

## INFORMATION FOR PORTLAND AREA BURNING PERMITS:

- Complete the form. Where I.D. indicated please use driver's license.
- If individual has no driver's license, any form of ID number will work except social security number. PLEASE DO NOT SEND US YOUR SS NUMBER!!!
- The form will need to be completed each year prior to burning. Please make every attempt to have the form into us by January of the current year. You cannot burn without a permit.
- You are responsible for understanding your area's rules for burning.
- You will still need to call 647-4111 to make sure it's OK to burn. This will let you know it's ok to burn. (Too dry or windy).
- You will not need to leave any information.
- When your form is completed, please mail it to the following:

PORTLAND AREA FIRE AUTHORITY  
773 EAST GRAND RIVER AVE.  
PORTLAND, MI 48875  
ATTENTION: FIRE MARSHALLS

- All forms are kept on file. In the event of a burning complaint, the individual will be contacted by phone to make sure there is no emergency.
- In the event no one can be reached the fire department may respond.
- THE DECISION TO BILL IS NOT MADE BY THE FIRE DEPARTMENT.
- You must keep a copy of this document and present it if the fire department should respond.

PORTLAND AREA FIRE AUTHORITY  
BURNING REGULATIONS

**All Burning Requires a Permit**

- 1) A permit issued by the fire department is required for all open burning within either Danby Twp. Portland Twp. or the City of Portland.
- 2) Permits are issued annually; requests for burning permits are to be received at the Portland Area Fire Authority station during hours to be designated.
- 3) The burning permit shall only be issued to the homeowner and/or resident of the property.
- 4) The fire chief and/or their authorized representative have the authority to discontinue the permit if the smoke creates a nuisance or hazardous condition.
- 5) The fire chief and/or their authorized representative reserve the right to enter the premises to ensure proper compliance to the burning rules and regulations.
- 6) The resident is responsible to provide the burning permit for inspection and/or surrender upon request.
- 7) The following items may NOT be burned at any time:
  - construction and/or demolition waste (shingles, siding, lumber, etc.)
  - garbage
  - hazardous materials
  - animal carcasses and/or animal waste
  - petroleum-based products (not even to start the fire)
  - plastic
  - tires
- 8) Yard waste (brush, grass, leaves, garden debris, etc.), fence rows, road ditches and burning barrels must be completely extinguished; yard waste may be burned after sunrise and shall not emit any smoke after dusk.
- 9) Burning of yard waste not originating on the property for which the permit is issued is not permissible at any time.
- 10) No fire shall be left unattended until it has been completely extinguished.
- 11) Fire pits and/or campfires must be extinguished upon the completion of the event or activity.
- 12) A source of water must be near the fire.
- 13) No brush piles shall be burned within 25 feet of any overhead utility wires.
- 14) Burning within 10 feet of any utility equipment including wood poles, guy wires, ground level cabinets and pedestals is prohibited.

This is a synopsis of the burning ordinance and is not intended to replace the ordinance.

PORTLAND AREA FIRE AUTHORITY  
2018 BURNING PERMIT/AFFIDAVIT

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Property Owner/Resident Name

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Property Address

Telephone No.

Initial where indicated:

\_\_\_\_\_ I have received a copy of the Portland Area Fire Authority Burning Rules and Regulations and a copy of my township's/city's Burning Ordinance.

\_\_\_\_\_ I do hereby affirm that I will adhere to the Portland Area Fire Authority Burning Rules and Regulations as well as the burning ordinance for my community.

\_\_\_\_\_ I have read and fully understand all responsibilities and accept liability should said fire get out of control and spread to other areas and/or structures.

\_\_\_\_\_ In addition to receiving a permit at the fire station; I will call the Portland Area Fire Department BEFORE I BURN, each day, to ensure that weather conditions are acceptable for burning. Dial (517)647-4111 for this information. I understand that failure to ensure acceptable weather conditions constitutes a violation and the homeowner and/or I may be subject to a fine and/or penalty.

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Signature

Identification Provided (Type and ID No.): \_\_\_\_\_

**NOTE: The permit holder is required to retain this permit and provide this burning permit for inspection and/or surrender upon request.**

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**For Fire Department Personnel Only: (Permit is valid only when signed by Department Personnel)**

Date of Issue: \_\_\_\_\_

Signature of Personnel Issuing Permit: \_\_\_\_\_

Permit Valid through \_\_\_\_\_.