



REQUEST FOR PERMIT **BONFIRES**

Town of Old Orchard Beach
Office of the Town Clerk
1 Portland Avenue, Old Orchard Beach, ME 04064



1. Form must be completed and attached instructions initialed.
2. **Incomplete applications, and failure to submit the required fee, will cause the permit to be returned without approval.**
3. Insurance, listing the Town of Old Orchard Beach as additionally insured, with a minimum coverage amount for property damage and bodily injury of \$500,000 and must be provided with the completed application.
4. You will be contacted by the Town Clerk's Office when permit has been authorized.
5. Bonfire permits are for less than 25 people. If 25 or more, a Special Event Permit application is required.

REQUIRED INFORMATION

Date submitted: _____ Date of Proposed Bonfire: _____

Time of Proposed Bonfire (all bonfires must end by 11 p.m.):

START: _____ END: _____

Proposed Bonfire Location: _____

Applicant Name: _____

Home Phone number: _____ Cell Number: _____

Address: _____

Note: The issuance of the permit is based upon the information contained in this application only, and does not cover unsatisfactory conditions resulting from errors, omissions or failure to clearly indicate conditions. Any change(s) to the application shall be submitted to the Office of the Town Clerk for review.

I hereby certify that I am aware of the conditions and requirements for having a bonfire and agree to comply with the conditions and requirements. I understand that failure to comply with the conditions would mean cancellation of this permit and possible denial of future permits.

Applicants Signature _____ **Date** _____

Official Use Only Below

Application # _____ Date completed application received w/fee _____

Reviewed by FD and ready: _____ Town Manager Sign Off: _____

Applicant notified: _____

Town of Old Orchard Beach
INSTRUCTIONS FOR BONFIRES

1. Fires:
 - A. LEAVING A FIRE UNATTENDED IS PROHIBITED!
 - B. The kindling of any ground fire is permitted only on the beach between the high tide and low tide marks.
 - C. Bonfire material must be placed in a pit approximately one (1) foot deep and (3) feet larger than the outer edge of the bonfire material. Material should be stacked no higher than three (3) feet.
 - D. Bonfire material must not consist of salt treated lumber, tar paper, contents containing any rubber products, creosote treated lumber, glue impregnated material, plastic, foam, paint, nails or trash.
 - E. Flammable and/or combustible liquids must not be utilized for fueling the bonfires.
 - F. A small water extinguisher and shovel must be present.
 - G. Upon completion of the bonfire, all ashes and leftover material must be thoroughly wet down, placed in a trash bag and removed from the beach. Material and/or hot ashes shall not be buried in the sand.
 - H. Burning must conform to all State burning regulations—M.R.S.A. Title 12, Subchapter 4.
2. Cleanup and restoration of the site must be completed by the expiration date and time set forth by this permit. The person obtaining the permit is responsible for providing the trash bags, stacking of the trash and placing all the trash in the proper containers, and removing off site.
3. All persons encompassed in this permit must vacate the bonfire site no later than the date and time set forth by this permit.
4. Groups under the age of 18 must be chaperoned by an adult twenty-one (21) years of age or older. **FOR SUCH GROUPS, THE PERMIT WILL ONLY BE ISSUED TO THE CHAPERONE.**
5. Servicing of the bonfire site will be accomplished by hand carrying the equipment and supplies to the site. Vehicles shall not service the bonfire site.
6. The person obtaining the permit must be present during the hours of the bonfire. They must have in their possession a copy of this permit and present it upon request of a Fire Official or Police Officer. The Town of Old Orchard Beach reserves the right to check for permit compliance at any time.

Town of Old Orchard Beach
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7. All bonfire residue must be removed before 5 a.m. the following morning. Failure to remove all bonfire residue from the beach by 5 a.m. may result in the Town refusing to issue a bonfire permit in the future, or an invoice for the cost of removing the debris or both.
8. Unsuitable wind or weather conditions must be taken into consideration prior to and during the actual bonfire. Adverse conditions may cause the revocation of this permit.
9. Application for the permit must be made to the Office of Town Clerk,
 - a. By mailing to Office of Town Clerk, 1 Portland Avenue, Old Orchard Beach, ME 04064 or
 - b. Faxed (207) 934-7967 or
 - c. Emailed to kmclaughlin@oobmaine.com or
 - d. The applicant may also stop by the Office of the Town Clerk located at 1 Portland Avenue during regular office hours, 8 a.m. to 4 p.m. Monday through Friday, with extended office hours until 6 p.m. on Tuesdays. Please call ahead for holidays.
 - e. If submitting by fax or e-mail, the applicant must contact the Town Clerk's Office at 207-934-4042, to pay by phone with a credit card/debit card.

Application must be submitted a minimum of one week (1) prior to the date of the scheduled bonfire, with the required insurance.

The applicant will be notified when the bonfire permit is ready.

10. **Permits will not be issued for bonfires past 11 p.m.**
11. A non-refundable Permit Fee of \$50.00 can be paid in the form of a check, money order, (payable to the Town of Old Orchard Beach), cash and/or credit card and must be paid upon submitting the completed application.
12. A refundable **CASH** deposit of \$100 is required for all fires. The deposit will be returned if the Public Works Department and/or Fire Department has determined the area is clean.
13. A burn permit must be requested the day of the event and the site may be reviewed by the Fire Department at that time. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. **NOTE: Permission may be refused or permission may be revoked by the Fire Chief or his designee if safety issues arise, or if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone.**
14. Piping Plovers are state and federally protected birds and nest on the beach from as early as April to August. In the event there are any active piping plover nests in the vicinity of your bonfire, you may have to move your event farther down the beach. We will know approximately one week prior to the event. You will be notified if you need to move your event at the phone number listed on the application.

Recipient of the Bonfire instructions initials _____