



# City of Virginia Beach

FIRE PREVENTION BUREAU  
(757)-385-4228  
FAX (757) 385-5676  
TTY: 711

[VBgov.com](http://VBgov.com)  
MUNICIPAL CENTER  
BUILDING 21  
2408 COURTHOUSE DRIVE  
VIRGINIA BEACH, VA 23456-9065

## Outdoor Fire Application for Special Events

A permit shall be issued for all activities involving but not limited to: bonfires, recreational fires, and portable outdoor fireplaces in events that are attended by a public or private audience. Only bonfires are currently charged a permit fee of \$50.00. The following guidelines shall be followed THROUGHOUT the entire burning activity:

**YOU MUST SUBMIT A SITE PLAN WITH DISTANCES ALONG WITH THE APPLICATION**

### CONDITIONS OF PERMIT

#### Bonfires

- The Bonfire shall not be located within 50 ft. of any structure, roadway, woods or brush. Greater distances may be required by the Fire marshal.
- The Bonfire shall be no larger than 5 ft. X 5 ft. X 5 ft. in size.

#### Recreational Fires (campfire setup)

- Recreational fires shall not be conducted within 25 ft. of a structure or combustible material.
- The fire shall no greater than 3 ft. wide and 2 ft. high.
- Conditions which could cause a fire to spread shall be eliminated prior to ignition.

#### Portable Outdoor Fireplaces (fabricated unit that houses the fire, includes models fueled by LPG)

- Portable outdoor shall be used in accordance with manufacturer's instructions and shall not be operated within 15 ft. of a structure or combustible material.

### VIRGINIA BURN LAW

- Burning Law states: from February 15 through April 30 of each year, no burning before 4:00 p.m. is permitted. Please see § 10.1-1142. Regulating the burning of woods, brush, etc.; penalties for the full text.

### WIND RESTRICTIONS

- Burning is prohibited if winds are 15 mph or greater.

### FUEL RESTRICTIONS:

- Fuel for fires shall consist only of clean dry firewood. Wooden pallets are not considered to be firewood and are not allowed to be burned.
- Fires shall not contain rubbish, construction materials, garbage, trash or any material made of rubber, plastic, or petroleum and shall not contain any flammable or combustible liquids.

**EXTINGUISHMENT METHODS:**

- All fires shall have one of the following available for immediate use:  
4-A size extinguisher, dirt, sand, water barrel, garden hose, water truck, or another method approved by the Fire Marshal.

**FIRE ATTENDANTS:**

- Fires shall be constantly attended by a competent adult, who will oversee the operation until such fire is extinguished. A minimum of one 4-A extinguisher or other approved on site fire extinguishing equipment shall be available.
- The responsible person assigned the task of “fire attendant” shall not perform any other duties while performing the duties of a “fire watch” (i.e. sweep floors, empty trash, etc).

**CLEAN UP**

- After any fire has been conducted, all material burned or unburned shall be removed and disposed of at once (after ensuring all embers have been water soaked).
- Ash shall be disposed of in a non-combustible container.

**PERMIT CONDITIONS**

The applicant whose signature appears below agrees to abide by permit conditions resulting from the approval of this application. The Fire Marshal or his/her designee reserves the right to revoke any permit issued by the City of Virginia Beach fire Prevention Bureau, due to violations of the Virginia Statewide Fire Prevention Code, or any other unsafe condition that would prohibit the safe operation of the outdoor fire during the scheduled event.

**HOLD HARMLESS CLAUSE**

Permittee (applicant/organization) shall assume all risk incidents to or in connections with the permitted activity and shall be solely responsible for damage or injury, or whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee’s operation. Permittee hereby expressly agrees to defend and save the City, its officials, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulations affecting its activity and from any and all claims, suites, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct or its operation or resulting from negligence or intentional acts of omissions of permittee or its officers, agents, and employees.

Applicant Name:

Print: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Please submit a site plan along with the application detailing the location of the fire with distances**

**TYPE OF FIRE:** ☐ Bonfire ☐ Recreational Fire ☐ Outdoor Fireplace ☐ Other \_\_\_\_\_

**NUMBER OF FIRES** \_\_\_\_\_

**EXTINGUISHMENT METHOD** ☐ Garden Hose ☐ Extinguisher ☐ Water Buckets

☐ Other \_\_\_\_\_

**APPLICANT** (person responsible for the fire)

Name: \_\_\_\_\_

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

### PROPERTY OWNER

Name: \_\_\_\_\_

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

**FIRE LOCATION/ADDRESS** (Include site plan to show buildings, roadways, tents, and other structures.)

### SCHEDULE

DATE OF FIRE: \_\_\_\_\_ TIME: \_\_\_\_\_ INSPECTION TIME: \_\_\_\_\_

**See distance requirements on attached sheets. Only clean dry firewood may be burned. No construction debris, yard waste, trash, or other material may be burned or the fire will cease.**

**PRINTED NAME OF APPLICANT:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### Office Use Only

Approved ☐ Disapproved ☐

Inspector: \_\_\_\_\_ Inspector Number: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_