



BONFIRE / RECREATIONAL FIRE PERMIT APPLICATION AND CHECKLIST

Fires conducted on properties within the Village of Westhampton Beach must comply with the Village Code. The purpose of these regulations is to protect both the general welfare of the subject premises and adjoining property and the life safety and well being of Village residents.

Chapter 70 of the Village Code requires a permit for all activities regulated under the State Code and has adopted the Fire Code of New York State.

Applications should be submitted a minimum of two (2) weeks in advance prior to the event in order to process the application and ensure that the event runs safely and smoothly.

FILING FEE: \$50 **FEE CODE:** BONF

BONFIRE PERMIT REQUIREMENTS (Initial each as provided/acknowledged)

1.	Submit completed permit application (page 2) & associated fee.
2.	Submit a plot plan showing location of proposed fire on property with respect to existing structures; all bonfires or recreational fires must be conducted a minimum of 50’ from any structure or combustible material (such as beach grass) on the property.
3.	Submit a copy of a Certificate of Liability insurance for covering fire damage with the Village of Westhampton Beach listed as the certificate holder.
4.	If the Applicant is not the property owner an owner’s authorization consent form must be signed and notarized. A copy of the consent form is attached with this application (page 3).
5.	All fires will be limited to and contained in a metal container supplied by the Village Department of Public Works and in no case shall the fuel area exceed 3’ in diameter or more than 2’ in height. If the permit is approved, the applicant may use the approved open burning permit to obtain the container at the Village Highway Barn between the hours of 8 am & 4 pm Monday - Friday.
6.	The Fire Marshal shall inspect the property at least one day in advance of the event and the applicant shall demonstrate availability of a portable fire extinguisher with a 4-A rating or a garden hose, shovel and supply of loose dirt or sand or other on site fire extinguishment devices that are readily available for immediate utilization as required by the Fire Marshal.
7.	The applicant is responsible for the container and removal of any debris on the beach area. The container must be returned to the Highway Barn promptly on the next regular working day.
8.	PLEASE BE ADVISED that an issued permit is subject to weather conditions (wind, excessively dry weather) and may be nullified at the due discretion of the Fire Marshal and/or the Westhampton Beach Fire Chief.



Incorporated Village of Westhampton Beach

DEPARTMENT OF BUILDING AND ZONING

165 Mill Road, Westhampton Beach, New York 11978

(631) 288-3478 – Fax (631) 288-4332



BONFIRE / RECREATIONAL FIRE PERMIT APPLICATION

Date: _____

Tax Map # 905- _____ - _____ - _____

Application is hereby made by the undersigned for a permit, as required by Chapter 70, Building Construction and Fire Prevention of the Code of the Village of Westhampton Beach, for the following purpose of conducting a Bonfire or Recreational Fire.

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Email: _____

Name of Business / Organization Owner: _____ Event: _____

Property Location: _____, Westhampton Beach

Property Owner Address: _____

Property Owner Phone: _____ Email: _____

Activity Planned: _____

Date and approximate time for bonfire: _____

Applicant's Signature

Sworn to before me this _____ day

of _____, _____

Notary Public

For Office Use

Application: Receipt # _____ Fee \$ _____ Date Received: _____

Permit: Approved [] Denied [] Permit # _____ Date Issued: _____

Compliance: Approved [] Denied [] N/A [X] Certificate # _____ Date Issued: _____

REMARKS: _____

DPW Superintendent

Fire Marshal



OWNER’S AUTHORIZATION

STATE OF _____)
) ss.:
 COUNTY OF _____)

I, (owner) _____

residing at: _____

being the owner of premises (Property Location) _____

also known as Suffolk County Tax Map Number 905- _____ - _____ - _____

hereby authorize (Agent) _____

whose mailing address is (Agent Address) _____

to appear on my behalf before the _____

of the Village of Westhampton Beach, and to received and/or file any documents required with reference to my application for _____

I hereby agree to allow my agent, whose name appears above, to act on my behalf and I further agree to abide by any requirements imposed by this Board as a condition of their approval.

 Owner Signature

Sworn to before me this _____ day
 of _____, 20 _____

 Notary Public