



# VIRGINIA STATE FIRE MARSHAL'S OFFICE (SFMO)



## APPLICATION FOR BONFIRE PERMIT ON STATE-OWNED PROPERTY

1. Name/Company:	2. Phone #:
3. Mailing address:	
3b. Email address:	FAX #:
4. Physical address if different from Line 3:	
5. City/State/Zip:	6. Driver's License number or F.I.D. (Federal Identification Number):

7. Printed name of applicant representative whose signature appears on Line 14.

8. Indicate below what size bonfire a permit is being applied for:

8.1. [ ] **Small**; A small bonfire pile with a total fuel area more than 3 feet in diameter and more than 2 feet in height but not more than 9 feet in diameter and not more than 6 feet in height.

8.2. [ ] **Large**; A large bonfire pile with a total fuel area more than 9 feet in diameter and more than 6 feet in height.

### 9. Venue

9.1. The name of the venue, or building name in close proximity, at which the bonfire will take place is:	
9.2. Provide venue location using complete street address.	
9.3. Name of venue manager. (Print)	Telephone number.

10. The bonfire will occur on:

(Date): \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_ beginning at (time) \_\_\_\_\_:\_\_\_\_ am/pm and end at (time) \_\_\_\_\_:\_\_\_\_ am/pm.

11. So SFMO can conduct an inspection prior to bonfire ignition, the construction of the bonfire pile will be completed at:

(Date) \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ at approximately (time) \_\_\_\_\_ : \_\_\_\_\_ AM / PM.

12. Operator and Assistants.

<b>12.1</b> Name of the person in responsible charge of the bonfire.	
Name: (Print – Last, First, MI)	Phone number

<b>12.2</b> Name of any Assistants to the person in responsible charge of the bonfire.	
Names (Print – Last, First, MI)	Phone number

<b>12.4.</b> List or provide a narrative of the materials to be used in the bonfire including any information on the source/supplier of the bonfire material. Attach an additional page if needed.

### Special Instructions and information

**Submit one (1) copy of this application complete with any attachments to the SFMO. The SFMO must be in receipt of the complete application at the address listed below not less than 15 days prior to the event to avoid a higher required fee. A postmark or its equivalent is not the determining factor for having submitted an application in a timely manner.**

If an application is received with incomplete information or incorrect fee, the application may be returned without further processing resulting in the potential of a higher fee based upon SFMO receipt of a complete application and the fee schedule as found in SFPC Section 107.11.

After initial review, a provisional permit will be issued. After a completed and satisfactory site inspection at the location and dates indicated on lines 10 and/or 11, the SFMO representative in attendance will convert the provisional permit into a finalized permit.

**13.** By my signature below, I attest the information provided is complete and accurate. I acknowledge and agree to comply with all applicable requirements of the Virginia Statewide Fire Prevention Code (SFPC) governing bonfires even those not specifically covered or expressed on this application.

I also acknowledge that if a permit is issued, it shall be valid only at the location listed on the application and for the specific date(s) and time(s) for which it is issued, and will expire at 12:01 AM on the day following that provided on Line 10.

If approved to proceed, I acknowledge that such approval is conditional upon continued compliance with the SFPC. I further acknowledge and understand that any SFPC violations identified after the provisional permit has been issued may result in denial of final permit issuance or immediate suspension or revocation of a permit.

In the form of a check or money order made payable to the **TREASURER OF VIRGINIA**, this application and attachments are submitted with the required and non-refundable permit fee in accordance with the following and as indicated by line 8.1 or 8.2:

**Small** bonfire: The permit fee is \$50 except; if an application for a small bonfire permit is received by the State Fire Marshal's office less than 15 days prior to the planned event, the permit fee shall be \$100. If an application for a small bonfire permit is received by the State Fire Marshal's office less than 7 days prior to the planned event, the permit fee shall be \$150.

**Large** bonfire: The permit fee is \$150 except; if an application for a large bonfire permit is received by the State Fire Marshal's office less than 15 days prior to the planned event, the permit fee shall be \$300. If an application for a large bonfire permit is received by the State Fire Marshal's office less than 7 days prior to the planned event, the permit fee shall be \$450.

**14.** Signature of person whose name is printed on Line 7.

Date:

### **IMPORTANT:**

**THIS APPLICATION HAS 4 PAGES PLUS ANY ATTACHMENT(S). BE SURE TO COMPLETE THE NEXT PAGE (PAGE 4) OF THIS APPLICATION.**

The application and any attachments are to be delivered to:

State Fire Marshal's Office  
Virginia Department of Fire Programs  
1005 Technology Park Drive  
Glen Allen, Virginia 23059-4500



# VIRGINIA STATE FIRE MARSHAL'S OFFICE



## APPLICATION FOR BONFIRE PERMIT ON STATE-OWNED PROPERTY

Invalid if not completed by SFMO.

Upon SFMO signature(s), a copy of this page will be returned to the applicant as a permit.

### **APPLICANT:**

The following information fields may be repeated from earlier pages and are to be completed by the applicant.

Applicant Name/Company:	Applicant Phone #:
Applicant eMail address:	Applicant FAX #:
Signature of Applicant's representative	

### **Bonfire location:**

The bonfire will occur at (Provide location by listing address, street intersections, name of complex or facility, etc. Include name of City, County or Town):

### **Bonfire Date:**

The ignition of the bonfire will occur on:

(Date): \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_ beginning at (time) \_\_\_\_\_:\_\_\_\_ am/pm and end at (time) \_\_\_\_\_:\_\_\_\_ am/pm.

### **PROVISIONAL PERMIT** to be completed by SFMO personnel only:

Preliminary application review by (print name):	
SFMO representative's signature:	Preliminary review date:
Based on Applicant's submittal for permit, a provisional permit is recommended with the following added conditions, corrections, adjustments, or comments:	

### **FINALIZED PERMIT** to be completed by SFMO personnel only:

Final review and inspection by (print name):	
SFMO representative's signature:	Final review date:
A finalized permit is granted with the following added conditions, corrections or adjustments:	