



OPEN BURNING PERMIT APPLICATION

Effective April 10, 2023

A typical review of an application will be completed within three normal business days of your submittal. You may call the Fire Marshal's Office during normal business hours to check on the status of your permit. (903-892-7006 or 903-892-7267).

Type of Permit:

Open Burning Within City Limits

Date of Application: _____

Estimated Completion Date of Burning: _____

Type of Materials to Be Burned: _____

Fee Amount Paid: _____ Receipt No. _____

Permit Address: _____

Application Made By: _____

Billing Name: _____

Billing Address: _____

Point of Contact: _____ Phone #: _____

Email For Permit Delivery: _____

Information For Day of Burning:

Contact Person on Site: _____ Cell Phone #: _____

Vehicle on Site Description: _____

Vehicle on Site License Plate #: _____ State: _____

A permit application does not constitute approval for conducting open burning within the city limits, nor does it imply permission to begin open burning. Open burning without the issuance of a permit is in violation of the City of Sherman Fire Code. An incomplete permit application will delay permit issuance.

The Permit Process Consists of Five Steps:

1. Completion of application without payment.

Complete this application along with the Outdoor Burning Liability Release Form Attached.

2. Submittal of digital scope of work.

Scope of work with a map showing the exact location of the burn pile shall be submitted electronically by email to jillianc@cityofsherman.com with the permit application and liability release or delivered in electronic format to Administrative Assistant's Office at 3708 North Frisco Road along with delivery of the application and liability release.

3. Payment after phone call from the Administrative Assistant.

Payment can be made in person at the Administrative Assistant's Office at 3708 N. Frisco Road or made over the phone at 903-892-7273 after they have contacted you for payment stating the Fire Marshal's Office has approved the scope of work with a map.

Open Burn within City Limits ---- \$1000.00

You will be issued a receipt for your payment. This receipt is not a permit. No burning may begin until the permit is issued by the Fire Marshal's Office.

4. Issue of the permit.

Permits are issued via email to the email provided on the first page of this application. The permit will include any conditions for conducting open burning within the city limits. A copy of this permit shall be kept on hand with the contact person on site while conducting open burning within the city limits.

5. Conduct open burning.

After following the regulations listed on the permit, on the day of burning you must call the Fire Marshal's Office at 903-892-7267 and leave a voicemail stating contact name, number, and location of the open burning prior to conducting any open burning within the city limits.

Outdoor Burning Liability Release

I accept full responsibility and assume sole liability for any damage or inconvenience that may be suffered by any individual, business, corporation, or government entity as result of this fire, the smoke it creates, or any condition related thereto. I release the City of Sherman, its employees, agents, and officials from any responsibility for, and any claims that may arise from the issuance of this permit, and that violations may carry fines of up to \$2,000.00 from the City of Sherman, plus additional sanctions by the State. I certify I will personally conduct or oversee the burning of materials pursuant to this permit and will monitor and make adjustments that may be necessary to ensure the size of the burn, or the smoke produced, does not or will not present a hazard or inconvenience to any other person or property.

Prior to making this application, I attest that I have contacted the Texas Commission on Environmental Quality (TCEQ) and have discussed this outdoor burn with a representative. I understand and agree to follow all TCEQ rules and regulations.

Applicant

Print Name

Signature

Date