

## PROCEDURE FOR PROCESSING PRESCRIBED (CONTROLLED) BURN PERMIT APPLICATIONS

### Planning and Development Department

November 2017

Section 307.2 of the Village's Fire Code (2009 International Fire Code) indicates a permit shall be obtained from the Fire Code official prior to kindling a fire for recognized forest management purposes. A Building Permit issued by the Village of Glen Ellyn will satisfy this requirement. The following procedure shall be followed to process such permit.

1. The party applying for a Prescribed Burn Permit shall submit a completed Building Permit application to the Village. Cases involving a property with multiple areas to be burned may be included under a single permit. Otherwise, a separate permit is required for each property at which a prescribed burn will be performed.
2. Upon issuance, a Prescribed Burn Permit will be valid for one burn to occur within the calendar year of the permit application.
3. The company that will perform the burn shall be properly registered as a contractor with the Village at the time of permit application.
4. Required application submittal items include:
  - a. Completed Building Permit application including:
    - i. Applicant name, telephone number and email address
    - ii. Name and emergency contact information of the Illinois Certified Prescribed Burn Manager that will be on site for the duration of the burn
  - b. An aerial view of the property with the location(s) of the areas to be burned clearly indicated.
  - c. Payment in the amount of \$80.00 for each Prescribed Burn Permit.
5. The Prescribed Burn Permit will be issued upon receipt of the information listed above.
6. The aerial view of the property will be used by Village staff to generate a mailing list of property addresses located within a 250 foot radius of the area(s) to be burned.
7. Village staff will email the mailing list, in Microsoft Excel format, to the applicant within 10 business days of issuance of the permit.
8. The applicant shall send written notices to all properties on the mailing list, as well as to the Glen Ellyn Volunteer Fire Company, the Glen Ellyn Police Department and the Glen Ellyn Planning and Development Department approximately two weeks in advance of the date of the burn indicating the burn will be performed within an approximate timeframe. The notice shall contain contact information for persons to call for an exact date of the burn or to ask questions related to the burn.
9. The applicant shall notify the following 48 hours prior to the scheduled date and time of the burn.

Glen Ellyn Volunteer Fire Company via: P: 630-469-5265 or,

Email to [chief@glenellynfire.org](mailto:chief@glenellynfire.org) and [admin@glenellynfire.org](mailto:admin@glenellynfire.org)

Glen Ellyn Police Department via: P: 630-469-1187 or,

Email to [recordsstaff@glenellyn.org](mailto:recordsstaff@glenellyn.org) and [sergeants@glenellyn.org](mailto:sergeants@glenellyn.org)

Glen Ellyn Planning and Development Department via: P: 630-547-5250 or,

Email to [pdonline@glenellyninfo.org](mailto:pdonline@glenellyninfo.org)

Prescribed burns shall be performed in accordance with the Illinois Prescribed Burning Act (525 ILCS 37/) and applicable requirements of the Illinois Environmental Protection Agency including, but not limited to, the IEPA Standard Conditions for Open Burning which can be found at <http://www.epa.state.il.us/air/stateforms/171-apc.pdf> (copy attached). Any questions related to this process shall be directed to the Village of Glen Ellyn Planning & Development Department at 630-547-5250.





State of Illinois  
Environmental Protection Agency  
Division of Air Pollution Control  
1021 North Grand Avenue East  
Springfield, IL 62794-9276

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**STANDARD CONDITIONS  
FOR  
OPEN BURNING**

July 1, 1985

The Illinois Environmental Protection Act (Illinois Revised Statutes, Chapter 111-1/2, Section 1039) authorizes the Environmental Protection Agency to impose conditions on permits which it issues.

The following conditions are applicable unless superseded by special permit condition(s).

1. The open burning site shall be established on a cleared area and access by unauthorized personnel shall be adequately restricted.
2. The open burning site shall be provided with adequate fire protection and with such equipment as is necessary to control the fire. Open burning shall be conducted with appropriate safety considerations.
3. Materials to be open burned are expressly limited to those stated in the application for a permit to open burn and shall be confined to the smallest possible area.
4. The materials used to promote combustion shall be of no lesser quality than number 2 fuel oil.
5. The open burning of any materials capable of producing obnoxious odors or emitting an excessive amount of particulate matter is expressly forbidden.
6. Open burning shall be conducted only between the hours of 8:00 A.M. and 4:00 P.M. during those months that Central Standard Time is in effect and 9:00 A.M. and 5:00 P.M. during those months Central Daylight Savings Time is in effect.
7. Open burning shall be conducted only when the wind velocity exceeds 5 miles per hour.
8. Open burning shall be conducted in such a manner as to not create a visibility hazard on roadways, railroad tracks or air fields.
9. Open burning conducted under this permit shall be supervised at all times.
10. Ashes, residue, etc., shall be disposed of in a manner consistent with requirements of the Environmental Protection Act and regulations promulgated thereunder.
11. If this permit is for open burning of landscape waste with the aid of an air curtain destructor or comparable device, the following additional conditions shall apply:
  - a. Access to the burning site shall be restricted to prevent the dumping of refuse or waste; and
  - b. The operation and maintenance of the air curtain destructor or comparable device shall be in accordance with the manufacturer's instructions.
12. The Agency has issued this permit based upon information submitted by the permittee in the permit application. Any misinformation, false statement or misrepresentation in the application shall be grounds for revocation under 35 Ill. Adm. Code 237.207.

13. There shall be no deviations from the approved application unless a written request for a revised permit has been submitted to the Agency and a revised written permit issued.
14. The permittee shall allow any duly authorized agent of the Agency upon the presentation of credentials, at reasonable times:
  - a. to enter the permittee's property where actual or potential effluent, emission or noise sources are located or where any activity is to be conducted pursuant to this permit,
  - b. to have access to and to copy any records required to be kept under the terms and conditions of this permit,
  - c. to inspect the open burning authorized under this permit, or any equipment required to be kept, used, operated, calibrated and maintained under this permit,
  - d. to obtain and remove samples of any discharge or emission of pollutants, and
  - e. to enter and utilize any photographic, recording, testing, monitoring or other equipment for the purpose of preserving, testing, monitoring or recording any activity, discharge or emission authorized by this permit.
15. Pursuant to 35 Ill. Adm. Code 237.206 this permit is subject to revision by the Illinois Environmental Protection Agency as deemed necessary to fulfill the intent and purpose of the Environmental Protection Act and regulations promulgated thereunder.
16. The issuance of this permit covers open burning taking place on or after the effective date of the permit. The issuance of this permit does not cover and in no way condones or approves open burning which took place before the effective date of the permit.
17. The issuance of this permit:
  - a. shall not be considered in any manner affecting the title of the premises upon which the permitted open burning is conducted,
  - b. does not release the permittee from any liability for damage to person or property caused by or resulting from open burning,
  - c. does not release the permittee from compliance with other applicable statutes and regulations of the United States, of the State of Illinois, or with applicable local laws, ordinances or regulations,
  - d. does not take into consideration or attest to the structural stability of any equipment or facilities associated with the open burning,
  - e. in no manner implies or suggests that the Agency (or its officers, agents or employees) assumes any liability, directly or indirectly, for any loss due to open burning.