



OPEN AIR FIRE PERMIT APPLICATION

FD 1350 (Feb 2018)



Application Date (YYYY-MM-DD)	Address of Activity	
Name of Event		
Type of Open Air Fire: Check appropriate box(es)		
<input type="checkbox"/> Annual	<input type="checkbox"/> Fire Spinners	<input type="checkbox"/> Indoor
<input type="checkbox"/> Burn Barrels	<input type="checkbox"/> Fire Eaters	<input type="checkbox"/> Outdoor
<input type="checkbox"/> Candles		<input type="checkbox"/> Private
<input type="checkbox"/> Ceremonial Smudging		<input type="checkbox"/> Public
<input type="checkbox"/> Ceremonial Wedding		<input type="checkbox"/> Single
Business Rule: Fire Pits and Fire Receptacles that meet the City Bylaw 5M2004 and comply the City of Calgary Fire Pit Safety Guidelines are exempt from requiring a permit.		

Contact Information

Company Name		
Company Address		
Company Billing Address (if different from above)		
Contact Name	24 Hour Phone #	
Estimated Number of Days of Event	Start Date (YYYY-MM-DD)	Finish Date (YYYY-MM-DD)

Permit Conditions

- A person or company must not have an Open Air Fire or Ceremonial Burn unless that person or company possess a valid Open Air Fire Permit issued by the Fire Chief or his delegate. Fire Operations & Fees Bylaw 55M2014 Amended by (18M2016 March 2016).
- An application for an Open Air Fire Permit must be in the form and contain the information approved by the Fire Chief. Fire Operations & Fees Bylaw 55M2014 Amended by (18M2016 March 2016).
- Where applicable; the applicant must have all necessary approvals from other City of Calgary Departments in conjunction with the Calgary Fire Department to ensure issuance of a Permit.

A person or company applying for an “Open Air Fire Permit” must submit the following information to the Calgary Fire Department with this application.

1. Call 311 to request the specific type of Permit you are applying for.
2. Request from the owner, Lessee or Agent for the property(s) to provide a written “Letter of Permission” to allow the Open Air Fire Display to take place, whether it be indoors or outdoors.
3. Provide proof of insurance in the amount of \$2 million liability for all open flames.

Form Approver: Deputy Chief Risk Management	Page 1 of 2
ISC: Protected	

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4. The Calgary Fire Department (or City of Calgary) should be listed as additional insured for all Permits on City of Calgary Property.
5. If the event is to be indoors, the venue must provide a written “Fire Safety Plan” and protocol including how they plan to mitigate a false alarm from the effects of the flame; should the venue have a Fire Detection System. If a False Alarm is caused by the performance, a False Alarm Fee may be charged.
6. The organizer or performer must provide a “Fire Safety Plan” including; props being used, who and how are the props being supervised and; the number and type of extinguishing tools and their placement:
 - Where props are to be located (inside or outside)
 - Distances from combustibles, staff and public (1M minimum from Public unless fire spinning or fire eating which requires a minimum of 5M)
 - Distances from combustibles, staff and public when doing a fire performance is a minimum of 5M
 - Details and procedures for dealing with a large emergency
 - Details and procedures for dealing with a small emergency
 - Materials and equipment on-site for fire extinguishment

Business Rule: Fire Pits and Fire Receptacles that meet the Community Standards Bylaw 5M-2004 and comply with the Fire Pit Safety Sheet are not required to request a Permit.

Note: Permit fees will be charged as per current Fee Schedule

Permit Applicant Name:

Permit Applicant Signature:

Calgary Fire Department Contact Numbers

Calgary 911	
Non-Emergency Fire Dispatch	403-264-1022
CFD Risk Management	403-287-4250