



# FIRE PERMIT APPLICATION

Installation and use of outdoor wood fuelled fire containing devices

St. Albert Fire Services, Administration Office  
100 Giroux Road, St. Albert, Alberta

Phone: (780) 418-6069, Fax: (780) 459-7636,  
Email: [firepermits@stalbert.ca](mailto:firepermits@stalbert.ca)

## PART A

### Applicant Information

<input type="checkbox"/>	Owner	<input type="checkbox"/>	Occupant	<input type="checkbox"/>	Permitted by Owner / Condominium Association		
Name of Applicant:							
Address:							
Phone:			Email:				
Do you understand the Fire Permit Terms and Conditions (starting on page 3)?				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Include a drawing, with measurements, indicating that the fire device meets location and construction / design requirements.						
<input type="checkbox"/>	Include a picture of the fire device. Include the spark arrestor in the location of intended use.						

### Fire Containing Device Information

<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Portable
<input type="checkbox"/>	New Installation	<input type="checkbox"/>	Existing Installation
Type: Fire pit <input type="checkbox"/> Chiminea <input type="checkbox"/> Fireplace <input type="checkbox"/>			
Special Instruction:			
<i>With the submission of a completed St. Albert Fire Services (SAFS) Fire Permit Application, site drawing with approved measurements and picture of the fire containing device, with spark arrestor, in the location of intended use. A site inspection by SAFS is not required but may occur at the SAFS Fire Officer discretion.</i>			
Application Date:		Signature:	

# PART B

## Fire Permit Approval

### Installation and Use of Fire-Containing Device

The City of St. Albert hereby approves the above-described fire-containing device for the use at the above noted location subject to the terms and conditions set out in the REQUIREMENTS FOR THE INSTALLATION AND USE OF FIRE CONTAINING DEVICES IN THE CITY OF ST. ALBERT (“Terms & Conditions”).

The Owner/Occupant hereby acknowledges receipt of the Terms & Conditions and agrees to abide with such Terms & Conditions as a condition of use of the fire-containing device:

SAFS Fire Officer Name:

SAFS Fire Officer Signature:

Date:

# PART C

## Notice of Non-compliance

You are hereby notified that the above noted device does not comply with the requirements for fire-containing devices Terms & Conditions. Prior to using this device, you must correct all non-compliance aspects and have the device re-inspected to ensure that the fire containing device meets all Terms & Conditions.

USE OF THE DEVICE IS PROHIBITED UNTIL ALL NON-COMPLIANCE ISSUES LISTED BELOW HAVE BEEN CORRECTED AND A PERMIT APPROVAL HAS BEEN ISSUED.

Notes:

SAFS Fire Officer Name:

SAFS Fire Officer Signature:

Date:

**For Re-inspection Call 780-418-6069**

# TERMS & CONDITIONS:

## REQUIREMENTS FOR THE INSTALLATION AND USE OF FIRE CONTAINING DEVICES IN THE CITY OF ST. ALBERT

Open fires or campfires, including fire containing devices, on public or private property within the City of St. Albert are **not allowed** except and unless **approved by the st. albert fire chief or designate**. Prior to being approved an outdoor wood fuelled fire containing device such as a **fire pit, chiminea** or **fireplace must satisfy the following conditions**:

### LOCATION:

#### A. Public Property

1. No fire is allowed on public property except in a pit or container that has been approved by the Fire Department for such use.

#### B. Private Residential Yards

Fire containing devices can only be approved for fires if they are situated:

1. In the back yard only. Front and side yard installation and use are not permitted.
2. No less than 3 metres (10 feet) from all property lines.
3. No less than 3 metres (10 feet) from any structure (including but not limited to: fences, decks, garages, sheds, houses or any other permanently installed or hard to move structures such as benches, play stations, etc.).
4. No less than 3 metres (10 feet) from any vegetation such as trees or shrubbery.

*Note: Distance requirements apply in horizontal and vertical directions.*

### SEATING:

All seating around fire containing devices must be easily movable and constructed of material that do not readily catch fire or burn.

### CONSTRUCTION / DESIGN

All fire-containing devices must be constructed and designed as follows:

1. The base must consist of gravel or concrete and be no less than 10 centimetres (4 inches) greater in size than the outside diameter or measurement of the fire-containing device.
2. The fire must be enclosed in a rock, concrete block, cured or fired ceramic/clay, or metal fire container (the "fire container") no greater than 90 centimetres (35 inches) inside diameter or measurement and no less than 40 centimetres (16 inches) in height.
3. All openings in the fire-containing device must be covered with a metal spark arrestor with an approximate hole size of 0.7 centimetres (1/4 inch).

### USAGE

Public or private containing devices may only be used for:

1. Cooking of food for human consumption.
2. Warmth.
3. Fire must be attended at all times by an adult who is competent to supervise it.
4. Material capable of extinguishing the fire must be located no farther than 2 metres (6.5 feet) from the fire-containing device. Acceptable extinguishing capability would consist of a container of water or sand of not less than 20 litres (5 gallons) or a garden hose connected to a reliable water outlet.
5. Only clean dry wood is to be used for fuel.

## PROHIBITIONS

The following material may NOT be burned in the fire-containing device:

1. Garbage or painted/treated wood.
2. Yard or garden refuse such as tree trimmings, leaves, grass etc.
3. Construction materials.
4. Any material made of or containing rubber, plastic, tar, etc.

Persons desiring to install an outdoor wood fuelled fire-containing device such as a fire pit, chiminea or fireplace are required to submit a design drawing and picture of the proposed installation and placement of the device and obtain approval of the Fire Chief or designate prior to the installation and use of it.

Despite the fire-containing device being approved, the Fire Department may require that a fire be extinguished if the fire creates a hazard for reasons which include but are not limited to the fire not being tended properly; the fire, or smoke emanating from the fire, creating a nuisance for other property owners, or the fire creating a risk of spreading outside of its approved container.

These guidelines represent the minimum requirements concerning the installation and use of outdoor wood fuelled fire containing devices. They will be reviewed periodically and may be subject to change from time to time. Requests for further information or questions can be directed to the St. Albert Fire Department at **(780) 418-6069** during regular business hours (**Monday to Friday, 8 a.m. to 5 p.m.**; closed on statutory holidays).