

## BURNING PERMIT INSTRUCTIONS

Please complete and sign form where indicated. Fill out only the lines where indicated by "complete these items" appears. Please read bottom half of permit as your signature indicates you have read and understand these rules and regulations. If you have any questions, please contact Dave Giddings or Joe Simon at 952-233-9570. **DO NOT INCLUDE PAYMENT WITH THE APPLICATION.** Please return application to Shakopee City Hall as follows:

Shakopee Fire Department  
Burning Permits  
485 Gorman Street  
Shakopee, MN 55379

Once the completed application is received it will be reviewed and approved. Please allow a minimum of 5 business days to process the permit.

Once the permit is approved you will be contacted to pick it up at Shakopee City Hall. The \$40.00 fee will be required to be paid at that time. The Permit will be valid for the effective dates listed on the application, not to exceed 30 days. Special circumstances may warrant an extension of the time if a burning ban is issued during the approved 30 days.

**Recreational Fires:** Burning permits are not required for recreational fires. Recreational fires are not to exceed 3'x3'x3'. The area must be cleared 5 feet around by any combustible materials & 25 feet away from any building. Recreational fires **must** contain only clean burning natural wood. **No burning in barrels is allowed.**

**Prairie Grass Burns:** Contact the DNR Forestry at 952-826-6760 for approval of prairie grass burns **larger than ½ acre** before filling out the burning permit application. If DNR approval is granted, attach a copy of the DNR permit to our permit for the Fire Department to review.

**Prohibited Materials Are:** Oils, rubber, plastics, tires, chemically treated materials such as railroad ties, treated lumber, pallets, composite shingles, tar paper, insulation, composition board, sheet rock, wiring, paint, hazardous and industrial waste.

Violations of conditions will be subject to criminal and/or civil actions and fines.

**Please Print All Information Except Signature**

**PLEASE DO NOT INCLUDE PAYMENT WITH THE PERMIT APPLICATION.** THE \$40.00 PERMIT FEE WILL BE PAYED WHEN YOU PICK-UP YOUR APPROVED PERMIT. **Return to: Shakopee Fire Department, Burning Permits, 485 Gorman Street, Shakopee, MN 55379**

**OPEN BURNING PERMIT** (Shakopee, Jackson Twp. & Louisville Twp.) # \_\_\_\_\_

Complete these items

Complete these items

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (first) \_\_\_\_\_  
Phone (second) \_\_\_\_\_

**BURNING PERMIT CONDITIONS (check those that apply)**

Piled Material – only clean wood is allowed  
Specify Items to be Burned \_\_\_\_\_  
# of Piles \_\_\_\_\_  
Approx Pile Size in Feet \_\_\_\_\_  
 Running Fire  
(circle fuel) Grass / Brush / Slash  
Size of Area in Acres \_\_\_\_\_  
 Other \_\_\_\_\_  
 Special Conditions \_\_\_\_\_

**BURN SITE LOCATION**

Address \_\_\_\_\_  
City/Township \_\_\_\_\_  
Desired Start Date \_\_\_\_\_

**FIRE SAFETY AND AIR QUALITY REQUIREMENTS**

I AGREE TO THE FOLLOWING:

- To keep this fire under control and to assume all responsibility for all damages and costs that may result from burning done under this permit.
- To attend this fire until completely extinguished.
- Not to burn if there is a practical alternative method for disposal of the materials such as chipping or composting.
- To use clean burning device to start fire.
- Not to conduct burning during any air quality alert.
- Not to burn paper or cardboard except as provided under Minnesota Statutes.
- To extinguish the fire immediately if permit is revoked.
- To have this permit available at the burn site for inspection.
- That prevailing winds must be away from occupied buildings and winds shall not exceed 15 MPH.
- That the burn site will be a minimum of **250** feet from any building.
- That fires will not be allowed to smolder without flame.
- **You must call Scott County Dispatch at 952-445-1411 prior to any burning.**

PROHIBITED MATERIALS INCLUDE: oils, rubber, plastics, tires, and chemically treated materials such as railroad ties, treated lumber, composite shingles, tar paper, composition board, sheetrock, wiring, paint and hazardous and industrial solid waste. VIOLATIONS of this permit may subject applicant to criminal and/or civil action.

Sign here

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only Below**

EFFECTIVE DATES: From: \_\_\_\_\_ To: \_\_\_\_\_

DAILY HOURS: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

This permit is valid for open burning as allowed and specified in Minnesota Rules, Minnesota Uniform Fire Code and Local Ordinances. The permittee is granted permission to burn the above-described materials at the specified location during the dates and times listed above. I attest, by my signature, that I have read and will comply with the conditions of, and any attachments to this permit, and that I am the landowner or have the permission of the landowner to burn at the above site.

Approving Authority Signature \_\_\_\_\_ Date \_\_\_\_\_