

**CONTROL BURN APPLICATION FORM**

City of Sapulpa, Oklahoma  
425 East Dewey Avenue  
Sapulpa, OK 74066  
(918) 224-3359

1. Permit Holder's Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_  
Street/P.O. Box City State Zip Code

3. Property Owner's Name \_\_\_\_\_ Telephone No.: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_  
Street/P.O. Box City State Zip Code

6. Location for proposed burn: \_\_\_\_\_  
Street Address

7. Description of material to be burned: \_\_\_\_\_

8. Date of proposed burning (72 hour period): \_\_\_\_\_

9. **Proof of property ownership and available insurance must be attached, a deed and homeowners/commercial insurance policy listing the property and individual as a covered insured.**

10. Check one:  Non-Commercial Residential Burn Permit (\$20.00 Non-Refundable Fee)  
 Commercial Pit Burn Permit (\$200.00 Non-Refundable Fee)

The permit holder and property owner affirm, being of lawful age, the information contained herein is correct and agree to abide by all the rules and regulations adopted by the City of Sapulpa for open burning. The permit holder and property owner hereby release and discharge the City of Sapulpa, its officers and employees from all liability responsibility, detriment and damage of every kind resulting from or which may arise by reason of the burning or destruction of said structure, building, or rubbish upon the above described premises. **Permit holder and property owner shall be responsible for contacting the Sapulpa Fire Department at 224-3359 prior to the ignition of a controlled burn fire.**

\_\_\_\_\_  
Permit Holder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

.....  
Fire Marshall's Recommendation: Approve  Deny

If approved, dates for approved control burn: \_\_\_\_\_

If denied, state reason: \_\_\_\_\_

\_\_\_\_\_  
Fire Marshall's Signature, or designee

\_\_\_\_\_  
Date

**LISTED BELOW ARE THE BURN PERMIT REQUIREMENTS. IF YOU HAVE ANY QUESTIONS REGARDING PERMIT REQUIREMENTS OR THE STATUS OF YOUR PERMIT, CONTACT FIRE MARSHALL DON ACREE AT (918) 224-3359**

An adult person within the city limits may burn permissible materials only from sunrise to sunset provided the following conditions are met:

- A. Any burning must occur on a lot of at least 100 feet by 50 feet in dimension and must occur on a **non-combustible surface** or in a non-combustible container which is no closer than 50 feet to any structure other than a structure owned by the permit holder burning said materials. The amount of permissible materials to burn shall not exceed in size a 5 foot by 5 foot by 5 foot dimension and no burning shall be allowed during a time when wind conditions exceed 10 miles per hour. In addition, commercial pit burning shall be allowed only under the following conditions: (i) any such burning must occur on a lot of at least 1 acre or more in a fire pit located no closer than 300 feet to any structure other than a structure owned by the permit holder burning said materials, (ii) blowers must be used to accelerate the rate of combustion; and (iii) compliance with the following provisions.
- B. The person shall obtain a permit from the City at a cost set forth in the Master Fee Schedule, said permit identifying the adult in charge of this use by name and address, and also identifying the proposed location on the permit holder's property. No application shall be approved unless applicant produces documentation of ownership of the site location. All applications for said permits shall be made available during normal business hours from the City Clerk's office and are valid only for 72 hours following approval from the Fire Marshal's office.
- C. The adult permit holder in charge of the use must be physically present during the controlled burn and have the permit available for examination by any law enforcement officer or fire department personnel. Adequate fire extinguishing equipment shall be on-site and available for immediate use by the person at all times during the controlled burn.
- D. Notwithstanding the issuance and approval of any permit, the Fire Marshal retains the authority to prohibit, delay or cancel any open burning if atmospheric conditions or local circumstances make such burning hazardous, offensive or objectionable.
- E. Permissible materials shall mean all naturally occurring materials such as wood products, tree limbs, branches, shrubbery, clippings, leaves, etc. Impermissible materials shall mean tires, asphalt shingles, paints, plastics or other products containing rubber, styrofoam or leather.

**(This page to be retained by burn permit holder.)**