



BURN PERMIT

Name: _____
(Please Print)

Own: _____ Rent: _____ Landlord Name: _____
(Please Print)

Mailing Address: _____ City/ST/Zip: _____

Physical Address: _____ City/ST/Zip: _____

Phone: _____ Landlords Phone: _____

Type of burn: _____

Date of burn: _____ Alternate Date: _____

Signature: _____ Date: _____
(Applicant)

Once we receive the completed forms, our department will contact you to set up a time for inspection of the burn area. If the area passes and all requirements are met, you then pay the \$10.00 burn permit fee. Once paid a burn permit number will be assigned to you. If you have any question or concerns, please call 785-483-7111, or e-mail us at dylan@russellcity.org.

Do not leave your burn unattended or start burns that do not comply with our burn requirements. Unattended and non-compliant burns can be subject to a fine up to \$100.00.

_____ Please initial here to let us know you are aware and understand the penalties for unattended and non-compliant burns.

_____ Initial here to acknowledge you received and understand the burn permit guidelines set forth.

OFFICE USE ONLY

Date: _____ Time: _____ a.m. / p.m. Fee: _____

Burn Permit #: _____ Date Issued: _____ Expiration Date: _____
(Alternate burn date)

Property inspected by: _____ Title: _____

Thank you,
Fire Chief
Dylan Riedel

Burn Permit Guidelines

Application:

Please complete all fields, read the requirements and acknowledgement and affirmation below. This permit applies to all incorporated areas of the City of Russell ONLY. Failure to abide by the terms set forth below, could result in fines up to \$100.00.

Burn permits are required for the following:

- Burning materials on your property
- Each address where burning occurs
- Agricultural – **Example Burns:** removal of stubble from corps, brush, tree trimmings or other vegetation when done to control invasions of trees on croplands, prescribed burning
- Open Burn – **Example Burns:** Yard debris, brush and tree trimmings, (material to be burned may not be hauled or brought in from outside the permit property).

Requirements:

By accepting a permit, you agree to abide by the following requirements:

1. I am in legal control of the lot or parcel of land herein described or have permission from the person with legal control of the lot or parcel of land herein described.
2. A competent person of legal age will attend burning continuously from the time of ignition to the time of extinguishment.
3. Burning **will not** be permitted if the wind speeds exceed 15 miles per hour.
4. **For agricultural type fires:** a fire break (plowed or disked) of a least 20 feet on all sides of the area to be burned shall be provided.
5. **For open burn fires:** adequate clearance shall be provided from readily combustible materials, structures and property lines. Area will be cleaned of all debris before permit will be approved.
6. Burning shall not create a smoke nuisance or hazard to neighboring properties or person.
7. Any heavy smoke-producing material is strictly prohibited, per Kansas state regulations K.A.R. 28-19-647(c)(2),

Burning of the following is illegal:

- Tires
 - Pallets
 - Railroad or bridge lumber
 - Treated lumber
 - Plastics or rubber
8. When burning wood products only, clean wood shall be burned.
 9. Starting fires with combustible or flammable liquids is prohibited unless special permission is obtained from the Fire Chief. Using gasoline or other ignition liquids in this manner is extremely dangerous.

10. Precautions shall be taken to assure confinement, intensity and size of said burn. The size of the burn pile shall not exceed three feet high and 6 feet wide.
11. A garden hose or other fire extinguishing equipment approved by the Fire Chief shall be available at the burn location.
12. Burning shall be conducted between the hours of 7:00 a.m. to 7:00 p.m.
13. The person doing the burning will be in possession of this permit during the burn for immediate inspection by authorities.

It is mandatory that the permit holder call the Russell County Communications at 785-483-2121 prior to conducting a permitted burn, notifying them of location and permit number. The Russell County Communications does not authorize any burning, but simply gathers information on open burns called in for the day. **It is the responsibility of the permit holder to check current weather conditions for wind speeds and other atmospheric conditions. Kansas Law also states that open burning shall not be conducted during inclement weather, i.e. rainy conditions, fog, snow or low cloud cover.** You are required to abide by all of these codes and laws as well as those listed herein.

Please return the following forms:

**Burn Permit
Acknowledgement & Affirmation**

**To:
Russell City Fire Department
133 W. 8th St.
Russell, KS 67665**

❖ Permits will not be processed until all required forms are signed and returned.

Acknowledgement and Affirmation:

By submitting this application, I do hereby make application for a permit to conduct a burning operation in the City of Russell, pursuant to the authority contained in Chapter 7 of the City of Russell Code.

I understand that the Fire Chief or his designated representative has the authority to revoke or cancel this permit and can require extinguishment of the burn. I hereby absolve the City of Russell Fire Department from any responsibility from damage which may be caused to any person or to property by reason of the permitted burn, arising from any act or acts of myself, my agents, employees or subcontractors and shall release and forever discharge, and shall save and hold harmless, the City of Russell Fire Department and the City Council of the City of Russell, Kansas, and their agents and employees; administrators, successors, contractors, subcontractors and officers from each and every right and claim which I may hereafter have on account of damages to my (or the property owners) property or any other persons property resulting from any incident, occurrence or activity arising from the permitted burn and from liability of any nature or kind connected with the permitted burn, operations or work performed hereunder arising out of any negligent or willful act or omission of any person/entity or of any employee or agent of that person/entity to the degree such indemnifications is allowed by law. I hereby affirm that the information I have provided is true and correct.

I have read the burn permit requirements of this application and reviewed and understand Chapter 7 of the City of Russell Code, Russell, KS regarding Fire Prevention and Protection. I agree to comply with all rules, regulations and requirements of the City of Russell Fire Department and the State of Kansas.

Applicants Signature:

Date:

Please Print Name: