S) requires:

- That a member of the EH&S staff be present for the burn
- EH&S to provide all burn materials.
- Prevailing winds may not exceed twenty miles per hour (20mph) for at least 30 minutes before the fire is set, or the event must be postponed until such time as the wind velocity has receded to 20mph or less
- The use of gasoline or kerosene is PROHIBITED.
- Maximum duration of the bon fire is 2 hours
- Written requests must be received a minimum of 2 weeks in advance
- ***Bon Fires will not be scheduled on Sunday or Monday due to staffing issues.***
- The event is subject to cancellation by EH&S. Cancellations will be given with as much notice as possible, however emergency situations or inclement weather may not allow for significant lead time.

**PLEASE COMPLETE ALL INFORMATION ON PAGE 2 OF THIS APPLICATION COMPLETELY. FAILURE TO COMPLETE MAY DELAY AND/OR BE REASON TO DENY THE APPROVAL.**



**ITHACA COLLEGE  
PUBLIC SAFETY AND EMERGENCY  
MANAGEMENT  
RECREATIONAL FIRE PERMIT  
APPLICATION**

**Application must be received a minimum of 2 weeks in advance**

Name of Applicant: \_\_\_\_\_

Name of Organization/ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Contact # Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ (Max. 2 Hr. Duration)

Location of Event (Please Specify): \_\_\_\_\_

The signature below indicates that the applicant has read and understands the Application requirements, and that they agree to abide by said requirements. It is further understood that the EH&S staff member has the authority to revoke the permit and extinguish any recreational fire should they determine a hazard to life or property exists.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: A completed Application is not a guarantee of approval. A Burn Permit will be issued to the applicant upon approval.**

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**For EH& S use only**

Date application received by EH&S: \_\_\_\_\_

Application: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Permit #: \_\_\_\_\_

Reason for disapproval:  
\_\_\_\_\_

EH&S Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_:



**ITHACA COLLEGE  
PUBLIC SAFETY AND EMERGENCY  
MANAGEMENT  
RECREATIONAL FIRE  
PERMIT**

**Permit # \_\_\_\_\_**

This **PERMIT** is authorization to conduct a recreational fire pursuant to the requirements of the State of New York and Ithaca College regarding open burning. Should at any time the requirements fail to be met, the permit is automatically revoked, and the event shall be cancelled, and/or the fire shall be extinguished.

Name of Applicant: \_\_\_\_\_

Name of Organization/ Department: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ (Max. 2 Hr. Duration)

Location of Event (Please Specify): \_\_\_\_\_  
(Attach copy of College site plan)

Notes/Instructions:

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EHS Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EHS Representative Assigned to Event: (Circle) Perkins   Ross   Ryan   Sherman   Noble