



# Recommended Open Burning Notification Form

(intended for required notifications – form itself is not required as long as the information identified herein is included in your notification)

## Personal Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Primary Contact Number: ( ) Alternate Contact Number: ( )

E-mail address (optional): \_\_\_\_\_

## Open Burning Site Information

Burn Site Address: \_\_\_\_\_

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City or Township* *County*

- 1) Provide a sketch of the burn location below or on an attached sheet. Include the location of the site and burn location within the site, nearest road intersection(s) and distance to/placement of nearest off-site structures including a map showing distances to residences, populated areas, roadways, air fields, and other pertinent landmarks.

\_\_\_\_\_

- 2) Describe the purpose for the burn.  
Choose a category:  
 Prevention or control of disease or pests, with written or verbal verification to the Ohio EPA from the local health department, cooperative extension service, Ohio department of agriculture, or U.S. department of agriculture, that open burning is the only appropriate disposal method.  
 Bonfires or campfires used for ceremonial purposes  
 Disposal of agricultural waste generated on the premises

Provide a brief written description of your proposed burn: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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- 3) Describe the material to be burned and the quantity of the material to be burned for any category identified in 2 above

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- 4) Did the material to be burned originate from the same site where it is being burned?  
 Yes  No

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- 5) Provide the date(s) and Time(s) when the burning is anticipated to take place:

Begin		End	
Date	Time	Date	Time

- 6) What methods or actions will be taken to reduce the emission of air contaminants?

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### Fire Department Section

1) Local ordinances may prohibit burning, or require additional restrictions. Please identify the local fire department where the burn will take place. Please obtain signature of the Fire Chief (note, this is not required but failure to notify may subject you to violation of local ordinances).

Fire Department Section	
Fire Chief (printed name):	
Name of Fire Department:	
Address:	
	<i>Street</i> <span style="margin-left: 150px;"><i>City/Township</i></span> <span style="margin-left: 50px;"><i>Zip Code</i></span>
Phone Number	(    )
Signature of Fire Chief:	
Comments from Fire Chief (if any):	

### Submission Certification

I, certify that the information set forth above is true and complete.

I realize that the Ohio EPA, after this notification, may determine that the open burning is not allowed under its regulations, or may impose certain requirements as part of review of my request, and shall notify me to that effect once they make such a determination. I hereby certify that the burn presented in the notification above will not occur less than ten (10) working days before the fire is to be set. I recognize that Saturday, Sunday, and legal holidays are not considered a working day.

In addition, I realize that no open burning shall be conducted in an area where an air pollution alert, warning, or emergency is in effect and that submission of this notification of intent does not exempt me from compliance with any other state or local regulation or ordinance.

\_\_\_\_\_

Signature

\_\_\_\_\_

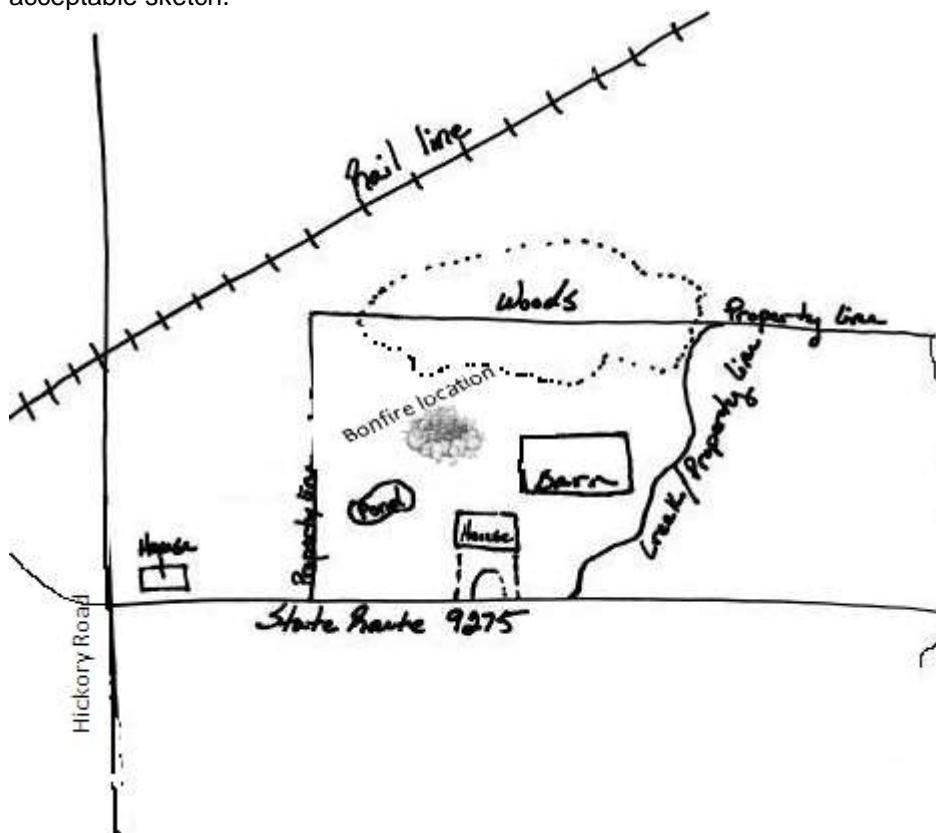
Date

### Personal Information

This information is used to send a letter indicating the approval or denial of the request. Please do not use a P.O. Box. The letter will be sent certified mail in order to ensure you receive a response from Ohio EPA. Phone number information allows us to contact you if we have additional questions concerning your request.

