



# OPEN FLAME PERMIT APPLICATION

FD 1350 (December 2023)



Application Date (YYYY-MM-DD)	Address of Activity	
Name of Event		
Type of Open Air Flame: Check appropriate box(es)		
<input type="checkbox"/> Annual	<input type="checkbox"/> Fire Spinners	<input type="checkbox"/> Indoor
<input type="checkbox"/> Burn Barrels	<input type="checkbox"/> Fire Eaters	<input type="checkbox"/> Outdoor
<input type="checkbox"/> Candles	<input type="checkbox"/> Other	
<input type="checkbox"/> Ceremonial Smudging		
<input type="checkbox"/> Ceremonial Wedding		
If other - provide details/description of event.		
Business Rule: Fire Pits and Fire Receptacles that meet the City Bylaw 5M2004 and comply the City of Calgary Fire Pit Safety Guidelines are exempt from requiring a permit.		

## Contact Information

Company Name		
Company Address		
Company Billing Address (if different from above)		Postal Code
Contact Name	24 Hour Phone #	
Estimated Number of Days of Event	Start Date (YYYY-MM-DD)	Finish Date (YYYY-MM-DD)

## Permit Conditions

- A person or company must not have an Open Air Flame or Ceremonial Burn unless that person or company possess a valid Open Flame Permit issued by the Fire Chief or his delegate. Fire Operations & Fees Bylaw 55M2014 Amended by (18M2016 March 2016).

A person or company applying for an "Open Flame Permit" must submit the following information to the Calgary Fire Department with this application.

- Call 311 to request the specific type of Permit you are applying for.
- Request from the owner, Lessee or Agent for the property(s) to provide a written "Letter of Permission" to allow the Open Flame Display to take place, whether it be indoors or outdoors.
- Provide proof of insurance in the amount of \$2 million liability for all open flames.
- The Calgary Fire Department (or City of Calgary) should be listed as additional insured for all Permits on City of Calgary Property.

Form Approver: Deputy Chief Risk Management	Page 1 of 2
ISC: Unrestricted	

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5. If the event is to be indoors, the venue must provide a written “Fire Safety Plan” and protocol including how they plan to mitigate a false alarm from the effects of the flame; should the venue have a Fire Detection System. If a False Alarm is caused by the performance, a False Alarm Fee may be charged.
6. The organizer or performer must provide a “Fire Safety Plan” including; props being used, who and how are the props being supervised and; the number and type of extinguishing tools and their placement:
  - Where props are to be located (inside or outside)
  - Distances from combustibles, staff and public (1M minimum from Public unless fire spinning or fire eating which requires a minimum of 5M)
  - Distances from combustibles, staff and public when doing a fire performance is a minimum of 5M
  - Details and procedures for dealing with a large emergency
  - Details and procedures for dealing with a small emergency
  - Materials and equipment on-site for fire extinguishment

Business Rule: Fire Pits and Fire Receptacles that meet the Community Standards Bylaw 5M-2004 and comply with the Fire Pit Safety Sheet are not required to request a Permit.

**Note: Permit fees will be charged as per current Fee Schedule**

\_\_\_\_\_  
*Permit Applicant Name:*

\_\_\_\_\_  
*Permit Applicant Signature:*

### Calgary Fire Department Contact Numbers

Calgary 911	
Non-Emergency Fire Dispatch	403-264-1022