

## BONFIRE/CAMPFIRE PERMIT INSTRUCTION SHEET

In the event an individual desires a permit for a bonfire or campfire from the Creve Coeur Fire Protection District, the following procedures are required:

1. A permit application form may be obtained from one of the following methods:
  - a) **IN PERSON** from the Creve Coeur Fire Protection District Administrative Center located at 11221 Olive Boulevard.
  - b) Request a **FAXED** copy by calling 314-432-5570.
  - c) **DOWNLOAD** from the District's website - <http://www.crevecoeurfire.org>.

The application shall be returned within a minimum of 10 days prior to the event.

2. The application shall contain the following information:
  - a) Purpose of the bonfire/campfire.
  - b) Date range when event will take place.
  - c) Address of the site and exact location on the property.
  - d) The on-site fire extinguishing equipment to be provided.
3. After the application is returned to the Creve Coeur Fire Protection District Administrative Center, a permit in the form of a letter from the Fire Marshal or his designee will be issued to the individual or organization conducting the event.
4. A copy of the approval letter will be emailed by the Fire District to the Central County Fire Dispatch Center. The letter will also be emailed to the following depending on where the event is located: Creve Coeur Police Records Department; St. Louis County Police Department 2<sup>nd</sup> Precinct; or Frontenac Police Department.
5. In the event of high winds or other weather or site related conditions; the Creve Coeur Fire Protection District may cancel the event.
6. The location of any bonfire/campfire shall not be less than 50 feet from any structure. Fires in approved containers shall be permitted, provided that such fires are not less than 15 feet from any structure.
7. The event **shall be constantly attended until the fire is extinguished.** At least one portable fire extinguisher with a minimum 4-A rating, two portable fire extinguishers with a minimum 2-A rating each, or other approved on-site fire extinguishing equipment shall be available for immediate utilization.
8. It will be the responsibility of the applicant to contact the on-duty Battalion Chief at (314) 581-2302, and the Central County Fire Dispatching Center at (636) 394-5442 prior to the event and once the event is complete.
9. **Fire that may be offensive or objectionable due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous, may require extinguishment by the permit holder or the Fire District.**

Modified:      October 8, 2019