

OPEN FLAME PERMIT APPLICATION

FD 1350 (April 2025)



Important: This PDF was designed to be filled in with Adobe Acrobat Reader only.
If you are experiencing issues filling out this form, click here for help with your settings.

Application Date (YYYY-MM-DD)	Address of Activity
Name of Event	
Type of Open Air Flame: 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"/> Other <input type="checkbox"/> Ceremonial Wedding If other - provide details/description of event. 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			Postal Code
Company Billing Address (if different from above)			Postal Code
Contact Name		Contact Email	
24 Hour Phone #	Estimated Number of Days of Show Event	Start Date (YYYY-MM-DD)	Finish Date (YYYY-MM-DD)

Permit Conditions

- A person or company must not have an Open Air Flame or Ceremonial Burn unless that person or company possess a valid Open Flame Permit issued by the Fire Chief or his delegate. Fire Operations & Fees Bylaw 55M2014 Amended by (18M2016 March 2016).

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

- Call 311 to request the specific type of Permit you are applying for.
- Request from the owner, Lessee or Agent for the property(s) to provide a written "Letter of Permission" to allow the Open Flame Display to take place, whether it be indoors or outdoors.
- Provide proof of insurance of adequate coverage for the activity and location (if applicable) where open flame operations will be conducted. The City of Calgary requires a minimum of \$2 million in liability coverage. The City of Calgary must be listed as additional insured on all permits.



4. 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.
5. 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.

Payment Options:

To make credit card payments online access your eBill account by logging into your City of Calgary myid account visit www.calgary.ca/myid

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

This personal information is being collected under the authority of Sec. 33(c) of the Freedom of Information and Protection of Privacy Act and will be used by the City of Calgary to use for processing permit applications, issuing permits, safety codes compliance monitoring, verification, and program evaluation.

Personal information collected by The City of Calgary under the Freedom of Information & Protection of Privacy Act will be used only for the purpose for which it was obtained.

For further information, contact a CFD Tanks Safety Codes Officer at 403-370-7593 or Tanks@calgary.ca or Mail Code #8114. Calgary Fire Department, 4144 - 11 Street SE Calgary, AB. T2G 3H2.