### Open burning site information

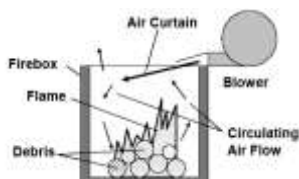
- 1) A sketch of the site/location of the burn and nearby structures will allow Ohio EPA to determine if the burn will be conducted within the rule-based setback requirements. No burn is allowed within 1,000 feet of an off-site dwelling (e.g., your neighbor's house) in certain instances. Below is an example of an acceptable sketch.



- 2) Please identify the category that best fits the reason you want to conduct a burn and describe the purpose for the burn. This information will assist Ohio EPA in determining if the requested burn is permissible under Ohio law. **Note that if the intended burn is not identified in the list provided, it either requires written permission, or is prohibited.** Please also remember that if you are disposing of land clearing waste, you need to make sure the fire is set only when atmospheric conditions will readily dissipate the air contaminants; the fire does not create a visibility hazard on roadways, railroad tracks, or air fields; the fire is located at a point on the premises no less than one thousand feet from any inhabited building not located on the premises where the burn will occur; and an air curtain destructor or other device or method determined by the director to be at least as effective is used to curtail release of air contaminants. Finally, please note that bonfires, camp fires, and outdoor fireplace equipment must be fueled with clean seasoned firewood, natural gas or equivalent, or any clean burning fuel with emissions that are equivalent to or lower than those created from the burning of seasoned firewood; that the fire is not used for waste disposal purposes; and that the fire is less than three feet in diameter and two feet in height except when the fire is used for

ceremonial purposes. If the fire is for ceremonial purposes, that the fire must be less than five feet in diameter and five feet in height and cannot be burned more than three hours.

- 3) Please describe the materials to be burned. This information is helpful in determining if the materials to be burned can be legally burned in Ohio. This is particularly important if there is a mixture of proposed materials. Inadequate description of the materials to be burned may result in enforcement if the materials are determined to not be approved for burning under the notification rules and the burn occurs.
- 4) Agricultural waste material to be burned must originate from the site where it is to be burned. Material can be moved within a contiguous site to ensure distance setback requirements for off-site structures. However, moving materials from one site to another is not permitted by rule. Please provide sufficiently detailed information in 1 above if materials are moved within the proposed site.
- 5) All open burning must be attended to during the duration of the burn. As a result, some burns may extend beyond a single day. Please identify the dates/times the burn is proposed to cover. Please note that this is not the same as multiple burns over time. For example, an individual or organization may wish to conduct agricultural waste burns in the fall and spring at the same or different locations. Such burns are separate actions and each individually require a request and permission. The purpose of question 7 is to identify those burns that are intended to be continuous but cannot be due to personnel resources, expected weather conditions, etc.
- 6) Please describe any actions you will take to minimize emissions during the burn. For example, use of an air curtain destructor makes the burn more efficient (i.e., less polluting) and reduces the burn time.



There are many configurations and equipment vendors that will rent the equipment. The basic concept is provided to the left. The overflow of introduced air facilitates efficient burning in the burn pile. Other activities that minimize emissions include making sure the materials are as dry as possible to ensure an efficient burn, allowing for sufficient air inflow by other means (e.g., burning the materials on raised structure so that air can flow upward into the burn more efficiently), etc.

### Fire department Section

1. Local ordinances may prohibit burning even when Ohio's open burning regulations allow burning. OAC Chapter 3745-19 is based on environmental law, not local safety and other regulations. Local safety and other regulations may require further restrictions or prohibitions.

Usually the local fire department is in the best position to identify additional local safety concerns. In addition, notifying the local fire department can ensure faster local emergency response in case something goes wrong or gets out of control. Although not required by Ohio's open burning regulations, Ohio EPA strongly urges that you get the signature from the local fire chief prior to submitting your request. A copy of the approval or denial of your request will be sent to the local fire department.

The following is a link to searching which fire department services your area:

[https://www.com.state.oh.us/sfm/fire\\_apps/fmpr/fd\\_lookup/default.aspx](https://www.com.state.oh.us/sfm/fire_apps/fmpr/fd_lookup/default.aspx)

Or call **(888) 243-0305** TOLL FREE

### Submission Certification

Sign and date the notification. Note the signature criteria prior to signing the notification. Ohio is substantially in attainment with the national ambient air quality standards. As a result, air pollution emergencies and warnings very are rare in Ohio. The following link provides the technical criteria for air pollution emergencies and warnings: <http://www.epa.ohio.gov/portals/27/regs/3745-25/3745-25-02.pdf>

In addition, it is also important to check your local forecast for weather conditions prior to burning to make sure conditions are such that they will minimize air pollution impacts.

Additional important information to note:

- The Ohio Department of Natural Resources has statutory authority for reviewing requests to conduct prescribed burns (e.g., burning off fields to promote prairie grasses). In addition, concerned with the potential for brush and forest fires, the ODNR Division of Forestry prohibits outdoor burning in rural areas between the hours of 6 a.m. and 6 p.m. during the typically dry months of March, April, May, October and November. So, regardless of if Ohio EPA grants permission to open burn from an environmental perspective, if you live in an unincorporated area, ODNR may deny permission to burn during these times/months due to fire safety concerns. For more information, see the following ODNR resources:  
<http://www.dnr.state.oh.us/Portals/18/fire/pdf/OhioFireLaw.pdf>  
<http://www.dnr.state.oh.us/forestry/Home/fire/wildfire/tabid/5146/Default.aspx>
- Some local jurisdictions may have additional restrictions on burning materials or burning at times that are otherwise approvable under Ohio EPA's open burning rules. The following links can be used to access Ohio township and city/village websites:  
Townships via the Ohio Township Association  
<http://cpmra.muohio.edu/otaohio/Websites.htm>  
Cities & Villages via the Ohio Municipal League  
<http://www.omloho.org/OMLMunicipalData/omlmunidata.htm>