



AUBURN HILLS FIRE DEPARTMENT

3410 E Seyburn Road
Auburn Hills, MI 48326
www.auburnhills.org



PREScribed BURN PERMIT APPLICATION CHECKLIST

A prescribed burn plan shall be submitted to the Fire Department at least 30 days before the earliest date that the burn can take place. At a minimum, the prescribed burn plan shall identify the following items:

- ☐ Prescribed Burn Contractor company name, contact person, telephone number, and email address.
- ☐ The landowner of the parcel to be burned and contact information for the landowner.
- ☐ All individuals and organizations which need to be notified of the burn, including adjacent landowners.
- ☐ A description of the parcel to be burned.
- ☐ Burn window dates (earliest and latest dates that the burn may take place).
- ☐ The objective of the prescribed burn and the expected results.
- ☐ The conditions and prescription for the burn to safely meet the objectives of the burn.
- ☐ Considerations for smoke management.
- ☐ The method and specifications for ignition of the burn.
- ☐ Fire containment strategies to be followed for the burn, including specifications for fire breaks.
- ☐ A contingency plan to follow if the burn does not go as expected.
- ☐ Contractor's prescribed fire credentials.
- ☐ The name and contact information for the Burn Boss.
- ☐ Crew requirements for the burn including number of personnel, duties and responsibilities, safety equipment and training needs.
- ☐ A list of equipment needed to safely conduct the burn.
- ☐ A communications plan for the burn crew and interested parties involved in the burn.
- ☐ Any requirements needed to restore the site after the burn.
- ☐ Any media considerations for the burn.
- ☐ A site map that clearly shows the boundaries of the burn, water supplies, utilities, structures, fire break locations and site access routes. North must be indicated on the map.
- ☐ A copy of liability insurance naming the City of Auburn Hills as a co-insured. The minimum insurance amount for each occurrence shall be \$5,000,000.



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The prescribed burn contractor is free to determine the format and order in which the required information is presented, so long as all checklist items are addressed.

CONDITIONS OF PERMIT:

- The burn shall be conducted between the hours of dawn and dusk. The burn shall be fully extinguished before dusk.
- Garbage and trade waste may not be used as fuel for the burn.
- The burn shall not be left unsupervised at any time.
- The prescribed burn contractor shall provide any necessary signage or markings to mark the boundaries of the burn area and warn of smoke in the area.
- Once the actual date(s) of the burn is/are determined, the prescribed burn contractor shall advise all individuals and organizations who require notification of the date(s) of the burn.
- Any changes or additions to the burn plan shall be approved before any burning takes place.
- The prescribed burn contractor shall conduct a pre-burn orientation meeting with all personnel who will be involved in the burn. The Fire Department shall be notified in advance of the time and place for the pre-burn meeting, and a fire department representative shall attend the meeting. Notification shall be made with one of the fire department inspectors at either (248) 364- 6753, (248) 364-6757 or (248) 364-6715. If you can not reach one of the inspectors, please call (248) 370-9461.
- On the day of the burn the Fire Department shall be notified prior to ignition of the burn, and upon termination of the burn at (248) 431-2366 (Suppression Shift Command) and at (248) 370-9444 (Dispatch).
- Permit shall expire after the last day of the burn window.