

**PROCEDURE FOR PROCESSING PRESCRIBED (CONTROLLED) BURN
PERMIT APPLICATIONS**
Community Development Department
January 2019

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 of Glen Ellyn Community Development Department. Cases involving a property with multiple areas to be burned may be included under a single permit; however, the applicant shall clearly indicate the individual areas to be burned along with the proposed burn schedule (Spring or Fall) on the site plan. 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 the burn(s) to occur in the areas indicated on the application 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 Community 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 entities 48 hours prior to the scheduled date and time of the burn.

Glen Ellyn Volunteer Fire Company: P: 630-469-5265/Email to chief@glenellynfire.org and admin@glenellyn.org
Glen Ellyn Police Department: P: 630-469-1187/Email to ptaves@glenellyn.org and sergeants@glenellyn.org
Glen Ellyn Community Development Department: P: 630-547-5250/Email to 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 Community Development Department at 630-547-5250.